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**LOUISIANA ACADEMY OF  
BEAUTY**  
*ESTABLISHED IN 1985*

**REVISED BY: CRYSTAL BIHM**

**ORIGINAL DATE: DECEMBER 1992   REVISED: 10/1/2021   EFFECT: 09/01/2021**  
*550 EAST LAUREL AVENUE  
EUNICE, LOUISIANA 70535  
(337) 457-7627*

*At Louisiana Academy of Beauty, we enjoy making people beautiful, and we love teaching others how to do so. Cosmetology is a marvelous career, full of rewards and satisfaction. We would be pleased to help you get started on the pathway in this fascinating field.*

*The staff of Louisiana  
Academy of Beauty*

**ADMINISTRATIVE  
OFFICIALS**

*President/ Chief Executive Officer..... Jennifer Cobb-Reed*  
*Recording Secretary ..... Crystal Bihm*  
*Financial Aid Administrator..... Crystal Bihm*

**ORGANIZATION CHART**

*Jennifer Cobb-Reed  
Owner*

*Administrative Staff & Faculty  
Crystal Bihm  
Office & Financial Aid Administrator*

*Brandy Alleman  
Instructor*

*Maggie Vidrine  
Instructor*

*Candace Lapoint  
Substitute*

## **FOREWORD**

Louisiana Academy of Beauty is one of a growing group of Cosmetology Schools, which can offer you the future graduate the aid and assistance to find your place in the fabulous Cosmetology world. The schools participate in many local, state, and national organizations to provide you with a quality education that will help you to fulfill your ambitions.

## **MISSION STATEMENT OF LOUISIANA ACADEMY OF BEAUTY**

The Louisiana Academy of Beauty is a clean spacious facility that is well equipped with modern training aids and strives to reach and maintain the highest standards in fulfilling the following goals and objectives:

- To provide a course of instruction that will equip and prepare our students to meet all the requirements necessary to graduate in the field of Cosmetology Arts & Sciences and /or related and/or unrelated fields.
- To provide them with the proper training and expertise needed in their careers, and to assist each student to realize their own potential.
- To stress professionalism and to prepare them for examination and licensure by the State Board of Cosmetology.
- Provide and review current and new teaching methods, materials, and techniques at least annually so that the techniques used in our daily instructions will be the most modern available.
- To measure and periodically evaluate with standards and teacher made tests, the level of proficiency of each student in each area contained in the curriculum.
- Strive continuously to improve the operation and keep constantly abreast with the **ever- changing field of Cosmetology.**

## **Introduction**

All institutions participating in federal financial aid programs are required to notify enrolled and prospective students and current/prospective employees regarding available consumer information. This document provides information on the required consumer disclosures.

## **LICENSES APPROVALS-ACCREDITATIONS-MEMBERSHIPS**

The Institution is accredited by the National Accrediting Commission of Career Arts & Science (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314 Phone 703-600-7600. NACCAS is an accrediting body that is recognized by the United State Department of Education. NACCAS standards are designed to foster institutional improvement and measure the quality of the education delivered to our students.

Accreditation and License approval information is available for review upon request to the Administrator or President.

Accredited by the BBB with A+ rating.

Licensed by the Louisiana State Board of Cosmetology  
11622 Sunbelt Court Phone# 225-756-3404  
Baton Rouge, LA 70893

Member of Louisiana Cosmetology School Association

Member of the National Cosmetology Association School of America

Member of American Association of Cosmetology School

Member of the Eunice Chamber of Commerce

Approved by the Louisiana Department of Vocational Rehabilitation

Approved by Veteran's Administration

Approved by the Bureau of Indian Affairs

This school is approved by the U.S. Department of Education to offer Title IV student financial assistance programs to eligible students enrolled in eligible programs at the Institution.

## **SCHOOL FACILITIES**

The school occupies a building with approximately 3,775 total square feet of floor space divided into 1 office, 2 classrooms, clinic area, reception area, vending area, library, manicuring and dispensary areas, ladies and men's restroom facilities. The theory classroom consists of visual aids such as charts, films, video tapes, overhead projector, and chalkboard, to aid the students in learning the theory of their course of training. The work on patrons and manikins is under the direct supervision of an instructor. Wheel chair parking and restroom facilities are handicapped accessible. Adequate student and customer parking are available. A new building has been added for office space, file room and conference room. The addition is 728 square feet, and is located behind the main building. The school is located in a rural setting and is close to the transportation routes. The Louisiana Academy of Beauty has no institutional housing; however, assistance in housing is available in the office.

## **SERVICES AND FACILITIES AVAILABLE TO STUDENTS WITH DISABILITIES**

All facilities are handicapped accessible. Students in need of reasonable accommodations in accordance with the Americans with Disabilities Act should contact the admissions office and present the appropriate documentation. The Institution will make every effort to reasonably accommodate students with special needs.

We do not formally assess students for determination of disabilities. Enrolling students who need an accommodation during his/her attendance must notify the admissions office at the time of enrollment requesting specific accommodation. The student must provide a written notice with supporting documentation, such as Individual Education Program from the student's high school, physician's diagnosis of disabilities, etc. The same documentation will need to be provided to the Louisiana State Board of Cosmetology when applying for licensure exam testing to allow for appropriate accommodations. All students are required to meet the same academic standards for course completion and licensure.

### **Use of Animals for Accommodation**

It is the policy of Louisiana Academy of Beauty to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADAAA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation of an assistance animal, including an emotional support animal in housing when its use is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling. With respect to a request for an assistance or emotional support animal, Louisiana Academy of Beauty will determine, on a case-by-case basis, whether such an animal is a reasonable accommodation on campus.

For review of full policy and requirements and any questions regarding service and emotional support animals should be directed to the Business Office, by phone at (337)457-9480, or by email at [Lahair2@bellsouth.net](mailto:Lahair2@bellsouth.net).



### **Conflicting Disabilities**

Students, who have allergic reactions to service dogs and/or emotional support animals (ESAs) that are substantial enough to qualify as a disability, must follow procedures to document a medical/physical disability and request specific accommodations related to such disability-related needs. We will consider disability-related needs of all parties involved, and explore reasonable accommodations and seek resolution as efficiently and expeditiously as possible.

### **VACCINATIONS**

There are no specific vaccination requirements.

### **INTERNATIONAL STUDENTS**

The institution is not authorized under federal law to enroll non-immigrant foreign students.

### **TRANSFER OF ACADEMIC CREDIT**

The programs at the Institution are oriented toward preparing students for the cosmetology profession. Transferability of clock hours is always determined by the receiving institution. If a student would like to request the transfer of clock hours for courses taken at another institution, the request must be made in writing to the office manager. The student must request that the other institution provide an official transcript. In order for clock hours to transfer, the student must have received a C or higher or 75 percent or higher in the course. The course must be similar in clock hours and content to courses required by the program in order to be transferred into a program.

Unless a student receives written assurance from another institution that the student's coursework taken at the Institution will transfer, the student should assume that any clock hours earned while attending the Institution cannot be transferred.

### **ADMISSION REQUIREMENTS:**

The institution encourages the applications of qualified students regardless of race, sex, color, religion or national origin.

#### **Cosmetology Program**

Applicants who are applying for the cosmetology program must:

1. Possess a
  - a. State of Louisiana High School diploma,
  - a. Homeschool diploma. Must also have approval letter from the Louisiana Department of Education for corresponding graduation year, a signed student consent form and birth certificate to verify the diploma is recognized as a Louisiana high school equivalent and carry the same privileges as one issued by a state approved private school according to LA R.S. 17:236.1(G)
  - b. Out of State High School diploma or GED. Must also have a certification of authenticity from that state's Secretary of State Office. \*Note: The State Secretary's Office must be able to certify that the diploma is authentic and that the school listed on the diploma is legitimate.
  - c. General Equivalency Diploma (GED) or (HISET)
  - d. Foreign High School that is equivalent to a U.S. issued diploma. High school diplomas in languages other than English must be translated to

English and must be confirmed as academically equivalent to a United States issued high school diploma by an outside agency. It must be translated using one of the following NACES members:

<http://www.lsbclouisiana.gov/pdfs/ForeignEducation.pdf>

2. Must be at least 16 years of age.
3. A Parent or Guardian signature is required for applicants under 18 years of age.

Applicants must provide the following:

1. Four small pictures (not less than 2x2 inches).
2. The original Proof of Education Documents as indicated above.
3. Drivers license and Social Security Card.

### **Cosmetology Instructor Program:**

Admission Requirements:

1. Possess a current cosmetology license.
2. Have a high school diploma or GED equivalent as stated in Admissions Policy above.
3. Have been actively engaged in the practice of cosmetology for at least twelve months prior to beginning the instructor's course

Applicant must provide:

1. 4 small pictures
2. Proof of Education as indicated above in admissions policy.
3. Cosmetology License
4. Copy of Drivers license and social security card.

### **Re-Entry Policy**

Students may discontinue their training either temporarily or permanently. If a student discontinues for a period longer than six (6) months, the school reserves the right to re-evaluate the student, should the student desire re-admission. Re-admitted students are charged the same as the transfer student for their tuition, books and equipment.

We accept transfer students at our school with credit from a licensed school in accordance with R.S. 37:502, tuition charges to transfer students, equipment and book charges are pro-rated as to the student need, the balance of hours, and training required towards successful completion of the course. A registration fee of \$125.00, will be charged. In-state transfer students are allowed one transfer by State Board, at no re-charge of State Board fees.

Students must obtain a transcript from the previous school showing level of accomplishment as well as record of attendance. An evaluation test will be given by our staff to determine the level of accomplishment. The student must schedule an evaluation with an instructor prior to enrollment. This evaluation will determine how many transfer hours we will be accepted.

All grades and hours credited are recorded and kept on file. All hours credited are forwarded to the Louisiana State Board of Cosmetology.

## **ABILITY TO BENEFIT POLICY**

errs11n

The Federal Consolidated Appropriations Act 2012, Public Law 112-74 amended HEA section 484(d) to eliminate Federal student aid eligibility for students without a "certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate."

Therefore, students who do not have a high school diploma or a recognized equivalent (G.E.D.) or who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV student aid. Students will qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012.

Louisiana State Board of Cosmetology will no longer accept Ability to Benefit (ATB) as acceptable education for enrollment; therefore, Louisiana Academy of Beauty can not accept Ability to Benefit (ATB).

## **STATEMENT OF NON-DISCRIMINATION**

The school, in its admissions, instructions, and graduation policies, practices no discrimination on the basis of sex, age, race, color, creed, religion, financial status, or country or area of origin (ethnic origin) or residence.

## **CODE OF ETHICS:**

### **LOUISIANA ACADEMY OF BEAUTY:**

- Has as its principal objective the training of qualified cosmetologist and teacher trainees, to render the best possible service to patrons.
- Strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
- Observes all rules and regulations issued by the Louisiana State Board of Cosmetology, Louisiana State Department of Education, and Louisiana Department of Health, U.S. Department of Education.
- Encourages its instructors to keep abreast of the latest teaching method in cosmetology by reading educational books, and attending teacher's refresher or advanced courses and workshops.
- Takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
- Makes use of recommended teaching techniques and training aids, such as textbooks, closed-circuit t.v., and other audio-visual aids in order to provide training for its students.

- Maintains honest and fair relationships with its staff, students, patrons, state board, and other schools.
- Purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
- Advertises truthfully, and makes honest representations to its students.
- Refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.

## **COURSES OFFERED**

Louisiana Academy of Beauty offers the following courses:

**Cosmetology:** This is a course of instruction to develop skill in the art and practice of representative, salon manager, or salon owner. The course requires a minimum of 1500 hours, to be completed in not less than 12 months, or 50 weeks.

**Cosmetology Instructor:** This course is offered to cosmetology graduates who would like to become a cosmetology instructor. This course helps the instructor trainee to develop the skill of management, as well as the skill to educate others. The course requires a minimum of 750 hours, to be completed in not less than 25 weeks.

A Diploma is awarded upon successful completion of these courses.

### **Language:**

All courses are taught in English language. All books and educational material used during the course are printed in English language.

## **TUITION AND FEES**

tuition increased cff4/1/2015

Accepted forms of Payment:

- Cash
- Cashiers Check
- Money Order
- Personal Check made payable to Louisiana Academy of Beauty
  - All checks must have driver's license number/state ID and state of the check writer as well as student ID if applicable. Checks from a business must have the driver's license of or state ID number of the person signing the check.
  - No temporary checks will be accepted.
  - Checks from individuals or businesses will no longer be accepted after having issued an NSF check.
  - All returned checks will be assessed returned check fees in the maximum amount as allowed by state law(s). This is currently \$25 plus bank fees and is subject to change at any time.
  - If a check is received in the mail and does not include the required information, we will contact the check writer to request the missing items needed. If the check writer does not want to provide that information, we will return the check to the writer. If the check was to pay tuition/fees, students risk being dropped from class if other payment arrangements are not made.
  - Louisiana Academy of Beauty will not accept check or credit card payments for a returned check. Only cash, money order, or cashier's checks will be accepted for payment on a returned check.

- Once a check is returned unpaid to Louisiana Academy of Beauty, the individual or business has 10 days to remit payment to the Business Office before being forwarded to the Eunice City Marshall's office for collection.
- Sponsor Payments:
  - Louisiana Academy of Beauty will accept tuition assistance (sponsor) agreements in lieu of payment at time of registration.
  - Students will be responsible for all amounts owed if sponsoring agency does not remit payment in full.
  - Students will be responsible for providing Louisiana Academy of Beauty with the appropriate tuition assistance documents in order to apply payment.
- Financial aid students are responsible for payment of any tuition and fees that exceed their PELL award or scholarship.

**Cosmetology Course**

(50 WEEKS)

1500 Clock Hours: Course of instruction to develop skill in the art and practice of cosmetology to become a licensed competent cosmetologist and hair stylist.

**Tuition:** \$14,450.00 tuition, kits, mannequins, and supplies \$875.00, textbooks \$350.00, professional makeup kit \$300, laptop \$350 plus a registration fee of \$175.00 for a total of \$16,500.00.

**Budget Plan:** In order to make it possible for student to attend Louisiana Academy of Beauty; students can work with the Director or Financial Aid Officer to set up a budget they can afford. Financial Aid students can also divide their balance into monthly payments.

EXAMPLE:

Tuition	\$14,450
Kit, mannequins & supplies	\$ 875
CIMA seat & Milady Cosm Book	\$ 350
Professional Makeup Kit	\$ 300
HP Laptop	\$ 350
Registration Fee	\$ 175
<b>Total</b>	<b>\$16,500</b>

These installments can be set up at an affordable monthly price for 13 months with a balloon note at the end. Cash pay student can make a minimum down payment (\$1000.00 min.) and divide the balance into monthly payments. These payments can be set at the student's convenience with the director. Monthly payments that are not paid by the 10th day of the month will be charged \$10.00 per week until paid. The first payment due on the day student starts school. All fees and debts must be paid by date of graduation.

**Additional Tuition Charges:** The school allows the student 150 hours absence for illness, etc. The course is intended to qualify students for the State Cosmetology Examinations. Should a student extend their training beyond the contract completion date, it will be provided at the cost of \$9.64 per **scheduled** hours. This amount will be

due prior to clocking in on the date of return once the allowable absence hours have been exhausted. If overtime charges are not paid, the student may not be allowed to return to school until the charges have been paid. Any other special payment arrangements must be approved by the Business Office.

## **STUDENT FINANCIAL PLAN CONDITIONS**

If you withdraw/graduate from school, and have made all agreed upon monthly plan payments, you may still owe a balance (funds) to the school since credit may have been extended to you. The school reserves the right to withhold the release of your transcript and/or diploma at any time during the repayment period that you are not in compliance with all terms of the student financial plan.

## **NON-PAYMENT OF CHARGES**

Non-payment of tuition, fees and/or other charges due to Louisiana Academy of Beauty will result in you being obligated for additional collection costs, collection agency costs and/or legal costs. In addition we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations, and Louisiana State Board of Cosmetology. We will not release your academic transcript and/or contractual fee form until all of your debts to us are paid in full.

**Attendance:** A Cosmetology student registered on a full-time basis is scheduled for 30 hours per week. And a Cosmetology student registered on a part-time basis is scheduled for 24 hours per week.

**Books and Supplies:** Students will receive a case, which serves as a dry sterilizer and storage unit. There will be a kit assigned to each student the Kit is given to the student at the beginning of their training.

Each student will also receive a

-2022 Milady 14th edition Cosmetology Hardcover  
ISBN: 9780357921081  
-2022 Milady Standard Foundations ISBN:  
0357871499  
-Louisiana State Board of Cosmetology Laws and  
Rules Gold book  
-CIMA digital learning platform key code

The following have been converted to digital on the CIMA  
learning platform: Milady Theory Workbook  
Exam Review  
Practical Guide  
Milady Study  
Guide  
Milady Situational Problems

This includes useable and disposables needed throughout the course.

The supplies listed below should be purchased by each individual student for their own use. All products used in the school must be products of the school. No outside products can be brought into the school for use.

3 ring binder  
Ink Pens• red & black  
Highlighters  
Index cards  
Index box  
Timer

Loose leaf paper  
Locks- Big & small  
Tub of gel (clear  
Extra's: Transcript \$10.00  
printed items .50 per copy  
replacement mannequins \$45.00 each

Cosmetology Course  
Outline (1500 Hour  
Course)

<u>Theory-Classroom Instruction</u>	85hrs.
Orientation, history, career opportunities, life skills, communicating for success, Rules and regulations, professional development, chemistry, anatomy and physiology, electricity	
<u>Infection Control</u>	75hrs
Health, public sanitation, disinfection, chemical agents, bacterial growth, biology, infections, safety, effectively using equipment	
<u>Shampooing and scalp treatments</u>	65hrs
Draping, shampooing, rinsing, conditioning, treatments, techniques for shampooing, disorders of hair and scalp, product knowledge, uses and safety	
<u>Hairstyling</u>	150hrs
Techniques of wet styling, blow drying with round brush, waving, finger waving, braiding, styling with extensions, enhancements, wrapping, designing, use and safety	
<u>Haircutting</u>	200hrs
Sectioning, angles, holding the shears, palming the shears, cutting lines, removing bulk, removing length, using a razor, using clippers, face shapes, matching styles to face shapes	
<u>Haircoloring and lightening</u>	175hrs
Principles and techniques of temporary, semi-permanent, demi-permanent, and permanent hair color, bleaching, toning, highlighting, filling, special effects, mixing formulating, color correction	
<u>Chemical Texture services</u>	150hrs
Sectioning, preparing the hair, consultation, wrapping, processing, relaxing	
<u>Manicuring, pedicuring and nail extensions</u>	175hrs
Nail structure and growth, theory of massage, manicuring, pedicuring, advances nail techniques	
<u>Facials and Waxing</u>	175hrs
Techniques and principles of skin care treatments, application of products, history of skin, theory of massage, facial treatments, uses of electrotherapy, application of cosmetics, artificial eyelashes (bands and individual), removal of unwanted hair, lash/brow tint, light therapy	
<u>Retail sales, salon business &amp; employment opportunities</u>	100hrs
Business management, opening a salon, business plans, choosing a salon, licensing requirements and regulations, laws, telephone use, advertising, sales, communication, public/human relations, salon safety, seeking employment, on the job, professional ethics	
<u>Instructor Discretion</u>	150hrs
Instructors can choose where students need work, special classes, field trips, specific assignments	



## UNITS OF INSTRUCTION FOR COSMETOLOGY

Chapter 1: History and Career Opportunities  
Chapter 2: General Anatomy and Physiology  
Chapter 3: Skin Structure, Growth, and Nutrition  
Chapter 4: Skin Conditions, Disorders and Diseases  
Chapter 5: Nail Structure and Growth  
Chapter 6: Nail Conditions, Disorders and Diseases  
Chapter 7: Hair and Scalp Properties  
Chapter 8: Hair and Scalp Conditions, Disorders and Diseases  
Chapter 9: Principles of Hair Design  
Chapter 10: Scalp Care, Shampooing, and Conditioning  
Chapter 11: Haircutting  
Chapter 12: Hairstyling  
Chapter 13: Braiding and Braid Extensions  
Chapter 14: Wigs and Hair Additions  
Chapter 15: Chemical Texture Services  
Chapter 16: Haircoloring  
Chapter 17: Hair Removal  
Chapter 18: Facials  
Chapter 19: Makeup  
Chapter 20: Manicuring  
Chapter 21: Pedicuring  
Chapter 22: Nail Tips and Wraps  
Chapter 23: Liquid and Powder Nail Enhancements  
Chapter 24: Light Cured Gels

Foundations Topics  
Chapter F1: Life Skills  
Chapter F2: Professional Image  
Chapter F3: Communicating for Success Chapter F4: The Healthy Professional  
Chapter F5: Infection Control  
Chapter F6: Chemistry and Chemical Safety Chapter F7: Electricity and Electrical Safety  
Chapter F8: Career Planning  
Chapter F9: On the Job  
Chapter F10: The Beauty Business

### **Freshman Division:**

Beginning freshman must have: classroom instruction, mannequin practice and 450 clock hours to advance to the junior division.

### **Junior Division:**

After classroom instruction, mannequin practice, and clinic participation, and an additional 450 hours of progress the student takes the State and National exam and advances to the senior division.

### **Senior Division:**

After classroom instruction, mannequin practice, and clinic participation, and an additional 600 hours of progress, student will be prepared to take the State Board Practical exam, upon successfully completing 1500 clock hours.

### **Graduation Requirements:**

Louisiana Academy of Beauty will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed the GRADUATION REQUIREMENTS as listed:

*Cosmetology-Upon* satisfactory completion of 1500 hours, 13 months, 52 weeks, maintenance of 75% passing grade average on the school's written and practical examinations, completion of required number of service credits, and all financial obligations paid in full, unless other arrangements are made with the Office Manager, completed all exit paperwork and attended an exit interview, student will receive a diploma which indicates fulfillment of the school's requirements.

## **COSMETOLOGY INSTRUCTOR (750 CLOCK HOURS)**

Licensed Cosmetologists who are high school graduates qualify for this rewarding career. This graduate course helps the teacher trainee develop the skill of management, as well as the skill to educate others. The program provides an opportunity for each student teacher to observe and assist experienced teachers in the performance of their duties, to perform skilled demonstrations, to supervise practice teaching, as well as to thoroughly study the principles of teaching.

**Tuition:** \$7725.00 tuition, \$175.00 registration fee and \$350.00 books for a total of \$8,250.00.

### **Budget Plan:**

The student may pay a down payment of \$1000.00. The balance will be paid in 7 monthly installments of \$1,035.71 for a total of \$8250.00, due on the first of each month. The first payment due on the day student starts school. Monthly payments that are not paid within 10 days of due date will be charged \$10.00 per week until paid. All fees and debts must be paid by date of graduation.

### **Additional Tuition Charges:**

The school allows the student teacher 75 hours absence for illness, etc. The course is intended to qualify students for the State Cosmetology Teachers Examinations. Should a student extend their training beyond the contract completion date, it will be provided at the cost of \$10.30 per scheduled hours. This amount will be due prior to clocking in on date of return once the allowable hours are exhausted. If overtime charges are not paid, the student may not be allowed to return to school until the charges have been paid. Any other special payment arrangements must be approved by the Business Office.

## **STUDENT FINANCIAL PLAN CONDITIONS**

If you withdraw/graduate from school, and have made all agreed upon monthly plan payments, you may still owe a balance (funds) to the school since credit may have been extended to you. The school reserves the right to withhold the release of your transcript and/or diploma at any time during the repayment period that you are not in compliance with all terms of the student financial plan.

## **NON-PAYMENT OF CHARGES**

Non-payment of tuition, fees and/or other charges due to Louisiana Academy of Beauty will result in you being obligated for additional collection costs, collection agency costs and/or legal costs. In addition we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations, and Louisiana State Board of Cosmetology. We will not release your academic transcript and/or contractual fee form until all of your debts to us are paid in full.

## **Cosmetology Instructor Course Curriculum Outline (750 Hour)**

**Classroom training- Science of Teaching** 282hrs

Planning lessons, planning and preparing activities to coincide with lessons, present lessons, work with mentor instructor, present activities

**Teacher Practical Assistance- Observations** 1 54hrs

Preparing practical lessons, observing mentor instructor, grading students' work, practice corrective/constructive criticism

**Performance of Demonstration** 89 hrs

Demo practical performances for students, practice speaking to have each student understand, practice position in front of group

**Clinic Supervised practice teaching** 225hrs

Train with mentor teacher on instructing students according to each client's needs, practice speaking to clients, practice helping students speak to clients, practice moving around and checking on each student.

### **UNITS OF INSTRUCTION FOR COSMETOLOGY INSTRUCTOR**

1. The Career Education Instructor
2. The Teaching Plan and Learning Environment
3. Teaching Study and Testing Skills
4. Basic Learning Styles and Principles
5. Basic Methods of Teaching and Learning
6. Communicating Confidently
7. Effective Presentations
8. Effective Classroom Management and Supervision
9. Achieving Learner Results
10. Program Review, Development, and Lesson Planning
11. Educational Aids and Technology in the Classroom
12. Assessing Progress and Advising Students
13. Making the Student Salon an Adventure
14. Career and Employment Preparation
15. The Art of Retaining Students
16. Educator Relationships
17. Learning Is a Laughing Matter
18. Teaching Success Strategies for a Winning Career
19. Teams at Work
20. Evaluating Professional Performance

**Graduation Requirements:**

Louisiana Academy of Beauty will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed the graduation requirements listed:

GRADUATION REQUIREMENTS: *Cosmetology Instructor*- Upon completion of 750 hours, 6 1/2 months, 26 weeks, maintenance of 75% passing grade, required number of simulations, graded lesson plans, and financial obligations paid in full, unless other arrangements are made with the Office Manager, and completed all exit paperwork and exit counseling, the student will receive a diploma indicating fulfillment of the school's requirements.

**COURSE COMPLETION AND TRANSCRIPTS**

Certificate of Completion or transcripts will not be issued unless the student has met all requirements including fulfillment of all monetary obligations. Transcript request form can be obtained from the Business Office. There is a \$10.00 fee for a transcript.

**CLASS STARTING DATES**

New students start on the first Tuesday of each month, as long as there are openings.

**MINIMUM ATTENDANCE REQUIREMENTS**

The school is open and classes held 8:00 a.m. to 4:00 p.m. each day, Tuesday through Friday. Full-time students receive a 30-minute lunch break; all students have two 15 minute breaks. Full time students are defined as a student making no less than 24 hours per week. Part time schedules may be arranged at the discretion of the office manager.

Absence due to sickness must be proven by a doctor's certificate. A late student or a student who was absent on Fridays or the day before and after a holiday break must provide a doctor's excuse before clocking in. Irregular attendance, excessive tardiness or unexcused absences are grounds for probation, suspension, or termination. Attendance records are kept as part of student's permanent files.

**EMERGENCY CLOSURE AND/OR INCLEMENT WEATHER**

In the event of inclement weather, the administration will notify students in advance if possible of any school closure. Notices will be posted on the school's Facebook page, and a notice will be placed in the school's website, [www.louisianaacademyofbeauty.com](http://www.louisianaacademyofbeauty.com). Contract graduation dates will be adjusted for the number of days the school is closed.

**HOLIDAYS AND VACATIONS**

Christmas/New Years (Christmas day through New Year's Day), Summer Vacation (June or July) (1 Week to be announced), Thanksgiving Day, 4<sup>th</sup> of July Day, Mardi Gras Day. These days are subject to change.

## **Re-Enrollment Policy:**

### 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.

### Re-Entry after Expulsion for Unsatisfactory Progress:

Revised 11/24/03

If a student has been denied financial assistance and/or asked to discontinue training, because they have not met the satisfactory progress standard, he/she may submit, in writing, a letter describing the extenuating circumstances they feel should be considered for reinstatement. Which might include death of an immediate family member, sickness, or any other unusual circumstances. The appeal must be submitted to the school Administrator within ten (10) business days of the date the student was officially notified of the denial of financial assistance or termination. The appeals committee, consisting of School Administrator and Manager's, will review the request for appeal. Their decision will be sent to the appellant within ten (10) business days of receipt of the appeal.

Should the student apply to re-enter school at a later date (must be at least 2 months) and is approved for re-entry they will begin the re-enrollment period with the same progress status as when they left. They will be evaluated at the end of the calendar month after re-entry, and must meet the satisfactory progress criteria outlined above, before funding of any financial aid can resume. The student must attain satisfactory progress in the same time frame as applies to all other students.

### **Transfer, Re-Enrollment, & Termination Fee:**

The fee for this service is \$175.00. If a student decides to terminate enrollment he/she must do so in writing. If the student does not terminate in writing, the school will terminate the student 14 calendar days from last day of physical attendance.

Students may discontinue their training either temporarily or permanently. If a student discontinues for a period longer than six (6) months, the school reserves the right to re-evaluate the student, should the student desire re-admission. Re-admitted students are charged the same as the transfer student for their tuition, books and equipment.

We accept transfer students at our school with credit from a licensed school in accordance with R.S. 37:502, tuition charges to transfer students, equipment and book charges are pro-rated as to the student need, the balance of hours, and training required towards successful completion of the course. A registration fee of \$175.00, will be charged. In-state transfer students are allowed one transfer by State Board, at no re-charge of State Board fees.

Students must obtain a transcript from the previous school showing level of accomplishment as well as record of attendance. An evaluation test will be given by our staff to determine the level of accomplishment. The student must schedule an evaluation with an instructor prior to enrollment. This evaluation will determine how many transfer hours we will be accepted.

All grades and hours credited are recorded and kept on file. All hours credited are forwarded to the Louisiana State Board of Cosmetology.

## **FEDERAL STUDENT FINANCIAL ASSISTANCE**

Students cannot always afford to pay their educational costs in full at the beginning of their program of study. Therefore, the school participates in various programs designed to assist students to meet their educational costs on a more affordable basis. The school is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to offer federal financial assistance (Title IV) programs to eligible students.

Many students supplement Title IV assistance or pay for their educational costs with other programs such as Veterans benefits, agency sponsorship, and/or employer reimbursement.

In general, financial aid is awarded based upon need. In order to assist applicants to complete their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. In general, an applicant may be eligible for federal Title IV assistance if the applicant:

- Is enrolled as a regular student in one of the school's programs;
- Has a valid Social Security Number;
- Is not in default on any Federal (Title IV) student loan;
- Does not owe a repayment on any federal grant;
- Possesses a high school diploma, its equivalency, or has demonstrated an ability to benefit from the school's program;
- Has demonstrated Selective Service registration (males only);
- Has not been convicted of a drug offense while receiving federal financial aid;
- Continuing students must maintain Satisfactory Academic Progress.

The following federal aid programs are available to those students who qualify (subject to availability of funds):

1. Federal Pell Grants: This is a grant to assist undergraduates who have not earned a bachelor's or professional degree with educational expenses. It does NOT have to be paid back. For 2011-2012, the maximum Pell Grant award is \$5,550.
2. Federal Direct Subsidized Stafford Loan: This is a low interest fixed rate loan for students attending school at least half-time. The maximum annual loan amount is \$3,500 for the first academic year and up to \$4,500 for the second academic year. (The amount is prorated for programs that are less than an academic year or there is less than an academic year remaining.) The interest rate for loans disbursed on or after July 1, 2011 is 3.4%. It MUST be paid back. Interest does not accrue while students are attending school, during their grace period, and during periods of deferment.
3. Federal Direct Unsubsidized Stafford Loan: This is a low interest fixed rate for independent students enrolled at least half-time. The maximum annual loan amount is \$2,000 for a dependent student or \$6,000 for an independent student (or a dependant student whose parent has been denied a PLUS loan). (The amount is prorated for programs that are less than an academic year or there is less than an

academic year remaining.) The interest rate is 6.8%. It MUST be paid back. Interest will accrue on this loan while students are in school, during their grace period and during periods of deferment; the interest rate can be paid while the student is in school.

4. Federal Direct PLUS Loan: This is a low interest fixed rate loan for parents who want to borrow to help pay for their child's education. The interest rate is 7.9%. This loan is available only to parents without adverse credit histories. It MUST be paid back.

Loans offered are based on financial need. Loan limits differ based on your dependency status and cost of attendance needs. Our Financial aid administrator will determine your loan limits based on your need for cost of attendance.

Other Aid Programs:

Department of Health & Human Resources  
Vocational Rehabilitation  
Bureau of Indian Affairs  
Veterans Administration

### **LOAN REPAYMENT OBLIGATION AND REPAYMENT OPTIONS**

Students who receive federal student loans sign a Master Promissory Note (MPN), which states that the student borrower is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment.

The student loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The Institutions Financial Aid Office can review the different repayment options.

If at any time, a student borrower becomes delinquent on a student loan, it is the student's responsibility to contact the school to determine what options are available to the student borrower.

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. Student financial aid information is submitted to the NSLDS. The information is accessible by guaranty agencies, lenders, and institutions as authorized users of the data system. Student borrowers may information about student's loan, visit [www.nsls.ed.gov](http://www.nsls.ed.gov)

Students should contact the Financial Aid Office if you have any questions or concerns. If a situation exists involving a student loan that the Financial Aid Officer cannot resolve, students should contact the U.S. Department of Education's Office of the Ombudsman. Online assistance is available at: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)



## **FEDERAL AID APPLICATIONS**

Any student who wishes to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by paper application.

The FAFSA information is electronically transmitted to the U.S. Department of Education's Central Processing Service (CPS) and the School receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and Federal Direct Loan eligibility. The Financial Aid Office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of his or her ISIR, it may be requested from the School's Financial Aid Office).

The necessary forms are available in the school office. The forms must be completed accurately and submitted on time. The student is responsible for checking the status of his/her application and making sure it has been processed.

## **REQUIREMENTS FOR VERIFICATION OF THE APPLICANT'S DATA ON THE FAFSA.**

A certain portion of FAFSAs submitted to the CPS are subject to a process called Verification means that the applicant is asked to "verify" or confirm that the information on the application is correct.

Verification requires the applicant and spouse or parent (if applicable) to sign a Verification worksheet. In addition, the applicant is required to submit a copy of the prior year's federal tax return to the Financial Aid Office. If the applicant is married, the return(s) must include the spouse's information. If the applicant is dependent, copies of the parents' prior year's tax return(s) are also required.

Time period with which required documentation must be provided. Except in instances where extenuating circumstances intervene the required documentation must be provided within 30 days of the date the applicant is notified to do so. All financial aid disbursements are withheld until this process has been completed.

Consequences of failure to provide the information within the 30-day period. Students will receive no disbursements of funds if they fail to provide the information required for verification within 30 days, and they may be dismissed from school. In addition, they will be expected to make cash payments in lieu of any expected financial aid disbursements to the Institution. If the results of the verification satisfy the requirements, the first disbursement of funds to which the student is entitled will be credited. If the **verification** results in conflicting information, the student will be called into the Financial Aid Office and the items that were not accurate will be discussed and further documentation will be sought.

The student (and/or family) will be required to correct inaccurate information by resubmitting the aid application (with corrected information) to the Central Processor.

If the Institution has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Department of Education Office of the Inspector General.

***CORRECTION OF INFORMATION***

If, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Office will note the corrections on the current ISIR based on the submitted signed documentation and submit the corrections to the Central Processor electronically after obtaining signed documentation. A new ISIR, showing the corrected information, is then generated.

***DEFINITION OF FINANCIAL NEED***

financial need is calculated to determine a student's eligibility for some types of Title IV aid programs. Financial need is the difference between the student's cost of attending school and the amount of the student and/or family's financial resources. The need formula can be stated as follows:

$$\frac{\text{COST OF ATTENDANCE} \text{ minus } \text{EXPECTED FAMILY CONTRIBUTION} \text{ minus } \text{OTHER ESTIMATED FINANCIAL}}{\text{FINANCIAL}} = \text{FINANCIAL NEED}$$

A student's financial need may not be funded entirely or in some cases not at all by Title IV programs. Students and their parents (in the case of dependent students) are expected to pay any unfunded portions.

***COST OF ATTENDANCE***

The School's Financial Aid Office estimates the student's Cost of Attendance for aid eligibility determination purposes only, using nationally approved living expense guidelines. An average cost of attendance for a student attending school consists of allowances for room, board, personal, transportation and miscellaneous expenses, plus one academic year's tuition and fees. A sample cost of attendance for a 12-month period of attendance is as follows:

<b>Cosmetology Program</b>	<b>Independent</b>	<b>Dependent</b>
Tuition (1500 hrs)	\$ 14450	\$14450
Books& Supplies	\$1875	\$1875
Registration Fees	\$175	\$175
Room& Board	\$12527	\$4836
Personal	\$6732	\$3588
Transportation	\$3948	\$3948
Total Estimated Cost of Attendance*	\$39,532	\$28,869

\*Cost of living components based on National Average values.

***EXPECTED FAMILY CONTRIBUTION***

The student's Expected Family Contribution is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. An EFC figure is included in the ISIR that is produced by the Central Processor when the student's application is processed. The EFC is a measure of how much the student and

his/her family can be expected to contribute to the cost of the student's education during the academic year.

### **REQUIREMENTS FOR THE REVIEW OF A FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY**

It is a federal requirement that the school determine any and all federal Title IV aid previously received by any aid applicant. The school uses the National Student Loan Data System (NSLDS) to obtain the financial aid history of each financial aid applicant. The information is found on the ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received.

### **REQUIREMENTS FOR CITIZENSHIP VERIFICATION**

When a student applies for federal Title IV financial assistance, an electronic database match (for Social Security number, name and birth date) is conducted by the Central Processor to determine the student's eligibility status with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of those matches are reported on the student's ISIR.

If either match is unsuccessful, the student must resolve his/her citizenship status. The Financial Aid Office will inform any applicant in this situation of the steps necessary to verify citizenship, which may include contacting the USCIS. Financial aid disbursements will not be made until citizenship status has been confirmed.

### **DISBURSEMENT PROCEDURES FOR TITLE IV AID**

Title IV aid is disbursed in at least two equal payments during each academic year using the following definition. An academic year is defined as 900 clock hours and at least 26 weeks of instruction.

All financial aid is disbursed as a credit to the student's account. A student's first Direct Loan disbursement is made 30 days after the start of the program. The student's second disbursement of financial aid is scheduled for the midpoint of the academic year. However, financial aid will only be disbursed when the student has successfully completed the clock hours in the payment period and half of the weeks on instructional time in the academic year. When a student receives a Direct Loan credit, the student receives a notice advising the student or the parent (in case of a PLUS loan) that the loan has been credited to the student's account and asking the student or parent if he/she continues to want all or some of the loan.

Federal Pell grant disbursements are credited directly to the student's account at the beginning of each payment period. Each recipient is issued a receipt when a disbursement has been credited to his/her account. If a credit balance occurs on a student's account, the student or parent in the case of PLUS borrowers may request the excess funds be retained by the school to pay for future tuition and fee charges for the remainder of the award year or loan period or to pay for other educationally-related charges (i.e. books, supplies, equipment, etc.), or refunded to the Direct Loan Program to reduce the student's principle balance by signing an authorization. Without a student's or parent's authorization, credit

balances will be paid within 14 days to the student once the student has completed 60% of the payment period, or to the parent in the case of PLUS loans.

## **FEDERAL FINANCIAL AID COUNSELING**

### **Entrance Counseling**

The institution ensures loan entrance counseling is conducted before a borrower takes out a loan by paper copy in the financial aid office. The interview includes:

- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of consequences of default;
- sample repayment schedules;
- information in reference to a borrower's rights and responsibilities; and
- other terms and conditions.

### **Exit Counseling**

The Institution ensures loan exit counseling is conducted during the 1350 Pre-Graduate evaluation at the Clinical Floor Manager's Office or via mail at completion of a program or withdrawal from the institution. The interview includes:

- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of consequences of default;
- sample repayment schedules;
- information in reference to a borrower's rights and responsibilities; and
- other terms and conditions.

### **Loan Payment Calculator**

The Loan Payment Calculator may be used to calculate monthly payments under the standard and extended repayment plans. You may refer to the following:

[www.finaid.org/calculators/loanpayments.html](http://www.finaid.org/calculators/loanpayments.html) or  
[ed.gov/offices/OSFAP/DirectLoan/calc/html](http://ed.gov/offices/OSFAP/DirectLoan/calc/html).

### **Statement of Educational Purpose**

Federal financial aid is to be used solely for educational expenses related to a student's attendance at the Institution.

## **STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES**

Education after high school costs you time, money and effort. It is a big investment, and as a student and a consumer you should carefully evaluate the education or training you are considering. To help you make a good choice, you should have information on the school's academic program, Student Right to Know, facilities, drop-out rates, full costs of attendance, refund policy, and any other information you think will help to make your decision.

All students have the right to know:

- The names of the School's accrediting and licensing agencies;
- The School's programs, facilities, and faculty;
- The cost of attending school;
- The School's policy on refunds for students who drop prior to completing the program;
- The financial assistance available from Federal, state, local, private, and institutional financial aid programs;
- How to submit appeals under various school policies;
- The School's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility;
- The terms of all loans borrowed by the student including interest rates, repayment amounts, cancellation and deferment provisions;
- The criteria for continued eligibility for financial aid;
- The special facilities and services available to disabled students;
- Placement types and placement rates;
- Completion rates, Retention rates, and Student Body diversity.

All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling;
- To complete financial aid applications accurately and truthfully;
- To provide additional supporting documentation, verification, correction, etc. as requested by the Institution;
- To read, understand and keep copies of all forms received;
- To notify the Institution of any change in their financial circumstances;
- To notify the Institution of a name or address change;
- To understand the Institution's satisfactory academic progress policy;
- To understand the Institution's refund policy;
- To sign all required certification statements; and
- To repay all loans according to the promissory notes signed.

## **STUDENT RIGHT-TO-KNOW**

### **GRADUATION RATE 88%**

The graduation rate above was computed as a percentage for programs offered at the Institution for all first-time, full-time students (25) who enrolled for 2022 and completed the program within 150 percent of normal time frame (22).

### **RETENTION RATES: 100%**

The retention rate above was computed as a percentage and includes statistical data for all programs offered at Louisiana Academy of Beauty. The report is updated annually as of July 1<sup>st</sup> and is available to all students upon request. The retention rate represents still enrolled or completed first-time, full-time students who completed their program of study at the Institution during the Fall 2022 cohort.

### **LICENSURE RATES: 100%**

21 of 21 graduates of the Cosmetology program taking the National Testing for Theory and Practical Testing administered by the Louisiana State Board of Cosmetology in 2022 passed that examination.

### **PLACEMENT RATES: 85%**

The placement of and types of employment obtained, by graduates of our institution certificate program.

Typical Positions held by Graduates: Cosmetologist/Stylist

## **STUDENT BODY DIVERSITY**

Male: 0%  
Female:  
100%

### **Ethnicity:**

Hispanic/Latino: n/a  
American Indian: n/a  
Asian: n/a  
African American: 23%  
Caucasian: 745%  
Unknown: n/a  
Native Hawaiian or Pacific Islander: n/a  
Two or more races: 3%

The information on the student body diversity at the Institution of students who were enrolled anytime between 07/01/2021-06/30/2022 according to Winter IPEDS 12-month enrollment reporting. This information is updated annually as of July 1<sup>st</sup> and is available to all students upon request.

Federal Pell 72%

The federal Pell percentage is of all students who received a Federal Pell Grant and were enrolled anytime between July 1, 2021 through June 30, 2022.

### Direct Loans

52% of our graduates completed with student loan debt. The median loan debt for graduates in 2022 was \$3000.

## **RULES AND REGULATIONS OF THE SCHOOL/STUDENTS & STUDENT INSTRUCTORS**

This embraces the attitude and behavior of the student to his/her supervisors and also to his/her associates. It is the policy of this school to develop professional attitudes and to teach students to show respect and consideration for the rights of others and conduct is considered and graded accordingly. Students may be expelled or suspended for violation of any of the rules listed below.

Upon entering, each student agrees to abide by all the rules and regulations in effect or which may become in effect in the school during his/her period of enrollment, which include:

- 1 Student and school have herein set out a complete description of services the school is to furnish for which the student is to pay. Such description as to classes, hours, conduct, and schedules may be augmented by bulletins and other notices furnished to the student by the school.
- 2 Students must obey all rules of personal hygiene, sanitation, and sterilization while attending school.
- 3 Students are not permitted to gossip or cause discord. Always speak respectfully in the surroundings of clients, students, and all of LOUISIANA ACADEMY OF BEAUTY workers.
- 4 Students may not refuse to participate in class activities either in theory, practical, or clinic. Students who refuse will be sent home for the day. Students must have all books with them when they are in class.
- 5 Telephone calls, except for emergencies, are not permitted while in school. The phone is used for business. When using the school line, be sure to relinquish the line when another call is coming in!
- 6 Cell phones are allowed, but cannot be used during regular class hours unless approved by the instructor for research or educational purposes. If caught using cell phone, it will be taken away. There is a private line to be used to make phone calls. Make sure to get permission, first!
- 7 A continuation of unsatisfactory conduct as set forth may result in a student's suspension or dismissal.
- 8 Students are required to wear fresh school regulation uniforms and undergarments. Canvas tennis shoes or sandals are not allowed. Identification badge must be worn each day. In the event that your badge is lost / misplaced you may purchase another one for \$3.00.
- 9 Students will be allowed to make up time for absence upon payment of additional late charges.
10. Students must clock in prior to start of scheduled classes. Class begins at 8:00, students that are not in class by 8:10 will not be allowed in class. You will not be allowed to clock in until the next scheduled class, which is at 10:00. If you are not clocked in by

10:10 you will not be allowed to clock in until the next day. Excessive tardiness of 3 times will result in a one (1) day suspension.

11. When students are tardy they must fill out a tardy slip and have it signed by an instructor. If tardiness becomes excessive disciplinary actions may be taken.

Breaks: 9:45-10:00a.m.  
12:00-12:30p.m.  
2:30-2:45p.m.

12. Any student that is absent or refuses to participate in theory class will receive a zero (0%) for that day. Effective 4/11/2012
13. Students are responsible for:
  - a. clocking in/out. You must be clocked out anytime that you will leave campus.
  - b. keeping record of daily activity sheets with instructor signatures of work completed.
  - c. turning in weekly grade sheets on Tuesday for the prior week.\*Students who do not turn in a grade sheet on each Tuesday will receive a 0% (zero) for that week. effective 4/11/2012
14. Report cards will be distributed once per month.
15. Effective 9/1/2011, the sign-in sheet was removed. Students will receive the attendance time that is calculated by the student's time card punch-in.
16. Effective 1/10/2017, the designated instructor will collect times cards each morning. At this time roll call, uniform and name tag check will be performed. Any student that is not in compliance with the Dress Code will have to leave the premises until proper Dress Code is in compliance. The student will have to clock back in according to the attendance/tardy policy.
17. Correction to attendance will be made in the event of electrical malfunction of the clock.
  - In the event of malfunction, Crystal Bihm must be notified on the date of incident.
  - In the event that a student does not clock in and/or out, the student must notify Crystal Bihm the day of but no later than the next day of incident for time to be corrected. The back-up roll call that the instructor takes each morning will be reviewed as well as the student's DAT sheet with instructor signature. Effective 3/13/2012
18. Due to privacy act, students are required to make an appointment with the appropriate person prior to coming to the business office.
19. The only way Louisiana Academy of Beauty can fulfill its training obligation is if the student attends school. After learning the basic skills, the student must acquire speed to be successful in the job market. Students must attend school and participate on clinic days. These days closely resemble the salon and it is then that students get the best hands on education. If a student cannot attend on any day, or if student will be late the student



must notify the school one half hour prior to their scheduled time of arrival. Proper arrangements can then be made to service the previously scheduled clients for the absent student. Failure to call in shows a lack of consideration for the manager, customer, and fellow students.

19. A part of training involves sanitation, cleanliness, and care of equipment. No grades will be given, if equipment and area has not been cleared and sanitized. Each student is responsible for his/her work station and is to see that they are cleaned after each patron's use. State Board requires a student to follow Sanitation and Sterilization Rules and Regulations. One of the most important rules is to keep all implements sanitary.
20. The only way an area can be kept orderly is if everyone does their part. Each student must complete his/her assigned daily clean up duties before leaving school at the end of the day. If you receive an "x" at any time on your duties you will not receive a grade or perform a service.
21. The clinic floor and classroom should be places for learning and not relaxation and breaks. Students smoking, eating, or chewing gum while working at reception desk and/or clinic floor are not professional and are offensive to the customers. All smoking and eating must be confined to designated areas only. Gum chewing is not allowed in the school area. (If caught sticking gum on tables, you will have to clean entire table).
22. Receptionist - if there are 2 people working@ the desk, you will have to separate lunches. One will go at 12:00 and the other will go@ 12:30. Dispensary - 2 people, only. \*If you cannot follow any of these rules, someone else will take your place.
23. Louisiana Academy of Beauty cannot interrupt a student's training to call them to the phone while they are in class or working on a client unless it is an emergency. NO LONG DISTANCE CALLS MAY BE CHARGED TO ANY SCHOOL PHONE. Also, your family and friends are welcome to our school; however, your visit with them must be conducted in the front reception seating area only.
24. Students with small children will not be permitted to bring and keep them at school all day. You may do their hair, for example, but please arrange for them to be taken home when finished. Use good judgment when planning a visit so that this will not interfere with your work or study.
25. All students must have a minimum of 7.5 hours for the week before receiving any services done to them. More specifically, if the student is absent on Tuesday he/she is not allowed to have services on the scheduled Wednesday service day.
26. No student shall ever leave a client for the purpose of taking a personal telephone call.
27. Any theft from student or school will be just cause for dismissal.
28. In all areas of life there are specific types of behavior that are not acceptable. Types of social behavior that are not tolerated on campus:
  - a. Criticizing another student's work.
  - b. Cursing or engaging in disruptive activities.
  - c. Immoral or unprofessional conduct.
  - d. Cheating, dishonesty or falsification of records.
  - e. Consuming or possessing alcoholic beverages and/or illegal substances during school hours.

- f. **Arguing with an instructor** in the presence of a patron.
  - g. Refusing to service an assigned customer or refusing to comply with an instructor's assignment.
  - h. Any student that refuses to participate in class, special classes, practical and/or projects will receive a zero (0%) for that day. Eff 4/11/12
29. Student services are a privilege. They will be earned. Also, tickets will be made prior to the service and paid before the service begins. \*No credit (charging).
  30. It is unfair to expect to receive an education for free. Louisiana Academy of Beauty reserved space, equipment, and qualified instructors. Students who fail to keep their tuition account in a current status can be terminated from school. Also, students who are ready to graduate and their tuition accounts are not current or overtime charges not paid will not be cleared to take their State Board exam.
  31. **Students who are suspended from school may NOT re-enter school until a meeting is held with the owner and an acceptable understanding is reached.** Students who are suspended from school two times for the same reason may be **expelled** permanently.
  32. Students will be held responsible for their own equipment and personal property while enrolled (including leave or absent days). **T h e r e w i l l b e n o s h a r i n g o r b o r r o w i n g o f e q u i p m e n t o r p e r s o n a l p r o p e r t y .** Thirty (30) calendar days after completion, termination, or transfer, personal or professional items left on the premises become the **property of Louisiana Academy of Beauty.**
  33. A student who leaves school prior to the end of the day must inform the instructor of reasons for leaving, complete an early departure slip, have slip signed by instructor, and duties completed. A student who leaves early continuously will be subject to disciplinary action.
  34. Once a student has clocked out due to illness, suspension, leave of absence, time off, etc., he/she may NOT remain on the campus or return to school for social reasons. Loitering in the lounge, back office, hallway, and classroom is strictly prohibited. Approaching another student during a clinic service or during class time before leaving will not be tolerated. Must stay in designated areas, there are classes being conducted
  35. Loitering in the reception area, office, hallway, and classroom is strictly prohibited. Approaching another student during a clinic service or during class time before leaving will not be tolerated. Must stay in designated areas, there are classes being conducted!
  36. The school reserves the right to inspect student's lockers, kits, and station at any time. Equipment, lockers, kits, uniforms, and shoes will be checked regularly to assure cleanliness and sanitation.

If you do not understand or need help understanding any of the rules and regulations (health and discipline standards), please ask for explanation at any time.

**THE DIRECTOR OF THE SCHOOL, MANAGER AND SUPERVISING INSTRUCTORS RESERVE THE RIGHT TO MAKE ADDITIONAL RULES OR REVISE THESE RULES TO DEAL WITH SPECIAL PROBLEMS OR EMERGENCIES.**

## **DRESS CODE**

### **Uniforms for School**

Professional grooming is of the utmost importance while training at the Louisiana Academy of Beauty. We expect female students to attend classes wearing proper make-up and hairstyles. All students must furnish their own uniforms, lab coats and shoes. All students are required to wear clean, black, non-wrinkled, washable school t-shirts or scrub top and black uniform pants. Shoes must be white, black or gray, closed in, clean and shined, enclosed with foot support, and low heels. (NO OTHER COLORS-NO DESIGNS!!!).

Uniforms and shoes must be clean and neat; no stains, no bleach, no holes. These must be of such material, style and length as to be in good taste (conventional nurse uniform). Proper undergarments must be worn. White lab jackets may be worn for warmth. No body suits, colored belts or scarves, excessive jewelry, extra-long fingernails, or hats are allowed. All students must wear name tags every day while in school.

### **Uniforms For State Board Testing**

Black scrub uniforms must be worn for State Board tests. Black closed in shoes are required. Name tags are not allowed to be worn at State Board.

ANY STUDENT NOT COMPLYING WITH THIS DRESS CODE WILL NOT BE ALLOWED TO ATTEND SCHOOL.

STUDENTS NOT WEARING THE PROPER UNIFORM WILL BE SENT HOME AND WILL NOT RETURN UNTIL IN PROPER UNIFORM. NO EXCUSES, THIS IS STATE REGULATION.

## GRADING SYSTEM

1. The aim of each teacher at Louisiana Academy of Beauty is to provide an atmosphere that encourages and motivates each student in a learning experience.
2. Each student is evaluated according to the progress and scholastic rating which is determined by the total average grade, attendance, appearance, conduct, work habits, initiative, and cooperation.
3. Each student's progress is reviewed monthly by each teacher, and examinations are given periodically. Grades and rating are provided as a running record of each student's progress.
4. Progress records are kept for each student and recorded regularly on a progress report card.
5. Students are tested in Theory after each unit in their textbooks. The grading scale is as follows:
  - 93 - 100 Excellent
  - 85 - 92 Very Good
  - 75 - 84 Satisfactory
  - 74 - 0 Needs Improvement; Does not meet standards
6. When students do not achieve a 75% level, they are advised and given an opportunity to bring their grades or attitudes in line. If a student does not achieve a 75% average upon review and sufficient opportunity has been given (probation), he/she may be asked to interrupt the course rather than to continue in an unsatisfactory manner.
7. Each student will receive a percentage grade for all work done on the clinic floor, manikin or patron, and grades are averaged weekly. Practical evaluations or exams are given to students at least twice during their training. The first evaluation or exam is given when students are ready to progress into the junior phase of their training. The second evaluation is given when a student is ready to progress into the senior phase of their training.
8. Practical Grading Criteria
  - A. Practical grades are determined by following textbook guidelines.
  - B. The following factors are considered when determining a practical or clinic grade;
    - a. Textbook procedures and preparations
    - b. Use of elements (balance, form, shape, etc.)
    - c. Speed
    - d. Technique & finished product
    - e. Amount of student hours

## 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 enrollment. 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.

Students attending Louisiana Academy of Beauty must maintain satisfactory progress in academics and attendance in order to remain on the active student roster, (and if eligible and applicable, to receive financial aid funding). These policies apply to all students (full or part time) for all courses offered by the institution.

In order to be considered as making satisfactory progress, the student must adhere to Academic (grading) and Attendance Policies of this school as hereinafter described:

### **ACADEMIC (GRADING) POLICY:**

All grades are maintained on a cumulative basis for the entire length of the course. The grading system for theory and practical work is as follows:

a. **For the Cosmetology course:**

Grading periods are at 450, 900, 1200 & 1500 scheduled hour intervals. The theory grade for each interval is derived by totaling points earned on all tests taken and other evaluations administered and dividing this total by the number of tests/evaluations since the beginning of the program to the established evaluation point.

b. **For the Cosmetology Instructor course:**

Evaluations are administered at 375 and 750 scheduled hour intervals. The theory grade for each interval is derived by totaling points earned on all tests taken and other evaluations administered and dividing this total by the number of tests/evaluations during since the beginning of the program to the established evaluation point.

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

$$\frac{\text{Total points earned}}{\text{Total number of tests/evaluation for course interval}} = \text{Theory Grade}$$

The Practical / Lab Grades for each interval is derived by the same method except that total scores earned on all practical / lab performance evaluations will be divided by total evaluations per interval to reach practical / lab grade.

$$\frac{\text{Total points earned}}{\text{Total number of practical / lab evaluations}} = \text{Practical / Lab Grade}$$

Total number of performance evaluations for interval period  
The cumulative grade point average (GPA) will be figured as follows:

$$\frac{\text{Theory Grade} + \text{Practical/ Lab Grade} + \text{Clinic Grade}}{3} = \text{GPA}$$

c. Evaluation factors will include, but are not limited to:

- \_\_\_\_\_ Theory test grades
- \_\_\_\_\_ Completion of workbook assignments
- \_\_\_\_\_ Assigned projects
- — — Procedure cards
- \_\_\_\_\_ Practical applications (including manikin and State board work.
- \_\_\_\_\_ Clinic performance evaluations

(Course incomplete, repetition, and non-credit remedial courses do not apply to this school and have no effect on satisfactory progress standards).

d. Grading Policy: Grades are recorded as follows:

93% - 100%	A	Excellent
85% - 92%	B	Very Good
75% - 84%	C	Satisfactory
74% - 0%	D	Unsatisfactory- Does NOT meet standards

The students must maintain a 75% to be considered in satisfactory progress in academics.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## ATTENDANCE PROGRESS EVALUATIONS

Students are expected to maintain a minimum attendance of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. "Available clock hours" are determined by actual hours the school operates in relation to each student's contracted hours of attendance. 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 67% 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 for Course Completion:

The maximum time frame for completion of any course will be one and one-half (1-1/2) times the contracted period for course length. "Course length" is defined as the period of time required to complete the course based upon the enrollment status and allowing no absences.

Example: Student contracts for the 1500 hour Cosmetology course. Contract states student will attend 30 hours per week and the contract period will be 50 weeks by 1.5 which equal 75 weeks.

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Cosmetology (Part time, 24 hrs/wk) - 1500 Hours	94 Weeks	2250
Cosmetology Instructor (Full time, 30 hrs/wk) - 750 Hours	37.50	1125
Cosmetology Instructor (Part time, 24 hrs/wk) - 750 Hours	48 Weeks	1125

- The institution operates all programs according to a schedule of 900 hours per academic year of instruction.
- The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.
- Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## **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 written and practical exam's prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93 - 100 EXCELLENT
- 85 - 92 VERY GOOD
- 75 - 84 SATISFACTORY
- 74 and BELOW UNSATISFACTORY

Evaluation periods for attendance and academic progress for the Cosmetology Course will be at 450, 900, 1200 & 1500 scheduled hour intervals; evaluations for Instructor Course are at 375 & 750 scheduled hours.

## **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 sign the 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.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS** revised 7/1/12

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. This probation applies equally to the academic standing and any financial aid participation, if applicable.

Students are evaluated SAP at the end of each payment period (450, 900, 1200, 1500 scheduled hour intervals for cosmetology and 375, 750 scheduled hour intervals for cosmetology instructor). Students must maintain a 75 percent cumulative grade point average and a 67 percent cumulative attendance rate of the scheduled hours.

### 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.

Reestablishment of Title IV Eligibility: If the student's appeal is successful, the student will be able to continue on Financial Aid Probation for one payment period and will be eligible for financial aid. If the student does not meet SAP at the end of the financial aid probation period, the student will lose financial aid and may be terminated.

Notification: If a student fails to meet the minimum standards, he/she will be provided written notice of his/her status and the consequences of the status.

#### **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.

### **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 with supporting documentation of the reasons why he/she failed to meet satisfactory academic progress, what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point and reasons the decision should be reversed. 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.

### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses 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.

## **ABSENTEE POLICY**

The following is a description of excused absences:

- 1) **Any absence due to illness.**  
\*\*Student must bring a written doctor's excuse if illness exceeds three (3) days if doctor visits are frequent during a month.
- 2) **Family Emergency.**  
Must be approved by director of school.
- 3) **Legal Excuse.**  
Court appearance; jury duty.

The director of school **RESERVES THE RIGHT TO DECIDE** whether the reason for any other absence is excused or unexcused.

Students must clock in prior to start of scheduled classes. Class begins at 8:00, students that are not in class by 8:10 will not be allowed in class. You will not be allowed to clock in until the next scheduled class, which is at 10:00. If you are not clocked in by 10:10 you will not be allowed to clock in until the next day. Excessive tardiness of 3 times will result in a one (1) day suspension.

Students must be present on Friday's and Day prior to and after Holiday's off. If you are not present on days required, you must have a doctor's excuse to return to school on Tuesday. If you do not have an excuse you will not be able to return to school until Wednesday. Tuesday will be a 1 day suspension. Exceptions will be made only if the student request in writing at least 2 weeks prior based on past attendance record, whether they be excused. Any unexcused days before or after a holiday will result in a three (3) day suspension.

It is your responsibility to call the school on any day that you will not be attending. The call must be made directly to the director of school (do not leave a message with receptionist). Before 8:00 a.m. Failure to call in will result in an unexcused absence.

Any student absent for (14) consecutive calendar days without calling in to the office, may be automatically withdrawn from the school.

\*Each student upon enrollment is allowed 150 hours for absences which are stated on the contract. Any absences from school will be deducted from this complimentary absence allowance.

## **TARDY POLICY**

It is your responsibility to be punctual. Class begins at 8:00, students that are not in class by 8:10 will not be allowed in class. You will not be allowed to clock in until the next scheduled class, which is at 10:00. When students are tardy they must fill out a tardy slip and have it signed by an instructor. If tardiness becomes excessive disciplinary actions may be taken.

## **EARLY DEPARTURE POLICY**

If student becomes ill after reporting to school, an early departure slip must be filled out and signed by a school official. Exceptions will be made only for unavoidable emergencies, and these exceptions will be determined by the director of the school.

## LEAVE OF ABSENCE POLICY

Revised 9/2019

Generally, only one leave of absence (maximum 60 days) may be granted to a student in a 12-month period. However, more than one leave of absence or an extension of the leave may be granted at the discretion of the Owner and/or Office Manager of Louisiana Academy of Beauty, for the limited well-documented cases due to unforeseen circumstances that are listed below. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. No combined leave of absence or extension of a 60 day leave of absence will be allowed that extends for more than 180 days.

Provided that the total days from both leaves do not exceed 180 days in any 12 month period, an institution may treat as an approved additional leave of absence or extension as follows:

- An additional leave of absence, if it does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances; this type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the school's discretion; and
- Subsequent leaves of absences if the school documents that they are granted for jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3), enacted February 5, 1993.

The circumstances that are covered under the FMLA, as applied to students, are:

- Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning from the date of the birth of the child);
- Placement of a son or daughter with the student for adoption or foster care (for 12 months beginning on the date of the placement);
- Need to care for the student's spouse, or a son, daughter or parent, if the spouse, son, daughter or parent has a serious health condition; and
- A serious health condition that makes the student unable to function as a student.

Two of the circumstances that are covered under the FMLA, birth and care of a child and adoption or foster care placement, are covered for up to 12 months for purposes of the FMLA. For purposes of the Title IV programs, this means a student may be granted an approved leave of absence for those circumstances, as long as:

- The entire leave of absence will occur during this 12 month period of time; and
- The total number of days of all leaves of absences for the student does not exceed 180 days in the 12-month period that began on the first day of the student's first leave of absence.

#### Formal Policy:

A leave of absence request must be submitted in advance by a written with stated reason for leave, signed, and dated request form, unless unforeseen circumstances prevent the student from doing so. Additionally, there must be a reasonable expectation that the student will return from LOA. For Example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the leave of absence in advance. A school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. A student that is granted a LOA that meets these criteria is not considered to have withdrawn, an no refund calculation is required at this time.

#### No additional charges

A leave of absence is a temporary break in the student's attendance. The contracted for completion date will be extended by the length of time for the leave of absence and no additional charges will be assessed during this temporary break. 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. Changes to the contract period on the enrollment agreement must be initialed by all parties and/or an addendum must be signed and dated by all parties.

#### Completion of course work upon return

An approved leave of absence will permit the student to complete the coursework that he or she began prior to leave of absence. Therefore, when a student returns from leave of absence, the student must continue his or her education where he/she left off. Should a student be approved for a leave of absence during a probationary period, the probation status will continue when student returns to school. Only one (1) leave of absence (up to 60 days) is allowed in any 12-month period. A formal, written request by the student must be approved by the Administrator, with a copy maintained in student's file. The contracted for completion date will be extended by the length of time of an approved leave of absence. (No financial aid, if applicable, will be disbursed during a leave of absence).

Any student that is not maintaining the Satisfactory Attendance requirements, will not be granted a leave of absence. Should a student be approved for a leave of absence during a probationary period, the probation status will continue when student returns to school.

Any student that does not return from leave of absence by the expiration date of an approved LOA (or a student takes an unapproved LOA), the student will be terminated. The withdrawal date for the purpose of calculating a refund is the student's last date of attendance.

## **RETURN OF TITLE IV, HEAA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Louisiana Academy of Beauty will calculate the amount of tuition to be returned to the Title IV, HEA, Higher Education Act (HEA) Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at Louisiana Academy of Beauty. It is separate and distinct from the Louisiana Academy of Beauty refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

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

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

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

### **Treatment of Title IV, HEA Aid When a Student Withdraws**

The law specifies how our school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

### **"Official" Withdrawal from the School**

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Louisiana Academy of Beauty records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Louisiana Academy of Beauty will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. Louisiana Academy of Beauty will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the

official notice was provided.

5. The school will provide the student with a letter explaining the Title IV, HEA requirements:
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
  
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal from School**

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance and will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Louisiana Academy of Beauty, calculates the amount of Federal funds the student



has earned, and, if any, the amount of Federal funds for which the school is responsible.

6. Calculate the school's refund requirement (see school refund calculation);
7. Louisiana Academy of Beauty, Financial Manager will return to the Federal fund programs any unearned portion of Title IV, HEA funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Louisiana Academy of Beauty, will provide the student with a R2T4 letter explaining Title IV, HEA requirements:
  - a) The amount of Title IV, HEA aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b) Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
  - c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

**Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students** There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

### **Student and Institution Responsibilities**

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or

2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

**Institution Responsibilities in regards to return of Title IV, HEA funds** Louisiana Academy of Beauty's responsibilities in regards to Title IV, BEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA, funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Student Responsibilities**

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds

### **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **Refund vs. Return to Title IV, HEA Program Funds**

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

### **Withdrawal Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

### **Withdrawal After 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Louisiana Academy of Beauty measures progress in Clock Hours, and uses the payment period for the period of calculation.

### **The Calculation Formula:**

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

Calculate the percentage of Title IV, HEA aid earned:

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

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

Louisiana Academy of Beauty will issue a grant overpayment notice to student within 30 days from the date the school's determination, that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Louisiana Academy of Beauty or Sign a repayment agreement with the U.S. Department of Education.

## **Order of Return**

Louisiana Academy of Beauty is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

## **Earned AID**

Title IV, HEA aid is earned in a prorated manner on a per diem basis scheduled clock hours up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## **Time frame for returning an unclaimed Title IV, HEA credit balance**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

## **Over payment of Title IV, HEA Funds**

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Louisiana Academy of Beauty or Department of Education to return the amount of unearned grant funds.

## **Refund vs, Return to Title IV, HEA Funds**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Louisiana Academy of Beauty may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Louisiana Academy of Beauty may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Louisiana Academy of Beauty's refund policy is, you may ask your Schools Financial Planner for a copy.

## **Return to Title IV, HEA questions?**

If you have questions about your Title IV, HEA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

## **WITHDRAWAL**

A student who finds it necessary to withdraw from the course should begin the process by securing the proper form from the Business Office. To withdraw from the course, a student must:

- \_ Complete a copy of the Drop Form
- \_ Sign and date the Drop Form
- \_ Schedule a meeting with Crystal Bihm

All tuition and fees must be paid in full within 30 days from the withdraw date unless other arrangements are made.

Students who stop attending but do not complete and submit a Drop Form may remain on the class roll until 14 calendar absences are obtained in which the student will be officially dropped on the 14<sup>th</sup> day. The student will then receive a courtesy call to schedule a meeting with the Business Office to satisfy all withdrawal requirements.

## **REFUND POLICY-NOTICE OF CANCELLATION**

\*Revised Q1 Q

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$175.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

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

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10%to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all

students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$175.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

#### **DISBURSEMENT AND REFUND POLICY OF TITLE IV FUNDS:**

If a Title IV, HEA financial aid recipient withdraws prior to course completion, a calculation for return of Title IV, HEA funds will be completed and any applicable returns by the school shall be paid, as applicable:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan
4. Federal Pell Grants
5. Federal, State, private or institutional student financial assistance programs
6. Any remaining amount will be refunded to the student.

The school must return the unearned aid for which the school is responsible, by repaying funds to the above sources, in order, up to the total net amount disbursed from each source.

Effective July 1, 2006 for student whose withdrawal date is on or after 7-1-06; the refunds will be done on a scheduled hour's basis. It extended the date from 30 to 45 days the institution has to complete an R2T4 calculation and return Title IV funds for which it is responsible. This policy will calculate the amount of financial aid funds earned by the student during their enrollment.

The institution will calculate the amount of Title IV aid that was earned based on a payment period basis. Refunds will continue to be calculated by the enrollment period. The institution will determine:

1. The Title IV aid is disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student.
4. The total Title IV aid to be disbursed or returned.
5. The amount of unearned Title IV aid to be returned by the school.
6. The amount of Title IV funds to be returned to each program by the school.
7. The initial amount of unearned Title IV funds to be returned by the student.
8. The amount of Title IV funds to be returned to each program by the student.

The student will be obligated for any tuition, fees, books, or equipment not covered by Title IV, HEA funds.



## **TEACH OUT PLAN**

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a course is cancelled after student has enrolled and instruction has begun, a teach out plan for students will be performed, by previous agreement, by an institution in the same Geographic area. The school shall provide individual notice to students if teach-out is necessary and diligently advertise such availability. The plan will offer the student a reasonable opportunity to complete the canceled courses of study at an institution with no business connection with the original institution, which offers a similar educational program. The institution shall not charge the students more than the original school would have been entitled for the period covered by the teach-out, and for which the student has not paid. If the student chooses not to take advantage of the teach-out, he/she will be entitled to a pro-rata refund. A list of all students who were enrolled at the time of school closure including the amount of each pro-rata refund will be submitted to the appropriate officials.

## **MAKE-UP WORK POLICY**

Students may be granted the privilege of make-up work at the convenience of the school and with the permission of the Director. At the completion of the course, as determined by the scheduled graduation date on the enrollment agreement, students must have all make-up work completed. At any time after the scheduled graduation date, the students will be charged the hourly rate listed on their enrollment agreement for hours needed to complete the course after subtracting allowed absences of 150 hours for cosmetology student's and 75 hours for cosmetology instructor student's. (Revised from 160 to 150 on 02/01/97).

## **STATE EXAMINATION**

After the completion of 1000 hours, students are required to take the theory part of the State Examination given by the Louisiana State Board of Cosmetology. At the completion of 1500 hours, Cosmetology students are required to take the practical exam. Applicants must take a manikin and other supplies with them to State Board for the practical exam. (List available at Louisiana Academy of Beauty). The instructor students are required to take written and practical exams in one day at the completion of their course. The cost of these test are \$158.00 for student instructors and \$158.00 for Cosmetology students.

## **PLACEMENT SERVICE**

At approximately 150 hours prior to graduation student must meet with a staff member to complete pre-graduate placement form, interviews are scheduled with salons that students are interested in working in, and future placement areas are discussed. Students are to report back to the school with the results of their interviews.

Upon the successful completion of course, student may receive employment assistance and school will use its best efforts to successfully place student. However, student is advised that the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter school. Our school is often contacted by salons wishing to interview graduates regarding employment. All opportunities are posted on bulletin board.

## **MEDIATION OR COMPLAINT PROCEDURES**

Student complaints relative to actions of school officials shall be addressed to the Louisiana State Board of Cosmetology, 11622 Sunbelt Court, Baton Rouge, LA 70893, only after the student has successfully attempted to resolve the matter with the school, after having first filed a written and signed complaint with the school's officials. (Refer to Policy and Procedures Manual).

## **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the Business Office a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

[Optional] Upon request, the School also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The school provides access to students and other school records to its accrediting agency.

[Note to School: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW Washington, DC  
20202-5901

(NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.)

With the exception of school officials or instructors, Louisiana academy of beauty will maintain a record in each student's file listing the individuals who have had access to signature, the reason, and the date of access.

## **CAMPUS SAFETY AND SECURITY POLICIES**

### **Search and Seizure**

Lockers and desks are the property of Louisiana Academy of Beauty and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the school, they are subject to search at any time upon the reasonable belief of the administrator that said lockers and desks may contain material which is not allowed on the campus. Bringing a cosmetology kit and operating a motor vehicle are privileges granted to students. The granting of these privileges are conditioned upon the consent of the students to a search by the college administration of said kits or motor vehicles that may be on campus in order to determine if said kits or motor vehicles contain material that are not allowed on the campus. This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. School administrators will also be allowed to search all property during an incident of theft that occurred on the school's premises. Local law enforcement authorities may be included in this process if the campus administrator determines a need for such involvement.

Louisiana Academy of Beauty does cooperate with local drug task force and local police to conduct random drug search and seizures. They will be held at a minimum of once per year, but additional unannounced searches may arise.

### **Reporting a Campus Crime or Criminal Incident**

Maintaining a safe campus environment is primarily dependent on the cooperation of students, faculty, and staff. As a member of the Institution, it is the student's responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate campus official.

Should the student become witness to or victim of a crime, immediately report the incident to the Campus Director, (or closest staff member in the event of emergency) as well as the local police.

When making a report of the incident you should provide the following information:

1. Description of the incident;
2. Date, time and location of the incident;
3. Description of persons or vehicles involved;
4. Who else was notified about this incident.

Upon receipt of the report, the Institution will determine the appropriate response that may include disciplinary action against the offender (s), notification to local law enforcement, notification to the campus community or other public safety alternative deemed appropriate given the circumstances.

The Institution does not have the policies and procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

If a criminal offense has occurred, the campus community will be advised via notices on the bulletin boards.

### **Safety & Crime Prevention**

- Trust your instincts!
- If you think there is something wrong, there probably is.

- Do not prop doors open! This compromises the security of the entire building.
- Avoid risky behavior!
- Remember that alcohol and drugs impairs your judgment. Think before you drink, and consider risks before you act. The decisions you make now can have a significant impact on your safety and your future.
- Be alert to what is going on around you!
- Be aware of your surroundings, and walk confidently and with determination. Avoid shortcuts in isolated area, and walk in groups at night.
- Be aware of your rights in social and sexual situations.
- Be willing to say No! If a situation becomes uncomfortable. No means No! Unwanted physical contact is a crime. Report it immediately to a faculty member.
- Protect your property:
  - Put an identifying number near the binding of the same page in all of your books;
  - Keep wallets, purses, checkbooks, jewelry, etc out of sight and locked away.
  - Do not keep large sums of cash on-campus.
  - Keep track of credit cards and report their loss immediately.

### **Reporting an Offensive Campus Incident**

The Institution strives to promote citizenship and mutual respect between students and other members of the campus community. In the case that a student feels threatened or is offensively confronted either verbally or physically by another member of the student body or campus community the student should:

- Report the incident to the Campus Director.
- Submit a written description of the offense (including names of witnesses) that will be submitted with an Incident Report generated by the staff member to whom incident was first reported.
- All incident reports will be logged and archived in a binder in the Business Office. All incidents will be reviewed by the Director and the appropriate disciplinary action or advisement will be exercised.

Only students, prospective students, employees, and individuals with official school business are allowed on the premises of the institution.

Law Enforcement Authority's:

Eunice Police Department may be contacted by phone at **337-457-2626** or **911** during emergency.

**Procedures Students should follow if a sex offense occurs:**

- a. Go to a safe place following the attack.
- b. Do not take a shower or bath or destroy any of the clothing you were wearing at the time of the attack.
- c. Go to the hospital emergency room for medical examination.
- d. Call someone so you will not be alone.
- e. Report the sexual offense to the police. If you would like, someone at the Institution will assist you. You may wish to contact the Director for assistance.
- f. At the victim's request, the victim will have the academic situation changed.
- g. A disciplinary hearing will be held. The accuser and the accused are entitled to have others present.
- h. Depending on the outcome of the disciplinary proceeding, the accused may be expelled by the institution.

**Information about registered sex offenders in Louisiana may be obtained at the following website:** <http://www.icrimewatch.net/louisiana.php>

**Distribution of Security and Crime Reports:**

The campus security report and the statistics are updated and distributed by October 1 of each year.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of an emergency situation or crisis at the Institution, the following procedures are to be utilized in order to initiate the appropriate and timely response.

- The nature and specifics of the emergency should be given to an administrator, staff or faculty member as soon as possible.
- If the emergency is one that requires immediate evacuation, the informed administrator, staff or faculty member should pull the closest Emergency Fire Alarm and begin directing students out of the building onto the parking lot adjacent Let's Party Painting Building.
- All campus management staff are designated Emergency Situation Marshals (ESMs) and should aid in the timely yet orderly evacuation of all students and personnel from the facility. In addition, ESM's should make every attempt to check classrooms, bathrooms and all other quarters for students without jeopardizing their own safety and/or safety of others.
- Students are asked to follow the directives of the school personnel and make sure that they do not congregate in a manner that may hinder access to the facility by first responders.
- Students are required to stay with their classmates and supervising faculty member while the population is in an evacuated state, and the emergency is being investigated and/or resolved.
- The Institution will defer to the judgment and notification resources of the first responders with regard to the notification of the community-at-large about nature and status of the

- emergency.
- The campus will conduct annual evacuation drills to simulate emergency situation. The type of drill (announced or unannounced) plus response time for total evacuation will be noted and documented in the Evacuation Drill log located in the Clinical Floor Manager's office.

## CAMPUS CRIME STATISTICS

Criminal offenses are reported to Institute, which maintains overall campus statistics. Below represents 2020-2022 statistics up to December 2022

Louisiana Academy of Beauty  
550 East Laurel Avenue  
Eunice, LA 70535  
Crime Statistics

		Race	Gender	Religion	Sex	Ethnicity	Disability	On-Campus	Non-Campus	Public Property
Murder	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Manslaughter	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Robbery	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Rape	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Arson	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Burglary	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Prejudice/Hate Crimes	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
In addition to the above crimes, the following number of arrest were made during the year for these specific violations.										
Liquor Law Violations	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Weapons Possessions	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Drug Violations	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
Referrals for campus disciplinary actions	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0

The Louisiana Academy of Beauty has partnered with the Milady Rise program. This certification is well-being & safety brings awareness to domestic violence and human trafficking. All enrolled students will receive this course for free.

The institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **DRUG AND ALCOHOL POLICIES**

### **Statement with Regard to the Illegal Use of Drugs and Alcohol:**

The Institution prohibits the manufacture, use, or distribution of alcohol and illicit drugs by students and employees on its property or at any school activity. Any violation will result in appropriate disciplinary action and may result in legal action.

The Institution is committed to creating and maintaining a campus environment that is free of drug, alcohol, and substance abuse, and that complies with Louisiana state and local laws. The illegal possession, use or distribution of drugs or alcohol by students, staff, and faculty members is a violation of the Institution's rules as well as Federal and State laws.

The Institution views the abuse of alcohol and legal drugs and the use and/or abuse of illicit drugs or prescription medications as being contrary and harmful to the pursuit of career education and the realization of one's full potential as a student and member of this community. Accordingly, the Institution takes very seriously its obligations to address the issue of substance abuse.

Not only does substance and alcohol abuse have profound effects on the physical, emotional and social viability of the abuser, the legal sanctions that may result from the possession, consumption and distribution of illicit drugs and alcohol can be similarly, if not more, profound.

### **Sanctions that will be imposed on Students and Employees for Violations of the Drug and Alcohol Policy**

In addition to policies and practices that emphasize concern for the welfare of individuals, the Institution also recognizes the importance of maintaining the safety and well-being of the community as a whole. The School therefore adheres to the following guidelines concerning possession, use, or distribution of drugs or alcohol.

1. The unlawful possession, use, or distribution will not be tolerated on school premises.
2. Upon finding evidence of the unlawful possession, use, or distribution on its premises by any student or faculty, the Institution will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.
3. Consistent with policies set forth in the Louisiana Academy of Beauty Employee Handbook, the School will take disciplinary action, up to and including discharge, against any member or staff found to be unlawfully using, possessing or distributing drugs on school premises.

Faculty, staff, and students should also be aware that, in addition to sanctions set forth by LOUISIANA ACADEMY OF BEAUTY, they may be subject to criminal prosecution under Federal and State Laws that specify fines or imprisonment or loss of Federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, LOUISIANA ACADEMY OF BEAUTY will cooperate fully with law enforcement agencies.

\*Any prescribed medications that must be taken while on school premises, must have doctor's written orders.



## **STANDARDS OF CONDUCT**

The Louisiana Academy of Beauty community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, deliver, unauthorized possession, or use of any drug is prohibited on property owned or otherwise controlled by Louisiana Academy of Beauty. If an individual associated with the institution is apprehended for violating any drug or alcohol related law when on Institution property, or participating in an Institution activity, the Institution will fully support and cooperate with federal and state law enforcement agencies. Underage possession and/or consumption of alcoholic beverages are not permitted on the property owned or controlled by the institution.

Also, intentionally or knowingly selling or intentionally or knowingly furnishing alcoholic beverages to persons under 21 is not permitted on property owned or controlled by the institution.

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

Federal guidelines focus strongly on drug use and distribution. The Higher Education Opportunity Act (HEOA) states students convicted for a drug violation while receiving financial aid can be denied Federal Financial aid for a specific period in addition to other legal penalties. Federal financial aid includes

- Federal Pell Grant
- Federal Stafford Direct Loan (DL) Program
- Federal Stafford Parent Loan Program (PLUS)

## **PENALTIES FOR DRUG CONVICTIONS**

Possession of Illegal Drugs:

- First Offense: Loss of eligibility for Federal financial aid for one year from date of conviction.
- Second Offense: Loss of eligibility for Federal financial aid for two years from date of conviction.
- Third and Subsequent Offenses: Indefinite eligibility for federal financial aid, from date of conviction.

Sale of Illegal Drugs:

- First Offense: Loss of eligibility for Federal financial aid for two years from date of conviction.
- Second and Subsequent Offenses: Indefinite ineligibility for federal financial aid from date of conviction.

*More information about Federal penalties and sanctions is located at:*

*[www.usdoj.gov/dealagency/penalties.htm](http://www.usdoj.gov/dealagency/penalties.htm).*

### **How to regain Eligibility**

Students can regain eligibility for Federal student aid funds upon successful completion of a qualified drug rehabilitation program that must:

- Include at least two unannounced drug tests  
AND
- Have received or be qualified to receive funds directly or indirectly under a Federal, State, or local government program.

### **Free Application for Federal Student Aid (FAFSA)**

Question 23 on the FAFSA asks students if they have been convicted of a drug-related offense. 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.

### **Convictions during Enrollment**

Federal regulations require enrolled students convicted of a drug offense after receiving Federal financial aid, to notify Financial Aid Services immediately, become ineligible for further Federal financial aid, and repay Federal financial aid received after the conviction.

### **Treatment and Counseling**

The Louisiana Academy of Beauty has numerous community resources available for the counseling, treatment, and rehabilitation for its students and employees. Below is a list of available programs and their objectives.

1. Acadiana Alcoholics Anonymous- Central Office 115 Leonie Street Lafayette, LA. (337)991-0830 [www.aa-acadiana.org](http://www.aa-acadiana.org) Objective: To provide recovery for alcoholics. Meetings available:  
Northwest Community Center Eunice Thursdays at 8:00 p.m.  
Richie Church Richie, LA Friday at 6:30 pm.
2. Lafayette Al-Anon/Al-ateen Services 103 Old Maurice Rd, Lafayette, LA (337) 233-1626 [www.la-al-anon.org](http://www.la-al-anon.org) Meetings in the Acadian Region. See website or call for schedule. Objective: To provide recovery and support to families and friends of alcoholics, whether the alcoholic is still drinking or not.
3. Office of Behavioral Health Centers:  
Crowley Addictive Disorders 121 East Street Crowley (337) 788-7515  
Opelousas Addictive Disorders 514 N. Court St Opelousas (337) 948-0228  
Ville Platte Addictive Disorders 414 W. Cotton St Ville Platte (337) 363-6869  
Allen Parish Addictive Disorders 111 North 13<sup>th</sup> Str Oakdale (318) 335-3578

## **CONSTITUTION AND CITIZENSHIP DAY (SEPTEMBER 17TH)**

Institutions must comply with the "Consolidated Appropriations Act, 2005," which states that "each educational institution that receives Federal funds for a fiscal year shall hold and educational program on the U.S. Constitution on September 17<sup>th</sup> of such year for the students served by the educational institution."

The National Archives has a Website with a scan of the U.S. Constitution available at: [www.archives.gov/national\\_archives\\_experience/charters/constituion.html](http://www.archives.gov/national_archives_experience/charters/constituion.html).

## **NET PRICE CALCULATOR**

Effective October 29, 2011, the institution must make available on the institution's website, its Net Price Calculator. Net price calculator is available at: <http://www.laacademyofbeauty.com/1464502.html>

## **U.S. VOTER REGISTRATION**

Students may visit their local post office to obtain required Voter Registration form and necessary requirements outline by their state or downloadable version at: <https://voterportal.sos.la.gov/VoterRegistration>

## **COPYRIGHT INFRINGEMENTS AND PEER-TO-PEER (P2P) FILE SHARING POLICY**

The issue of P2P file sharing is receiving increasing attention in the U.S. and around the world. P2P file sharing is not itself illegal. However, it is often sued for unauthorized downloading and uploading of copyright-protected material such as music, movies, video games, computer software and photographs, which activities can trigger civil and criminal liabilities. Several courts have determined that substantial P2P file sharing of copyright protected works generally does not fall within the fair use defense.

P2P applications are also considered a significant security risk because they use direct communications between computers (or 'peers') to share or transfer data by doing so exposes the network to a number of risks.

Security flaws in P2P applications may provide attackers with ways to crash computers, access confidential information, or infect the entire network. In addition can consume large amounts of bandwidth that are reserved for academic and administrative purposes.

For these reasons, the unauthorized distribution of copyrighted material, including peer- to-peer file sharing (P2P), is prohibited on the campus network at the Institution. Firewalls have been established and will be maintained that block the ports by which P2P information travels. Through this method of technical enforcement, the School strives to preserve the integrity of our network at all times.

Any student found using campus computers or the campus network to illegally download and/or upload copyright-protected material is in violation of this policy and is subject to administrative sanctions up to and including dismissal from school. Students may also be subject to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the U.S. Copyright Office at [www.222.copyright.gov](http://www.222.copyright.gov).

**RETENTION OF RECORDS**

All record of student's file are kept by Louisiana Academy of Beauty for 5 years. Hard copies are kept in storage in the Business Office. All records are also kept in the computer. The SMART Records Management system runs a back-up every day. These records are retained under the School Privacy Act.

## DISCLAIMER

### NOTIFICATION TO ALL STUDENTS AND APPLICANTS FOR ADMISSION

The provisions of this *Campus Catalog* do not constitute a contract between the Louisiana Academy of Beauty and the student. It reflects the general nature and conditions concerning the educational services of the campus in effect at this time. Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this *Campus Catalog* are subject to cancellation or termination by the school Board of Supervisors at any time. The academic regulations and degree requirements are subject to revision during the effective period of the *Campus Catalog* to reflect changes in Board policies, occupational and licensure requirements, and other changes related to the quality of the program. The faculty listed in the Catalog is the regular, full-time and part-time faculty of this campus. Other faculty may be appointed, depending on the instructional needs of the campuses in the region. The Louisiana Academy of Beauty System hereby expressly disclaims any warranty or representation that any program or class completed by a student will enable the student to successfully complete or pass any specific examinations for any program, degree, or occupational license.