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MISSION STATEMENT

Our mission at J. Michael Harrold Beauty Academy, Inc. is to provide the opportunity to receive a quality post-secondary education in the field of Cosmetology. Our goal is to prepare our students to pass the state licensure examination. By building a foundation of knowledge as well as providing access to the newest skills, techniques and products available, we can make this goal a reality. As a result – our objective of instilling a sense of professionalism in each student will be met. Our student will be prepared to enter the field of Cosmetology as an entry level designer and will have the tools necessary to expand into the area of salon owner/manager.

ADMISSION AND ENROLLMENT REQUIREMENTS

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, religion, marital status, or sexual orientation nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology programs must:

- Be either a high school graduate or have a G.E.D. If home schooled; have a state-issued credential for secondary school completion.
- Must be at least 17 years of age.
- Have a pre-admission information session and complete admission/interview form.

Upon official acceptance, the following documents are required:

- Submit a \$40.00 application fee. (non-refundable)
- Copy of High School diploma/Official Transcript showing secondary school completion or submit verification of G.E.D. completion and/or a state-issued credential of Home School completion. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.
- Marriage license - if name is different from diploma/G.E.D.
- Copy of birth certificate.
- Copy of Social Security Card
- Photograph taken within the last 6 months.
- Driver's License or State I.D.
- Confirmation of Entrance Counseling
- Signed Receipt of Detailed Catalog & Licensing Requirements
- Signed Receipt of Aid Authorization
- Signed Information Verification Form
- Signed Intuitional Student Information Record (ISIR)
- Verification of student loan and/or Plus (if dependent)
- Signed contract & by Parent/Guardian/Sponsor (if applicable)

DISCLOSURES

For information on graduation rates, median debt of graduates completing this program, gainful employment and campus crime please visit www.harroldbeautyacademy.com

TRANSFER STUDENTS ADMISSION POLICY

The school does not recruit students already attending or admitted to another school offering a similar program of study nor does the school discriminate based on sex, race, age, color, ethnic origin, religion, marital status, or sexual orientation in admitting students.

Students wishing to transfer to J. Michael Harrold Beauty Academy, Inc. must complete the admission and enrollment requirements. An official transcript must be submitted from the previous school(s). This transcript will be reviewed. The hours transferred will be determined after an instructor has evaluated the academics and comprehensive practical skills of the prospective student. All transfer hours are counted towards maximum time frame. An Instructor will also determine the number of projects to be transferred. Upon this determination, the tuition will be assessed based on the current per hour rate Contract Agreements. Satisfactory Academic Progress evaluations are based on actual contracted hours at Harrold Beauty Academy. With regard to satisfactory academic progress, students' transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum timeframe has been exhausted. The student may or may not be accepted.

RE-ADMISSION POLICY

Former students of J. Michael Harrold Beauty Academy, Inc., who have officially withdrawn or were terminated may reapply for enrollment. It will be at the discretion of the Academy if the student is permitted re-entry.

START DATES

Classes begin the first Tuesday of each month. The school reserves the right to change the starting months and dates as it becomes necessary.

SCHOOL HOURS/SCHEDULES

Tuesday through Friday - 9 a.m. to 4 p.m. & Saturday - 8:30 a.m. to 4 p.m.

MAKE UP HOURS

Tuesday –Saturday schedule, you may make up hours Wednesday – Thursday – Friday 4 p.m. to 6:30.

OVERTIME COMPLETION BEYOND CONTRACT

The Cosmetology course has been scheduled for completion within an allotted time frame. Students are provided make up hours without a monetary penalty. The school has reserved space, equipment and licensed instructors for each student. Any student not completing the course within 1500 contracted hours will be charged additional tuition at a rate of \$7.50 per hour fee for hours attended and absent until all required 1500 clock hours, progress report book and theory examinations are completed, payable in advance until graduation.

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

TEST/ EXAM MAKE UP POLICY: Any student absents at time of examination; the exam will be posted as a zero. Students are responsible for scheduling Test/ Exam make ups.

COSMETOLOGY: PROGRAM COURSE OUTLINE 1500 HOURS

DESCRIPTION: The cosmetology course consists of all aspects of the beauty culture. You will learn haircutting and styling, manicures, pedicures, facials, make-up and chemical services. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. The Cosmetology Course is designed to train the student by instilling a sense of professionalism in each student. It will prepare them to enter the field of Cosmetology as an entry level designer and will have the tools necessary to expand into the area of salon owner/manager, or platform artist. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

OBJECTIVES: Upon completion of the course requirements, determined graduates will be able to project an attitude of poise, professionalism and self-confidence; will have learned how to communicate effectively and interact appropriately with colleagues, supervisors and clients. They will understand the need to deliver worthy service in an employment environment. They will have the ability to perform the skills necessary to practice cosmetology as a professional and to apply their academic learning and technical information to assure good judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: Students follow Milady's Standard: Cosmetology. A comprehensive library of references, books, texts, DVD's, audio/video tapes and web-based materials are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. Student Salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Academic learning (Theory) is evaluated after each unit of study. Comprehensive practical skills evaluations are given after each assigned Phase Class (e.g. Haircutting, Hairstyling, Textured Services, and Color) There are more advanced class comprehensive practical skills evaluations (e.g. Updo, Basic Braiding and Advance Braids). There are numerous comprehensive practical skills evaluations during the course of study. Comprehensive practical skills are evaluated according to text procedures and set forth in comprehensive practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and comprehensive practical skills evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. According to the Indiana Professional Licensing Agency 820 IAC 4-4-8 SCHOOL EXAMINATIONS, all examination shall be passed with at least seventy-five percent (75%).

Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

**Grading Scale for Written and Comprehensive Practical Skills Evaluations ACADEMIC PROGRESS
EVALUATION work is as follows:**

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74%	or below Unsatisfactory

The **SECOND CRITERION** to the **ACADEMIC PROGRESS EVALUATION** is the **LABORATORY WORK (PROJECT COMPLETION RATE)** Students are assigned a minimum number of practical experiences. The amount of performances is **equal to the hours** outlined by the State Board of Cosmetology Examiners. It is to be the minimum requirement only. This is found in your Official Student Progress Report Book from the State of Indiana Board of Cosmetology Examiners. (Due to our computer program not able to reflect the % of the number of projects completed at a given number of hours, we attach the Progress Status Chart to every SAP evaluation). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Laboratory work will be graded by pass or fail. A criterion of each project is posted on bulletin boards and found on back of Student Salon Tickets.

The Progress Status Chart reflects the number of projects in each category that should be completed at specific completed hours of training. In order for a student to be making satisfactory progress, a student must maintain a minimum percentage of 75%.

The Progress Status chart grid sheet determines each student's project completion rate. Under the grid chart there are 16 categories/columns. Each represent a type of project the student must complete as part of their training. For example, haircuts, manicures, pedicures, etc. (Mnq: = mannequins) - The number of categories the student has fulfilled with the minimum required completed projects will determine the %.

On the left side of grid there are rows representing the student's respective hours starting at 500 and increasing every 100 until graduation. When the student connects their current hours with the projects they are working on, a number of completions is in that box.

J. MICHAEL HARROLD BEAUTY ACADEMY PRACTICAL PROGRESS REPORT

Hours	Styles		Fingerwaves		Texture Services		Scalp	Facials	Mk-Up	Haircuts	Color	Mani	Pedi	Sales	Hair removal	Desk Disp
	LiveModel	Mnq.	LiveModel	Mnq.	LiveModel	Mnq.										
500	9	15	0	0	0	10	1	2	2	40	10	2	2	0	2	0
600	18	44	0	1	3	17	3	4	3	61	17	3	3	0	4	1
700	27	73	1	2	5	24	5	6	4	82	24	5	4	1	6	2
800	36	102	0	3	7	31	7	9	5	103	31	7	5	2	9	3
900	45	131	0	4	9	38	9	12	6	124	38	9	6	4	12	4
1000	54	160	2	5	11	45	11	15	7	145	45	11	7	6	15	5
1100	63	189	0	7	13	52	13	18	8	166	52	13	8	8	18	6
1200	72	218	3	9	16	59	16	21	9	187	59	16	9	12	21	7
1300	81	247	0	11	19	66	19	24	11	208	66	19	11	16	24	8
1400	90	276	4	13	22	73	22	27	13	229	73	22	13	20	27	9
1500	100	300	5	15	25	75	25	30	15	250	75	25	15	25	30	10

Practical Progress Report

Percentage Scale %

16	100%		8	75%
15	97%		7	65%
14	94%		6	56%
13	91%		5	47%
12	87%		4	37%
11	84%		3	28%
10	81%		2	19%
9	78%		1	9%

We require that a student's projects be a consideration in the determination of maintaining satisfactory progress.

The determination is based on required completed project in each category. A minimum of 75% is required.

The number of categories the student has fulfilled with the minimum required completed projects will determine %.

DIRECTIONS FOR GRID:

1. Go to student's total hours on sheet.
2. Place an x by the # of hours that is closest to student's total hours.
3. Place the # of projects completed in the progress book on the sheet above the # in each category.
4. Then place an x below the # in each category equal to or above requirements.
5. Add the number of X's then circle the correct # on percentage scale.

UNIT OF INSTRUCTION: The Cosmetology course of study consists of 1500 clock hours. Each of the subjects listed below will be covered in theory and/or practical work.

Hair Sculpting (Cutting)

Includes techniques and implements used in razoring, scissors, clippers sculpting, analysis of facial features, hair characteristics, and client consultation. State Required Projects = 250

Clock Hours = 275

Sanitation, Sterilization, & Safety Procedures/Requirements

Because the Cosmetology field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation & sterilization of equipment and safety procedures. Required

Dispensaries = 5 (in combination with desk duties) Clock Hours = 40

State Laws & Regulations (Statutes and Rules)

Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements. Clock Hours = 10

Salesmanship

Includes selling to the client, prospecting for clients.

State Required Projects = 25 Salesmanship Clock Hours = 10

Management

Includes sales techniques, how to seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws, and regulations governing salon operations. Required Desk Duties = 5 (in combination with the dispensary) Clock Hours = 10

Manicuring,

Includes consultation, table set up, manicure procedures, structure of the hands and nails, nail diseases, and disorders. Manicure State Required Projects = 25 Clock Hours = 30

Pedicuring

Includes consultation, table set up, pedicure procedures, feet diseases and disorders.

Pedicure State Required Projects = 15 Clock Hours = 20

Hair Removal

Includes consultation, preparation of client, brow arching and waxing procedures of the Eyebrow, Upper Lip and Chin area. Hair Removal State Required Projects = 30 Clock Hours = 15

Anatomy & Physiology

Includes study of the body systems, muscles and nerves of the head, face, and hands. Clock Hours = 5

Skin (Histology)

Includes divisions of skin, functions of skin, nourishment of skin, glands of skin, and lesions of skin.

Clock Hours = 5

Hair (Trichology)

Includes functions of hair, types of hair, parts of hair, hair growth composition, analyzing hair, and hair disorders and diseases. Clock Hours = 5

Electricity

Includes safety devices, basic terminology, and electro-therapy. Clock Hours = 5

Chemistry (no prerequisites needed)

Includes basic science, chemistry in cosmetics and shampoos. Clock Hours = 10

Shampooing

Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, and diseases and disorders of the scalp. Clock Hours = 35

Scalp Treatment

Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, and diseases and disorders of the scalp. State Required Projects =25 Clock Hours = 20

Facials and Makeup

Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

State Required Projects = 30 Facials 15 Make-up Applications Clock Hours = 65

Hair coloring

Includes study of law and theory of color, levels and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, and product information. State Required Projects = Temporary; Semi-permanent; deposit only/demi-permanent, permanent Clock Hours = 190

Texture Services

Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of conventional, double row, etc. wrapping. State Required Projects = 100 Clock Hours = 320

Hairstyling

Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave.

State Required Projects Hairstyling = 400 Finger waves = 20 Clock Hours = 280

Discretionary Hours

These hours of training are used to supplement the basic course with classes and practical work at the discretion of school management. Clock Hours = 150

All manicures, pedicures, facials, make-up, and scalp treatments must be done on live models.

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency. The generous portion of discretionary hours will be applied as needed in the curriculum related areas or if the Student desires to specialize in a specific area.

PHASE I, II, & III TRAINING REQUIREMENTS

The first 3 months (Phase I, II, and III) are spent learning the fundamentals of all facets of cosmetology and to prepare students to perform services on clients. Our professional staff provides step by step instruction in technical skills. Classes include lecture, demonstration, and practical application enhanced by use of textbooks, visual aids, printed illustrations, and evaluations. A rotation of Phases I, II, & III is as follows:

4 weeks	Haircutting	3 weeks	Color
2 weeks	Textured Services		
1-week	Manicuring and Pedicuring	2 weeks	Hairstyling
1-week	Facials, Make-up & Hair removal / Shampooing & Scalp treatment		

Written and comprehensive practical evaluations are given at the conclusion of each Phase training to determine if the student has a full understanding of that phase. Students who fail any written final exam will be eligible to take another final written exam in 2 weeks. This allows for concentrative study.

Failure to successfully complete the Phase Training comprehensive practical skills evaluation requirements may result in student retaking entire class at next scheduled time class is offered.

After Phase I, II, & III, the students advance to the Student Salon/Project Room.

The course continues with theory classes including related subjects, lecture, and/or demonstrations of new techniques, products, and practical application.

Theory class is held Tuesday - Saturday 9:00 a.m. - 10:00 a.m. Examinations are given upon completion of each chapter. If test is missed or failed, it will be retaken within the week after morning theory class. Attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed. At 1250 hours you have the option to attend State Exam Study Group or stay in morning theory.

During training in the Student Salon/Project Room, students will be performing Laboratory Work on clients or projects on mannequins under the supervision of an Instructor. Students are required to remain on schedule until all State Board required hours, projects and examinations are completed.

Each day includes a 30-minute lunch break. Sanitation responsibilities are assigned by an Instructor.

KIT AND LOCKER

Textbooks are issued the 1st week and mannequins are issued as needed for class being taught.

A kit of equipment is issued upon completion of 250 clock hours.

The kit contains the instruments and equipment necessary to complete the course. Students are expected to maintain the kit by replacing lost, missing or broken items. The kit should remain in school until graduation. The implements and products provided are to be used on school clients and/or models as assigned in order to develop required skills and speed. A locker is furnished to each student for personal items. Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicle. The school is not responsible or liable for lost or stolen items. Students will supply their own padlock for locker and kit.

FACILITY AND EQUIPMENT DESCRIPTION

J. Michael Harrold Beauty Academy, Inc. has 6,264 square feet including Student Salon/Lab classrooms, two facial rooms, offices, reception area, student lounge, dispensary, manicure /pedicure room, pedicure chairs and three rest rooms. All centrally heated and air-conditioned.

Equipment includes shampoo bowls, manicuring tables, pedicure chairs, dryers, workstations, wet sanitizers, dry sanitizers, facial chairs, and lockers.

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.

The standard progress set by J. Michael Harrold Beauty Academy, Inc., requires that all students maintain:

- A. 75% (minimum) Written Theory Examinations & Comprehensive Practical Skills Evaluation Overall Point Average (based on accumulated Theory and Comprehensive Practical Skills Evaluations).
- B. 75% (minimum) Laboratory Work (Project Completion Rate)
- C. 67.00% (minimum) cumulative Attendance

EVALUATION PERIODS: Evaluations Periods will be at 500, 1000 and 1250 clocked (actual) hours completed.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course. The school will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

J. Michael Harrold Beauty Academy, Inc. has a 1000 clocked (actual) academic year.

Transfer Students – Midpoint of the actual contracted hours or the established evaluation period, whichever comes first.

Random advising may be done according to needs.

ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Academic learning (Theory) is evaluated after each unit of study. Comprehensive Practical Skills Evaluations are given after each assigned Phase Class (e.g. Haircutting, Hairstyling, Textured Services, and Color) There are more advanced class comprehensive practical skills evaluations (e.g. Updo, Basic Braiding and Advance Braids). There are numerous comprehensive practical skill evaluations during the course of study. Comprehensive practical skills are evaluated according to text procedures and set forth in comprehensive practical skills evaluation criteria adopted by the school.

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Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills evaluations).

Grading Scale for Written and Comprehensive Practical Skills Evaluations ACADEMIC PROGRESS EVALUATION work is as follows:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74%	or below Unsatisfactory

The SECOND CRITERION to the **ACADEMIC PROGRESS EVALUATION** is the **LABORATORY WORK – (PROJECT COMPLETION RATE)** Students are assigned a minimum number of practical experiences. The amount of performances is **equal to the hours** outline by the State Board of Cosmetology Examiners. It is to be the minimum requirement only. This is found in your Official Student Progress Book from the State of Indiana Board of Cosmetology Examiners. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (Due to our computer program not being able to reflect the % of the number of projects completed at a given number of hours, we attach the Progress Status Chart to every SAP evaluation). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Laboratory work will be graded by pass or fail. A criterion of each project is posted on bulletin boards and found on back of Student Salon Tickets.

The Progress Status Chart reflects the number of projects in each category that should be completed at specific completed hours of training. In order for a student to be making satisfactory progress, a student must maintain a minimum percentage of 75%.

The Progress Status chart grid sheet determines each student's project completion rate. Under the grid chart there are 16 categories/columns. Each represent a type of project the student must complete as part of their training. For example, haircuts, manicures, pedicures, etc. (Mnq: = mannequins) - The number of categories the student has fulfilled with the minimum required completed projects will determine the %.

On the left side of grid there are rows representing the student's respective hours starting at 500 and increasing every 100 until graduation. When the student connects their current hours with the projects they are working on, a number of completions is in that box.

J. MICHAEL HARROLD BEAUTY ACADEMY PRACTICAL PROGRESS REPORT

Hours	Styles		Fingerwaves		Texture Services		Scalp	Facials	Mk-Up	Haircuts	Color	Mani	Pedi	Sales	Hair removal	Desk Disp
	LiveModel	Mnq.	LiveModel	Mnq.	LiveModel	Mnq.										
500	9	15	0	0	0	10	1	2	2	40	10	2	2	0	2	0
600	18	44	0	1	3	17	3	4	3	61	17	3	3	0	4	1
700	27	73	1	2	5	24	5	6	4	82	24	5	4	1	6	2
800	36	102	0	3	7	31	7	9	5	103	31	7	5	2	9	3
900	45	131	0	4	9	38	9	12	6	124	38	9	6	4	12	4
1000	54	160	2	5	11	45	11	15	7	145	45	11	7	6	15	5
1100	63	189	0	7	13	52	13	18	8	166	52	13	8	8	18	6
1200	72	218	3	9	16	59	16	21	9	187	59	16	9	12	21	7
1300	81	247	0	11	19	66	19	24	11	208	66	19	11	16	24	8
1400	90	276	4	13	22	73	22	27	13	229	73	22	13	20	27	9
1500	100	300	5	15	25	75	25	30	15	250	75	25	15	25	30	10

Practical Progress Report

Percentage Scale %

16	100%		8	75%
15	97%		7	65%
14	94%		6	56%
13	91%		5	47%
12	87%		4	37%
11	84%		3	28%
10	81%		2	19%
9	78%		1	9%

We require that a student's projects be a consideration in the determination of maintaining satisfactory progress.

The determination is based on required completed project in each category. A minimum of 75% is required.

The number of categories the student has fulfilled with the minimum required completed projects will determine %.

DIRECTIONS FOR GRID:

1. Go to student's total hours on sheet.
2. Place an x by the # of hours that is closest to student's total hours.
3. Place the # of projects completed in the progress book on the sheet above the # in each category.
4. Then place an x below the # in each category equal to or above requirements.
5. Add the number of X's then circle the correct # on percentage scale.

ATTENDANCE PROGRESS EVALUATIONS: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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.

In order to be a good student and employee, our first concern is attendance. That is why students are expected to attend all scheduled classes. Absences should be documented in student files/computer. Any work missed by the student during an absence must be made up.

Any student absent with no contact for 14 consecutive calendar days will be terminated from the Academy. A written notice will be sent via mail informing the student of termination and the right to retrieve their property. At the end of 30 days all equipment on the premises will be property of the Academy.

MAXIMUM TIME FRAME: The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress. The length of the Cosmetology program at J. Michael Harrold Beauty Academy, Inc. is Full-time - 45.45 weeks (1500 clock hours). The maximum time frame a student then has is 68.2 weeks (2250 scheduled hours) in which to complete all requirements.

The maximum time allowed for transfer student who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

A student who exceeds this time frame loses ALL eligibility for financial assistance.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

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

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During this warning period, the student may schedule and retake the failed or missed examinations. 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 of 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.

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 leaves 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 academic progress status as at the time of withdrawal.

APPEAL PROCESS: 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 a student 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 the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the student's situation that will allow them to achieve satisfactory academic by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 10 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, REMEDIAL COURSES, REPETITIONS Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

PROGRESS REVIEWS & INDIVIDUAL ADVISING

J. Michael Harrold Beauty Academy, Inc. takes great pride in the working relationship between staff & students. If problems arise regarding taking tests, technical and personal performances, students are advised by staff in order to determine the reason and measures to be taken to correct the situation on an individual basis. During the program, the student will receive a "Progress Report" once each month. This report reflects:

- Total Hours, Total Scheduled, Total Absent, Total Makeup and Total Transfer Hours
- Last Date Attended/Contract Graduation Date/Revised Graduation Date
- Current Balance
- Overall Grade Average
- Laboratory work and mannequin (practical) projects completed
- Written and comprehensive practical skills evaluations

A copy of this report will be forwarded to parents or responsible guardian of dependent students for review. J. Michael Harrold Beauty Academy, Inc. feels very strongly that the parents should be aware of all accomplishments and weaknesses of their son/daughter attending our Academy.

ZIP UP (PRE-GRADUATION) ADVISEMENT

This evaluation is conducted after the student's completion of actual 1250 hours. This evaluation will review the following:

- A. The State of Indiana requires students to pass all theory class tests with a 75% before being allowed to take the final. Therefore, any written test below 75% will need to be re-taken, if not already completed.
- B. Comprehensive practical skills evaluation information
- C. J. Michael Harrold Beauty Academy, Inc., Pre-State Final Exam instructions.
- D. State Board Examination Information.
- E. Exit counseling Information for Financial Aid Loan Recipients.
- F. Payment Arrangement for Overtime Charges, if any.
- G. Employment advisement with the instructor to help assist with employment but not guarantee.

GRADUATION REQUIREMENTS

A Student shall be deemed to have graduated from a Cosmetology school (having completed the educational requirements established by 820 IAC 4-1-11 when all of the following have occurred.

For successful completion of the Cosmetology Program, a student must:

1. Have all theory and comprehensive practical skills evaluations grades of 75% or better.
2. Successfully pass both written and comprehensive practical skill evaluation finals with 75% or better
3. Complete the Indiana State Board Progress Review Book.
4. Complete 1500 hours of training.
5. Meet all financial responsibilities due to the Academy.

Upon completion you will receive a Diploma Certificate

LICENSING REQUIREMENTS

Final may be taken prior to meeting financial obligations, but State Board Application will not be filled out until all graduation requirements are met. All written State final exams will be taken at PSI - exam is \$52.00.

After successfully completing all graduation requirements which includes the balance of school being paid in full, you will be given an application for State Board Examination. All applications must be complete and accurate upon receipt to be fully processed.

All applications must be accompanied by the \$40.00 License fee to Indiana Professional Licensing Agency (Attn: State Board of Cosmetology & Barber Examiners) 402 West Washington Street, Room W072 Indianapolis, In. 46204, telephone # (317) 234-3031.

If an incomplete or incorrect examination application is received, it will be returned to the school or the applicant for completion or correction. All documentation must be in English or accompanied by a certified translation in English.

EMPLOYMENT ASSISTANCE POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for student to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to continue contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

A student on a leave of absence will incur no additional charges by the school. A student granted a Leave of Absence that meets these criteria's is not considered to have withdrawn, and no return calculation is required at that time.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. The school will notify the student of the need for authorization to make a Post Withdraw Disbursement (PWD) of the Title IV loan funds within 30 days of the date of determination (DOD).

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 except a non-refundable \$40.00 application fee.
2. A student (parent/sponsor / 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 except a non-refundable \$40.00 application fee.
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 application fee in the amount of \$40.

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 on a monthly basis -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:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
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, 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, 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 \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g., Books & Kit, Lab fees, unreturned school property) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in enrollment agreement.

In the event of non-payment, J. Michael Harrold Beauty Academy, Inc. will pursue all remedies to recover fees (18%), collection fees (40%), and legal fees. Our Attorney clearly acknowledges the existence of the Withdrawal and Settlement Policy.

RETURN TO TITLE IV (R2T4) / INSTITUTIONAL REFUND

Refunds are calculated by our third-party servicer (FAME Inc.,) software. This applies to all terminations for any reason, by either party, including student decision, course of program cancellation, or school closure. An institutional refund calculation is done regardless of whether the student is receiving Title IV funds or not. If a Title IV financial aid recipient withdraws prior to the course completion, a return to Title IV calculation is also performed by the software. When a recipient withdraws prior to course completion the software will calculate to see if the Title IV aid disbursed is greater than the total Title IV aid earned in the period, by that student. This can result in a return of funds. The percent is determined by dividing the hours scheduled, as of the last day attended, by the 500 hours in the period. When a student completes greater than 60% of the scheduled hours in the period there would be no refund, as they have earned all the clock hours. In some cases a student may have FSA funds that were not disbursed before the student withdrew, but they had earned the funds. This would result in a post withdraw, meaning the funds may still be applied to the student's account if accepted. If it has been determined that a refund is due, the school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination. The funds shall be paid back within 45 days as follows, first Stafford UN Sub, then Stafford Sub, and lastly Pell. This is done through bank reconciliation or documentation that funds were disposed of in accordance with applicable federal regulations monitored on a monthly and yearly basis.

HOLIDAYS

The school is not in session during the following holidays:

- 2019
 - January 1st
 - July 4th
 - October 12th – Indiana State University Homecoming
 - November 27th – 4:00 to 7:00 pm – Thanksgiving Break
 - November 28th, 29th, and 30th – Thanksgiving Break
 - December 24th, 25th and 26th Christmas Break
- 2020
 - January 1st
 - July 4th
 - November 19th, 20th, and 21st – Thanksgiving Break
 - December 24th, 25th and 26th Christmas Break

SCHOOL CLOSING POLICY

If the school closes due to unforeseen, catastrophic weather-related circumstances such as earthquake, flood, or fire, students will be required to accumulate the amount of training time lost. Students will not be charged a monetary amount for the hours. During winter months J. Michael Harrold Beauty Academy, Inc. will follow guidelines set by Vigo County School Corporation regarding closings and delays. (NOTE If Vigo County has a 2-hour delay, we will have a **ONE** hour delay. Check for closing information on WTHI – Channel 10 and or WTWO – Channel 2 on Saturday or days when Vigo County is not normally in session. The school reserves the right to close due to unusual circumstances.

OWNERSHIP, ADMINISTRATIVE & INSTRUCTIONAL STAFF

J. Michael Harrold, Dir./Owner/Instructor, was the third generation of his family to enter the Cosmetology field. Mr. Harrold had been associated with the academy since 1974. He studied extensively in the United States and Europe. He trained under various international champions. Mr. Harrold won first, second, and third place trophies in every state convention in the Midwest. He purchased the Academy from his father in December 1986. Upon his death **Mrs. Patty Harrold** is continuing as Owner, President and Chief Executive Officer. She is also our Director of Financial Aid.

Seth Harrold, Vice President and Marketing Director

Denise Fagin, Co-Administrator, Director of Ed. Financial Assistant & substitute instructor

Instructional Staff

Jamie Harrold, Jamie Overton, Stephanie Hendon, and Lindsey Stehle.

COST OF PROGRAM

The cost of the Cosmetology program is \$14,700.00. A breakdown of this cost is as follows:

Application Fee	\$ 40.00(non-refundable)
Tuition	\$13,045.00
Books & Kit	\$1,150.00
Lab Fees	<u>\$465.00</u>
Total Cost	\$14,700.00

Methods of payment include: Application fee paid at time of enrollment. 1) Full payment at time of signing the Enrollment Agreement, with balance paid prior to start date. Payments may be made by cash, check, money order, credit card. 2) Students eligible to receive financial assistance are required to pay any amount not covered by documented available assistance. A Student's total aid award can only be estimated for his/her second award year at the Title IV component of this enrollment contract will be based on an estimated sum. In the event that the final award(s) is less than estimated based on the actual award(s), the Student should make arrangements using personal funds to satisfy his/her tuition and fees balance that would have been met through Title IV Aid. 3) Private pay of 3 payments. Payment 1: Due first day of school-which includes Application fee ,1/3 tuition, Total cost of Books & Kit fee and Total cost of Lab fees.2nd Payment due at 500 hours: 1/3 tuition and 3rd Payment due at 1000 hrs. 1/3 of Tuition.

The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance payments are satisfied.

FINANCIAL AID PROGRAMS

Pell Grants - Stafford (GSL - PLUS Loans) Available to those who qualify

OVERTIME COMPLETION BEYOND CONTRACT

The Cosmetology course has been scheduled for completion within an allotted time frame. Students are provided make up hours without a monetary penalty. The school has reserved space, equipment and licensed instructors for each student. Any student not completing the course within 1500 contracted hours will be charged additional tuition at a rate of \$7.50 per hour fee for hours attended and absent until all required 1500 clock hours, progress book and theory examinations are completed, payable in advance until graduation.

LEAVE OF ABSENCE POLICY

The school does not discriminate in its Leave of Absence policies based on sex, race, age, color, ethnic origin, religion, marital status, or sexual orientation. The school requires each student requesting a leave to follow these guidelines:

A leave of absence should be submitted in writing prior to the time of absence unless unforeseen circumstances prevent the student from doing so. Any request not done prior to leave of absence will need to provide documentation of the unforeseen circumstances, so that the academy may make its decision whether to grant the leave and to determine the start date of the approved leave of absence as the first date the student was unable to attend. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school.

A leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence and submit documentation to support the reason. Documentation may include and not limited to proof of financial hardship, court order to vacate living premises or a medical request due to medical necessity.

A student may be granted a LOA for any of the following reasons:

- 1) Financial Hardship
- 2) Medical Issues
- 3) Extenuating circumstances beyond the student's control (i.e.; house fire, death, car accident, jury duty, military reasons or circumstances covered under the Family and Medical Leave Act).

The student must fill out the Request for a Leave of Absence form. A copy will be made and given to the student. The original is placed in the student's record file

A 30 (no less) leave may be granted; however, the student may not return prior to the ending date of their 30-day leave. The school permits more than one leave of absence in a 12-month period provided that the total numbers of days of all leaves of absences do not exceed 180 calendar days in a 12-month period.

A leave of absence must extend the student's contract period and maximum time frame by the same number of days in the leave of absence. An addendum to the enrollment agreement must be signed and dated by all parties.

A student on a leave of absence will incur no additional charges by the school. A student granted a Leave of Absence that meets these criteria's is not considered to have withdrawn, and no return calculation is required at that time.

A student will be withdrawn if the student takes an unapproved leave of absence or does not return by the expiration of an approved leave of absence. The withdrawal date will be determined by the student's last day of physical attendance.

The State of Indiana requires students to pass all examinations prior to taking final exams. Due to this, students approved for leave of absences are required to take exams for any theory or practical classes, which were conducted during their leave.

Re-entering school, status of student's progress will remain the same.

CIVIL RIGHTS

J. Michael Harrold Beauty Academy, Inc. complies with Title IV of the Civil Rights Act and all requirements imposed by the regulation of the U.S. Department of Education with regards to that Act. As a result, no person shall be excluded from the participation in, or denied the benefits of this program, or otherwise subjected to discrimination on the grounds of sex, race, age, color, ethnic origin, religion, marital status, or sexual orientation. However, no student may use religion or national origin or ethnic origin as a reason to deviate from, the approved dress code.

DRESS CODE

Professional black pants (no jeans), Capri's or skirt (below knees) must be worn. No inappropriate writings, symbols, or pictures on Tops - no midriffs. No shirts of sheer materials are to be worn. No tank tops, no cut-off shirts or tops with bare midriffs, low necklines or bare backs are to be worn. Leggings must be covered with an article of clothing that is at least fingertip length. Rubber sole closed type (no holes) shoes. A uniform smock (one is provided in the equipment student receives at beginning of training) and name badge is to be worn at all times. Always project a professional image representative of the cosmetology and image industry.

APPEARANCE

Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes, and smile are part of your total look. Your appearance influences the guest. Your hair must be styled, and makeup applied before arriving. You need an educator's permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy. always Wear your nametag. If you lose your nametag, please see the Office to replace it. A fee of \$12 will be assessed.

CONFIDENTIALITY

Every student has a financial aid file that is kept in a secure location. The files are stored in the office, in a locked, fireproof cabinet to ensure records are maintain and safeguarded against loss, theft, identity theft or damage. Staff members or administration dealing with enrollment have access to the files.

SCHOOL LICENSE & ACCREDITATION

The school is licensed by the Indiana Professional Licensing Agency, 402 W. Washington Street, Room W072 Indianapolis, Indiana 46204-2700, (317) 232-3031.

The school is also accredited by the National Accrediting Commission of Career Arts and Sciences. 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302-1816, (703) 600-7600. The U.S. Department of Education recognizes NACCAS as a national accrediting agency for post-secondary schools and programs of Cosmetology Arts and Sciences.

The program has received approval for those with GI Bill Educational Benefits.

PHYSICAL DEMANDS

The field of Cosmetology and its related sciences can be a very exciting and rewarding career with an excellent future, but it can also be physically demanding; you will find that it does require a certain amount of physical stamina and often a high level of energy. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required. Other occupational hazards may include problems with back, legs, feet, shoulders, and wrists. If the student is prone to allergies, he/she may want to be tested for products commonly used in the field. Persons with mobility or physical disabilities should strongly consider these requirements before deciding upon this career.

HARRASSMENT

HARRASSMENT The Academy does not tolerate harassment of any kind (verbal, physical or sexual). Students involved in any type of harassment may be dropped from program. Students, Instructors, and Staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, requests for sexual favors, and/or physical, verbal or written conduct of sexual nature when): Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education or participation in the school's programs or activities, or, Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in our school's programs or activities, or Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities. For more information on sexual harassment and women against violence, visit <https://www.justice.gov/ovw/protecting>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

RIGHTS OF PRIVACY / RELEASING INFORMATION

Students and parent/guardians/sponsor of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. J. Michael Harrold Beauty Academy, Inc. requires a release form be completed for each third-party request of information. J. Michael Harrold Beauty Academy, Inc. provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

GRIEVANCE PROCEDURE

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution

TRANSCRIPTS

The school may charge \$10.00 transcript fee for transcript requested. This fee must be paid prior to transcript being completed. The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made payment for debts owed the school.

RULES & REGULATIONS -- TIME CLOCK

Doors open at 8:45 a.m. Tuesday – Friday. Saturday at 8:15 a.m.

Tardy and Absent Policy: All students who are to be absent, arriving late or leaving early will have their time rounded to the nearest quarter hour.

Students are responsible for documenting their own clocks in and out. All students must clock out when leaving the building and time in when returning. Clocking in or out another student or leaving school premises while clocked in could result in disciplinary action, up to and including termination.

Students must be clocked in by 11:00 a.m. to attend scheduled day classes with exception of documentation. (e.g., doctor, court) Students must be clocked out, if they leave the building. (e.g., lunches) Exception: Instructors supervised break time.

If student clocks in at 11:00 a.m., lunch/dinner break is required. Time of break will be determined by Instructor. Any student clocked in more than 4 hours must take a ½ hour lunch. No make-up time given for skipping lunch.

Leaving the premises will be allowed for scheduled lunch/dinner breaks only. Special request of specific lunch/dinner breaks will be honored when schedule permits. Lunch/dinner times vary from day to day.

No clocking out between 9:00 – 11:00 a.m. to attend scheduled day classes with exception of documentation. (e.g., doctor, court) Penalty – clocked out for remainder of the day.

No more than four (4) clocks per school day. #1) In – in for the morning #2) Out – for lunch/break #3) In upon returning from lunch/break and #4) clock out for the day. Staff is not responsible for verification of student's attendance not documented by time clock.

Students are not allowed to enter or exit through the back doors except to take trash out at the end of day. All students are to enter and exit out of the main front entrance of the school.

Students may not receive more than 10 hours credit in a one-day period

Students are to call school or email (denisehba@yahoo.com) on any day that they do not attend school.

CODE OF CONDUCT FOR THEORY CLASS / ASSIGNMENT TIME

All students must have on school dress code (including name tag) prior to clocking in for morning theory and prior to clocking in from lunch. Students are not allowed to change clothes while clocked in, except with Instructors permission. Washing of smocks during school hours is prohibited unless it is deemed necessary by Instructor, while at school (e.g., exposure to head lice). Even then a loaner smock must be worn. Students should be properly groomed before 9:00 a.m.

Theory class is scheduled to begin at 9:00 a.m. Tuesday through Friday and 8:30 on Saturday.

All students who are clocked in must be in class. Attendance must be at least 67%. Termination or suspension may result if monthly attendance falls below the required minimum. Students are expected to follow the class schedule and be punctual.

Make up work: Those students who arrive after the theory test or are absent from class will be allowed to make up missed work.

Cellphone use, texting or earbud use while in class is not acceptable classroom behavior. All students are to give full attention to their education. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.

CODE OF CONDUCT FOR STUDENT SALON / OR SPA – TRAINING AREA

No personal telephone calls will be taken at the front desk during school hours except in case of an emergency. All cell phone ringers are to be turned to silent in the building. Cell phones are allowed in the lunchroom.

All Progress Report Requirement services must be completed. All Students, while clocked in, must be readily available to serve clients. Refusal of any ticket is grounds for disciplinary action, up to and including termination. (e.g., arguing about doing a service, not having all implements and supplies in their kit for service).

Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicle. The school is not responsible or liable for lost or stolen items

Student beauty service(s) are to be done only with the permission of an Instructor. Charges will be made for materials used on the following: color, permanent waves, relaxers, curls, reconstructors, artificial nails, and esthetics services. Student services are to be paid for on the day of service and prior to the service. These service prices are only valid while you are a currently attending student. Students are not allowed to have personal services on a day of absence or leave.

Students are not to sit and talk while on the Student Salon / or Spa- training area. Socializing is to be done in the student lounge. Prolonged socializing (not being involved in a cosmetology activity) should be done away from the school and off the clock.

Students are not to congregate at the front desk.

Students leaving early for the day must first notify the Instructor and the desk person of their intentions.

All classrooms including the student salon / or spa- training area will be in proper order before any student clocks out at the end of the day. Students are responsible for joint work areas, their own work area and any assigned clean up duties. If student is leaving early, they are still responsible for joint work area, their own area and any assigned clean up duties. Any student involved with school activities after scheduled hours of that given day, will be given make-up hours.

RULES FOR STUDENT LOUNGE

The facility is limited to the use of school personnel and is not open to customers, friends, or relatives.

Food and /or Refreshments are permitted only in the student lounge.

SMOKING - -Students are permitted to smoke in designated smoking area, which is in the back of the building. Student must be clocked out or with an Instructor supervised break time

GENERAL: CODE OF CONDUCT

1. No using profanity or obscene gestures anywhere on school premises.
2. No cheating at any facet of the program.
3. No unassigned student entering cash register.
4. No leaving a chemical service without Instructor permission.
5. Follow all school Rules and Regulations.
6. No visiting with family or friends who are not receiving a service.
7. Do not remain idle over extended break times while clocked in.
8. Do not practice unsanitary procedures.
9. Do not criticize other students.

DISCIPLINARY ACTION FOR NON-COMPLIANCE OF: RULES & REGULATIONS AND/OR CODE OF CONDUCT

Disciplinary action may be taken against a student who violates any school rule. Disciplinary action may include but may not be limited to:

- (A) Write –up
- (B) Student being clocked out for the day
- (C) Suspension for a specific period
- (D) Termination

If a student is found to be in violation of the accumulation of three (3) write-ups, they will be suspended for a specific period. Immediate suspension: Refusal to sign any write-ups will be an immediate 30-day suspension. All students will have the right to a rebuttal. There will be a space on the write-up for the student to explain their side of the situation. Prior to completion of the suspension, the student will need to make an appointment with the review board. J. Michael Harrold Beauty Academy, Inc., reserves the right to require a spouse, parent and/or guardian to attend this meeting. It will be at the discretion of the review board as to the re-entry entry of the student. Upon re-entry, if the student is found in violation of any of the above, another suspension will then be initiated, or they may be terminated. Student may appeal action through Appeal committee.

IMMEDIATE SUSPENSIONS/TERMINATION

1. Noncompliance with General Policies, Enrollment agreement, or State Laws and Regulations.
2. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school.
3. A Student who harass, bully or threaten verbal or physical abuse to staff and / or students. Failure of a student to abide by the rules outlined in the Title IX, or VAWA act could result in disciplinary action, up to and including termination.
4. Causing discord or fighting on school premises. (E.g. yelling or raising voice at any staff member, customer, or Student for any reason)
5. Being under the influence of, attempting to, or being involved with, in any way, the sale or use of illegal drugs or alcohol on or around school property.
6. Theft/ or any illegal act
7. Defacing school property.
8. Not maintaining Satisfactory Academic Progress
9. Any student absent with no contact for 14 consecutive calendar days or not returning from a leave of absence.
10. Accumulation of three (3) write-ups.

Contents of this catalog may be revised at the discretion of the School Administrator with signed written notification to all students.
Catalog Cosmetology 2019. Doc