



2016-2017 *COURSE CATALOG*

South Hills Beauty Academy

3269 West Liberty Ave
Pittsburgh, PA 15216

North Hills Beauty Academy

813 West View Park Drive
Pittsburgh PA 15229

Date of Publication: July 1, 2016

GENERAL INFORMATION

SCHOOL LOCATIONS & FACILITIES

South Hills Beauty Academy, located at 3269 West Liberty Ave, Telephone (412) 561-3381. The South Hills location provides students with a modern and spacious facility conducive to learning. The school facility consists of three floors, four classrooms, an on- site student clinic, and administrative offices totaling 10,000 square feet of space.

North Hills Beauty Academy, Located at 813 West View Park Drive, Telephone 412-938-8553. The North Hills Beauty Academy provides modern facility with

MISSION, PURPOSE, & OBJECTIVES

At South and North Hills Beauty Academy we strive to ensure strong offerings in technical arts, conceptual classroom and clinic instruction with the primary objective of training and preparing career-oriented students to obtain licensure as beauty and wellness professionals. We offer a high standard in total curriculum, meet the professional requirements of state level, and incorporate the demands of the industry so that we can assure all students the highest quality education and preparation for employment.

OUR GOAL

Our school fully prepares the student to enter the Beauty and Wellness Industry. Instruction is provided in a supportive professional environment, where our educators positively interact with students and provide guidance and assistance toward successful completion.

EDUCATIONAL OBJECTIVES

- ❖ To provide quality education within our programs resulting in competent professionals gaining employment as an entry level Cosmetologist, Nail Technician, Esthetician or Instructor.
- ❖ To prepare students for State Board Licensure by meeting the requirements to legally sit for the PA State Board of Cosmetology Exam
- ❖ Develop student behaviors grounded in personal responsibility through learning experiences, teaching techniques and professional development.
- ❖ Provide a positive learning environment in the theoretical and hands on aspect of the course.

❖ To employ highly qualified, experienced instructors who are dedicated to providing quality curriculum and guidance to our students.

❖ Create a sensitive and enthusiastic setting, which inspires self-confidence and motivation in which to teach and learn.

❖ Provide students with current information in all fields of Cosmetology as it relates to business practices, employment practices, ethical considerations, and other areas pertinent to the beauty industry.

CLASS SCHEDULE

Please contact the school for the next available start date:

SOUTH HILLS LOCATION:

COSMETOLOGY & HAIR DESIGN

FULL TIME: MON-FRI 9:00 a.m. - 4:30p.m.

PART TIME: MON, WED, FRI 9:00.a.m. - 3:30p.m.

EVENING: MON-THURS 5:30 a.m. - 9:30 p.m.

ESTHETICS SKIN CARE & MAKE UP

FULL TIME: MON -FRI 9:00 a.m. - 4:00 p.m.

PART TIME: MON, WED, FRI 9:00 a.m.- 4:00 p.m.

EVENING: MON-THURS 5:30 a.m. - 9:30 p.m.

MANICURING & NAIL DESIGN

FULL TIME: MON-FRI 9:00 a.m. - 3:30p.m.

PART TIME: MON, WED, FRI 9:00.a.m. - 3:30p.m.

NORTH HILLS LOCATION:

COSMETOLOGY & HAIR DESIGN

FULL TIME: MON-FRI 9:00 a.m. - 4:30p.m.

PART TIME: MON, WED, FRI 9:00.a.m. - 3:30p.m.

ESTHETICS SKIN CARE & MAKE UP

FULL TIME: MON -FRI 9:00 a.m. - 4:00 p.m.

PART TIME: MON, WED, FRI 9:00 a.m.- 4:00 p.m.

MANICURING & NAIL DESIGN

FULL TIME: MON-FRI 9:00 a.m. - 3:30p.m.

PART TIME: MON, WED, FRI 9:00.a.m. - 3:30p.m.

HOLIDAYS

NEW YEARS DAY GOOD FRIDAY

EASTER MONDAY MEMORIAL DAY

LABOR DAY THANKSGIVING & Day after

***WINTER BREAK:** December 24th through January 1st

***SUMMER BREAK:** 4TH OF JULY WEEK (dates may vary)

*Class is in continuous session unless informed otherwise.

SCHOOL CANCELLATIONS AND POSPONEMENTS

In the event that the school will be closed or delayed due to weather, this information will be listed on Channel 4 WTAE and Channel 2 KDKA

EQUIPMENT

We provide equipment to appropriately support the program objectives. Audiovisual equipment is used to support "hands-on" training and reinforce the concepts learned in theoretical studies. Overhead projectors, charts, whiteboards/chalkboards, VCRs/DVD players, televisions and skeletal models are also provided.

LIBRARY RESOURCES

Our school has a library containing books, CDs and videos on the subjects in beauty industry and health and wellness. Materials are available during all normal hours of school operation.

APPROVALS & MEMBERSHIPS

South & North Hills Beauty Academy is approved, accredited, and/or licensed as follows:

- National Accreditation Commission of Career Arts and Sciences (NACCAS)

SCHOOLS LICENSED BY:

- Pennsylvania State Board of Cosmetology

APPROVED FOR:

- TITLE IV Funding, Direct Loans and PELL grant
- Office of Vocational Rehabilitation (OVR)
- Veterans GI Bill ® (Chapter 33,35)
- MyCAA
- Career Link
- Pittsburgh Promise

STUDENT RESPONSIBILITY

It is the student's responsibility to read and understand the contents of this catalog. Any questions regarding the school's policies should be addressed and satisfied prior to the student starting class.

STATEMENT OF NON-DISCRIMINATION

South Hills & North Hills Beauty Academy does not discriminate on any basis, including gender, age, national origin, creed, religion, disability, or sexual orientation.

OCCUPATIONAL SKILLS

A student must learn the following skills for successful completion of the our programs

- ❖ A fundamental understanding of theoretical and practical curriculum
- ❖ A basic understanding of the importance of client consultations
- ❖ The ability to stand for long periods of time and have finger dexterity
- ❖ Practice appropriate draping techniques and client confidentiality
- ❖ Have the ability to be exposed to product chemicals and fragrances
- ❖ Be able to communication and maintain client records
- ❖ Have a general understanding of professionalism and business practices

ENTRANCE REQUIREMENTS

To qualify for admission to our programs you meet the following requirements:

- ❖ Applicant must be a high school graduate, and possess a High School Diploma, *or* have the recognized equivalent (i.e., a General Education Development "GED" Certificate, with passing scores). If you have a foreign equivalent it is strongly recommended that your Diploma be translated by ECHO International .412.261.1101
- ❖ The transcript must state that the applicant is a graduate, including the date of graduation.
- ❖ The applicant must satisfactorily complete all admissions requirements, including submitting an accurate and complete Application for Admission.
- ❖ Due to the nature of the training, the applicant must be in good health, and capable of effectively meeting the physical demands of performing services on clients. The applicant must **complete a physical form** to ensure that the applicant's health status is sufficient to undertake the training program.
- ❖ All documentation received from the applicant becomes property of the school, and will not be returned to the applicant. Applicants who fail to provide accurate information may not be considered for admission.
- ❖ Prior to signing the Enrollment Agreement, the applicant must meet with a representative of the School, tour the facility, read the pre-enrollment information, and receive or access the Catalog on our website.

❖ Applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the school, and acknowledges the applicant has received and agrees to abide by the contents of this Catalog.

❖ Applicant must pay Registration Fee of \$75.00.

❖ A former student who did not complete the program of study and/or has been terminated or withdrawn from the program is required to reapply for admission. (The Re-Entry policy is contained on page 6 of this Catalog). A readmitted student is governed by the Catalog current at the time of re-admission.

ADMISSIONS PROCEDURE

Applicants must adhere to the following procedure in order to be considered for admission:

1. Complete and submit the Application for Admission.

2. Interested applicants must interview with a Representative of the School, pay the \$75.00 Registration Fee, and receive a Catalog. Proof of high school graduation and other required documentation as described under *Admissions Requirements* (see page 3) must be provided before the student begins classes or attends orientation at the School.

3. Prior to acceptance, the applicant must meet the following requirements:

- a. Complete and sign the Enrollment Agreement. NOTE: The student certifies with his/her signature on the Enrollment Agreement that he/she agrees to read and abide by the terms of the Catalog.
- b. The applicant must have all financial arrangements completed, and agreed to as stated on the Enrollment Agreement. If the applicant has elected to apply for funding through a private loan or Grant, the funding must be originated prior to attending school.
- c. Books and kits are issued on the first day of classes, and cannot be returned if opened.

TRANSFER OF CREDIT TO THE SCHOOL

Due to the mission of the School to prepare students for State Licensure in Pennsylvania, transfer hours are not guaranteed to be accepted.

An Official transcript of hours from an accredited school is required at time of enrollment. The transcript will be reviewed and approved at the discretion of the director. If approved, the student will then be charged for the hours needed at the current hourly tuition rate and any additional equipment needed. Transfer of hours to another school is at the sole discretion of the receiving institution. In order to receive an official transcript of hours you must submit a transcript request form to our office with \$25.00 Fee paid

by cash or money order.

REQUIREMENTS FOR GRADUATION

The student qualifies to graduate when he/she meets the program requirements as listed in this Catalog. The graduate receives a **Diploma** when the following requirements have been met:

1. All required courses in this student's program have been satisfactorily completed, including required tests, clinical requirements, projects, etc., and all program requirements have been satisfactorily fulfilled.
2. A minimum grade of 75% or higher has been earned.
3. Student has attended the required hours of the scheduled program, and has made up any hours missed due to absence and/or tardiness.
4. All financial obligations due to the School have been satisfied and tuition is paid in full. If a student's account is not satisfied in full, the student will not be eligible to receive a Diploma or transcript from the School to register to sit for the licensing exam.
5. All meetings and requirements with the various Departments within the School (Financial Aid, Placement) have been completed satisfactorily.
6. All required course hours have been completed within the maximum time frame allowed: 150% of the normal program length, and the *Standards of Satisfactory Academic Progress*, as described on page (5).

LICENSURE EXAM INFORMATION

❖ The application fee is included in your tuition fees. Upon graduation you must submit a \$25.00 Transcript fee to the school for a transcript to be prepared with your application to submit for testing through Pearson Vue.

DISCLAIMER OF PASSAGE OF LICENSURE EXAM

South Hills Beauty Academy is dedicated to training students to sit for the licensing exam, but is not liable for those students who fail to pass the exam or obtain licensure.

NOTICE TO STUDENTS REGARDING CRIMINAL OFFENSES

Schools must notify prospective students, in writing, of the following:

Arrests, charges, or criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, or other financial aid and to sit for the State Board Exam.

ACADEMICS

ACADEMIC STANDARDS

❖ Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program (see *Standards of Satisfactory Academic Progress*, page 5). Students are allowed up to 150% of the normal program length in which to satisfactorily meet all requirements; this is the **maximum time** in which the student is allowed to complete the program. Should the student fail to complete the program in the maximum time frame allowed, the student shall be withdrawn from the program.

❖ Students are evaluated at midpoint, the end of program approaching graduation, or as needed. A minimum grade of 75% is required for the student to successfully pass. Students must repeat any course in which a grade of "F" is earned.

❖ Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy; including Make-Up hours (see *Attendance Policy*, page 7). In order to satisfactorily complete the program, the student must complete the schools minimum hour requirement for their program.

ACADEMIC ADVISING

Instructors are available to provide academic advising as requested or needed in order to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. All representatives of the School endeavor to provide support and guidance to our students.

UNIT OF CREDIT

Academic credit is measured in clock hours. The hours are defined as follows:

A "Clock Hour" is defined as a 60-minute block of time consisting of 50 minutes of instruction.

GRADING POLICIES

The instructor has final authority for determining the student's grade in a course. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript). For successful completion, students are required to complete each course of study sequentially with an average grade of 75% or higher. If a student's

grade average drops below 75% for the term while the student is on probation, the student may be required to repeat the portion of the program or may be withdrawn.

GRADE SCALE

A	100% to 94%	EXCELLENT
B	93% to 85%	GOOD
C	84% to 75%	SATISFACTORY
D	74% to 65 %	UNSATISFACTORY
F	64% to below	POOR

** *Failing Grade: Student is required to repeat the class or may be terminated from the program.*

EXAMINATIONS

These exams vary in format: multiple choice, matching, and/or written (short answer or essay). Students are allowed to make up a missed exam based on the *Examination Make-Up Policy* (see below). Students are informed of their exam scores, and the instructors review exam results with students.

EXAMINATION MAKE-UP POLICY

Missed examinations must be scheduled with the instructor on the first class day after the missed exam. It is the student's responsibility to schedule a make-up exam with his/her instructor within (3) days.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

South & North Hills Beauty Academy has specific standards students are expected to achieve in order to maintain Satisfactory Progress in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. In addition, the student's progress is reviewed at midpoint and at the end of the program approaching graduation.

Satisfactory progress for ALL students is defined by the following criteria:

1. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements. This is considered the *Maximum Program Length: HOURS*

PROGRAM LENGTH	# OF WEEKS	MAXIMUM TIME FRAME
Monday-Friday	36 weeks	54 weeks
MON, WED, FRI	60 weeks	90 weeks

2. Students must successfully meet or exceed a minimum of 75% at the time of evaluation.

Satisfactory progress in attendance as well as academic of a minimum of 75% is required. SAP evaluations are scheduled at midpoint, approaching graduation, or on an as needed basis.

A student may receive an attendance warning to notify them of the immediate need for improved attendance. Students who fall below 75% will be placed on Attendance Probation. Students are required to achieve at least 75% by the next SAP evaluation and must attend their regular schedule according to their signed contract. The terms for re-establishing your satisfactory progress will be detailed in your SAP Evaluation. Failure to comply with the terms of probation may result in termination or withdraw.

Students who have missed 15% of the duration of the course will be required that all that time be made up. MAKE-UP hours at no charge will be scheduled at the discretion of the Supervisor or Director. (See *Make up Policy* on page 8)

ACADEMIC PROBATION

Students who do not maintain satisfactory progress may be placed on academic probation at any point during the training program. Satisfactory progress is maintaining a minimum grade of 75%. If the student fails a course while on probation, the student is immediately withdrawn. The student's progress is evaluated at the end of the probationary period, which is at the next SAP review. If the student meets or exceeds a grade of 75% for the course, the student is allowed to continue and the probationary status is removed. Students are allowed only one period of academic probation during the program.

The School reserves the right to place a student on probation or to terminate the student from his/her program. Following is a non-inclusive summary of actions or behaviors that are among those which could cause probation or termination from the School:

- ❖ Excessive absences
- ❖ Failure to maintain a grade of 75% or above
- ❖ Failure to comply with the academic policies described herein
- ❖ Conduct which is deemed detrimental to the student and classmates, staff and faculty, community or School property
- ❖ Immoral behavior which would bring discredit to the student and classmates, staff and faculty, community or the school in general

- ❖ Physically injuring another individual on the premises

- ❖ Destruction or theft of School property

- ❖ Use of or being under the influence of, intoxicating substances on campus

- ❖ Cheating or plagiarism

- ❖ Unsatisfactory clinical performance, including:

- Failure to meet specified course objectives
- Failure to correctly apply learned processes
- Failure to demonstrate cognitive or motor skills needed for self-care to clients

- ❖ Failure to demonstrate consistency in clinical performance and/or pattern of therapeutic communication

- ❖ Failure to satisfy conditions for an incomplete grade in a course within the time period specified (see below)

TERMINATION POLICY

The school may terminate a student's enrollment for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; Any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft.

APPEALS

Students withdrawn from School for failure to maintain academic and attendance progress may appeal for re-admission. All grades previously earned remain on the transcript, and the maximum time for program completion will apply based on the original start date of the first enrollment.

Should a student disagree with the application of these satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal, in writing, to the Director. The Director will respond within five (5) business days. The Director or designate may meet with the student to discuss the appeal. The Director's decision is final, and may not be further appealed.

DISSEMINATION OF CURRICULUM INFORMATION

No student, faculty, or staff member of the School is authorized to disseminate or disclose information pertaining to any course in their curriculum, including but not limited to: course syllabi and outlines, study guides, slide presentations, examinations and quizzes. This curriculum has been developed and implemented specifically for South & North Hills Beauty Academy. Any unauthorized distribution of this information will be grounds

ATTENDANCE

for disciplinary action, up to and including termination of enrollment or employment. In addition to distribution of materials via hard copy, this also includes electronic disclosure via social media, web pages, blogs, applications, or other means.

PURPOSE

- ❖ To establish acceptable standards of attendance and punctuality for all students attending the School.
- ❖ To encourage students to pre-schedule absences in order to maintain adequate operations and minimize disruptions in the classroom.
- ❖ To enable the student to complete the required clock hours of training, and meet the program objectives.

ATTENDANCE POLICY

1. ALL students are expected to adhere to the standards for attendance and tardiness.
2. Students are expected to attend a minimum of 75% of the duration of theory, clinical and practicum courses as scheduled.
3. All Students must maintain attendance progress as well as academic progress in order to be considered as having successfully completed the program of study in which he/she has enrolled.
4. Students absent from theory or clinical classes are responsible for obtaining missed materials and information, and for meeting the course objectives.
5. All assignments must be completed and turned in on the first day the student returns to school. Credit may be given in full or in part at the instructor's discretion.
6. All students are required to notify the school if they will be tardy or absent. Excessive absences and tardiness will be cause for dismissal. Attendance records must be filled out and updated upon returning to the school after an absence. To consider an excused absence legal documentation with contact number must be provided upon return. If no documentation can be provided it is considered an unexcused absence.

7. Excessive absences may result in the student being unable to satisfactorily demonstrate required achievement of the course objectives. If such a result occurs, the student is not allowed to advance to a higher level in the program.

MAKE UP POLICY

Students may make up time if they have missed 15% of attendance. Make up time must be approved by your instructor.

RE-INSTATEMENT OF AID

The school may determine that you are not making SAP by virtue of your grades and/or attendance. If financial aid is terminated because the student is not able to comply with the terms of the probation period, or other rules and regulations of the school, your financial aid may be reinstated once you re-establish SAP according to the terms of probationary period for that program.

TARDINESS POLICY

❖ All Classes begin promptly at 9:00 a.m. for the morning session, 12:30 p.m. for the afternoon session, and 5:30 p.m. for evening classes. Students may not enter or exit class except during breaks without the permission of the instructor.

❖ Any amount of time the student is not in class (tardiness, failure to return promptly after breaks, etc.) is computed as time absent (see "Attendance Policy" on page 8).

❖ Students arriving late for an exam may be admitted at the instructor's discretion. Students arriving more than five (5) minutes late to a scheduled clinic assignment may not be admitted. The student's grade in practicum portion of the course may be affected at the discretion of the instructor.

TEMPORARY INTERRUPTIONS

If a student will be required to miss a considerable amount of class time due to an illness, emergency, or personal issue, a student must submit a signed and dated request for a leave of absence to the school supervisor or director. The director will make a determination whether or not the request for a leave may be granted. **A personal leave may not exceed 30 days. A medical leave, by order of a physician, may be requested for a period of time not to exceed (180) days.** The School may require medical

clearance for any communicable disease, health condition or pregnancy.

Only one leave of absence is permitted per program unless there are extenuating circumstances and is evaluated by the school Director. Upon return from the leave of absence the student will be in the same academic and attendance status as when the leave began.

RE-ADMISSION POLICY

A student may re-enroll with the director’s approval. Upon return the student will be in the same academic standing as when he/she left. The school will charge a \$75.00 re-enrollment fee to students who have withdrawn and wish to resume their program. The current tuition rate at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

WITHDRAWAL

A student who wishes to withdraw from the course of study may do so in writing stating reason for withdraw, or by calling the Administrative Office. The student is required to participate in an exit interview with a School representative and also on www.studentloans.gov if the student is receiving Direct Loans. The student is notified of total tuition charges and any refunds due. Refunds due will be paid to the student within (10) days of the withdraw date. Refunds due to the financial aid or Lender will be paid within thirty (30) days of the withdrawal date. The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the school may not honor any requests for transcripts, letters of recommendation, requests for information and/or re-admission.

TUITION & FEES

See tuition addendum

TERMS OF PAYMENT

Any student with a balance not covered by financial aid is expected to make monthly tuition payments to keep his/her account current. For students in the final term of the program, the balance must be satisfied in full prior to sitting for the Final Examination.

REFUND POLICY – NOTICE OF CANCELLATION

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, less the registration fee in the amount of \$75 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 enrollment agreement 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 \$75.
4. A student notifies the institution of his/her withdrawal in writing or notifies in person.
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.
8. The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the school; absences in excess of maximum time frame set forth by the institution and/or failure to meet financial obligations to the school.
9. Student has failed to attend class for 14 days

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 actual hours:

§ As an accredited School we follow policies provided by NACCAS:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE	TOTAL OWED THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%

STUDENT SERVICES

10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and above	100%

All refunds will be calculated based on the student's last physical 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 \$100.00. 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.

INSTITUTIONAL REFUND POLICY (FINANCIAL AID)

The return of Title IV funds as prescribed in section 484B of the Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid the student has not earned is returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through 60% of the payment period.

1. The formula in brief is as follows:
2. The institution will determine the date of withdrawal and then determine the percentage of the

payment period, or period of enrollment attended by the student.

3. The institution will determine the amount of Title IV for which the student was eligible by percentage of time enrolled.
4. The institution will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned this amount of Title IV funds must be returned.
5. The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion that could have been directly disbursed to the student on the charges that were covered.
6. The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed the institution will then perform the calculation of a student refund.

GRIEVANCE / COMPLAINT PROCEDURE

1. Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts, including pertinent dates.
2. Submit the written statement of complaint to the Director within ten (10) scheduled school days of the incident.
3. The Director may require the complainant meet with staff or other students to discuss the grievance.
4. The Director reviews the written grievance and notifies the student, faculty or staff member, in writing, of the decision within ten (10) scheduled school days of receiving the written complaint.

Students must exhaust the institution's internal complaint process before submitting the complaint to the school's approving agency. If the complaint has not been resolved by the School to the complainant's satisfaction, the complainant may contact the following in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response.

State Board of Cosmetology:
Professional Compliance Office

FINANCIAL AID & STUDENT LOANS

P.O. Box 69522, Harrisburg, PA 17106-9522

Phone- (717) 783-4849

<http://www.doscomplaintform.state.pa.us/>

National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Ave, Suite 1300

Alexandria, VA 22302

STUDENT GUIDANCE/ ADVISING

The goal of the School is to support and guide students, and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately their success in school.

Advising will be offered to any student/graduate who is having difficulties with his/her academic or professional career. Guidance begins at the time a prospective student indicates an interest in attending, and continues throughout and beyond the completion of the program. Should the student become aware of a drug or alcohol problem, or experiences emotional or personal challenges affecting performance, the School attempts to provide referrals to appropriate community services.

JOB PLACEMENT & CAREER SERVICES

Placement assistance is open to all graduates of South & North Hills Beauty Academy, not only upon graduation, but throughout their professional career. **The School does not guarantee employment**, but will assist the students in seeking employment.

Employment opportunities for entry level positions are posted at the schools for local and national listings. Non-local listings may require relocation. Students will have the opportunity to meet with industry representatives when visiting our school to discuss employment opportunities. Other services include assistance with resume writing, interviewing techniques, and identifying job openings. When students avail themselves to the schools placement service, referrals may be given, and students may be counseled in preparation for employment.

DISCLAIMER OF EMPLOYMENT GUARANTEE

While the School offers Placement Assistance, the School cannot, in any way; guarantee employment after the student has successfully completed the program of study. Students must keep the School informed of any changes in their contact information; e.g., address, telephone numbers, employment availability, etc.

ACADEMIC ADVISING

The entire staff and faculty are available to assist students with academic concerns.

EXIT ADVISING/INTERVIEW

Each student withdrawing from the School is contacted by Administration regarding reasons for exit, as well as the student's future plans. The student is advised of any balances owed or refunds due.

HOUSING

The School does not have on-campus housing however, our admissions representative can offer some assistance in informing students about the surrounding area neighborhoods and transportation options.

NOTICE OF STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. The school will not release any information unless we have written consent. The school provides and permits access to student files and other school records as required for any accreditation process initiated by the institution or by the schools Accrediting Commission or Licensing board.

SCHOLARSHIP POLICY

An interview may be requested. Scholarship availability is limited and not guaranteed. The awarded amount of the scholarship will cover a portion of tuition only. You are responsible for cost of kits, books, uniforms and fees. You must maintain satisfactory Academic and satisfactory attendance throughout your program in accordance to our Satisfactory Academic Progress. If you do not maintain SAP you may be in jeopardy of losing the Scholarship. In the case of withdraw from the course or you do not complete the program for any reason, the scholarship may be void or pro-rated and you will be responsible for the tuition percentage according to our withdraw procedure

stated in your contract. An interview may be requested. Scholarship availability is limited and not guaranteed.

TITLE IV FEDERAL FINANCIAL AID PROGRAMS

South & North Hills Beauty Academy participates in student financial aid programs offered by the U.S. Department of Education. Most aid is awarded on the basis of need in the form of grants (awards that do not require repayment) and/or loans (borrowed funds to be repaid, with interest).

Eligibility to receive Title IV Federal Financial Aid is based on the information provided by the student on the Free Application for Federal Aid (FAFSA). The student must maintain *Satisfactory Academic Progress* in order to continue eligibility.

A Pell Grant Program

This federal program is available to all undergraduate students who meet and maintain strict requirements. Grants are gifts, and are not repaid. The maximum is determined based on the amount of hours in our program.

Direct Loan Program

There are two types of Direct Stafford Loans. *Subsidized Loans* are need-based, and the federal government pays the interest while the student is still in school.

Unsubsidized Loans are not need-based, so the student is responsible for the interest while in school. However, payment of accrued interest can be deferred until graduation. The lender adds the deferred interest to the principal, which becomes payable in six (6) monthly installments after graduation. Students choosing to apply for either kind of loan must complete a FAFSA. In all cases, repayment of the loans begins six (6) months after the borrower ceases to be at least a half-time student at an accredited institution.

Parent Plus Loan Program

This federal, low-interest loan is available to parents of dependent undergraduate students who are in attendance at least half-time. Credit worthiness is a consideration, but if the Parent Plus Loan is denied for credit reasons, the applicant student may apply for an Unsubsidized Stafford Loan. Repayment begins at mid-point of students program.

APPLYING FOR FINANCIAL AID

In order to determine a student's eligibility it is necessary for the student to contact the School's admissions representative and learn what documentation is necessary. A student can learn his/her financial aid

eligibility prior to signing the Enrollment agreement by creating a FSA profile and completing the FAFSA online and entering the school code (012929). For more information please go to www.fafsa.ed.gov.

If you are interested in applying for Financial Aid please visit www.fsaaid.ed.gov and create an FSA PROFILE.

If you are under 24 years of age, not married, have no children, you are a Dependent Student. A dependent student must have a parent create their own FSA PROFILE. Once you have established your FSA Profile the school can assist you in the application process by individual appointments. You will need to complete the following: (some of these forms are provided by the school)

- ❖ Establish a FSA profile (www.fsaaid.ed.gov)
- ❖ FAFSA application (www.fasfa.ed.gov)
- ❖ Entrance/Exit counseling (www.studentloans.gov)
- ❖ Master Promissory Note (MPN) www.studentloans.gov
- ❖ Verification Worksheet (if selected for verification)
- ❖ Parent Plus Loan (optional) www.studentloans.gov

**Along with the forms above, you will need to provide copies of the following: 1040 tax returns, Driver's License, Social Security Card, High School Diploma or G.E.D.

RETURN OF TITLE IV FUNDS

For each Title IV aid recipient who withdraws, the School must calculate the amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled. The School must return any portion of unearned Title IV funds for which the School is responsible. The School must also advise the student of the amount of unearned Title IV grant aid that he/she must return, if applicable. The student or parent must repay any unearned funds that the School did not return according to the normal terms of the loan (*See Financial Aid refund policy, page 9*).

BORROWERS RIGHTS AND RESPONSIBILITIES

Many students require financial assistance during their training. However, in considering Student loans you are accepting a serious responsibility. When you accept a federal Direct Loan you are accepting the responsibility to repay the full amount borrowed plus interest. During your program the loans can assist you to pay for your

schooling. You will benefit from a grace period of six months after graduation before you have to start repayment on the loan. If you handle your responsibilities well, repaying the loan will help you build a better financial future. If you do not pay and default on your loan, there will be financial consequences.

-Borrower Rights

You have a right to know the details about your loan. Your promissory note will outline the terms and conditions of the loan. In addition, at the time the loan is made, entrance counseling and disclosure statements will outline:

1. Your school's policies concerning enrollment, required attendance, and good academic standing.
2. Your school policy on when tuition, fees, and other costs must be paid and alternative ways of payments.
3. Your school policy on refunds if you should not complete the desired program.
4. The full amount of the loan and the current interest rate
5. When your grace period ends and repayment begins
6. Yearly and total amounts you can borrow
7. The maximum repayment periods and minimum repayment amounts
8. An explanation of default and its consequences
9. An explanation of available options for consolidating your loans and a statement that you can repay your loan at any time without penalty.

Prior to entering repayment, South Hills Beauty Academy will make exit counseling available to you and your lender or loan servicer will send you:

1. A current description of your loans, including average anticipated monthly payments
2. The amount of your total debt (principal and estimated interest
3. Your current interest rate and the total interest charges on your loan

4. The name of the lender or loan servicer
5. Where to send your payments
6. An explanation of the fees you might be charged during the repayment period
7. A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time
8. A description of applicable deferment, forbearance and cancellation (discharge) provisions
9. Your repayment options
10. A loan repayment schedule that lists when your first payment is due, the number and frequency of payments, and the amount of each payment.

The lender or loan servicer must notify you (or your parents for Federal PLUS Loans) if your loan is sold and the sale results in making payments to a new lender or loan servicer. Both the old and new lender must provide this information.

As a borrower you have the following responsibilities

Signing the promissory note means you agree to repay the loan. When you sign a promissory note you're agreeing to repay the loan according to the terms of the note. You must repay your loan even if you can't get a job after you graduate or you didn't like the education you paid for.

- Make payments regardless of receiving billing notices. You must make payments on your loan even if you don't receive a bill or repayment notice. Billing statements (or coupon books) are sent to you as a convenience. You're obligated to make payments even if you don't receive any reminders.
- Continue to pay while waiting for deferment or forbearance approval. If you apply for a deferment or forbearance, you must continue to make payments until you have been notified that your request has been approved. If you don't, you might end up in default.
- Notify your lender or loan servicer when you:
 - a. Graduate
 - b. Withdraw from school
 - c. Drop below half-time status
 - d. Change your name, address or Social Security Number, or
 - e. Transfer to another school

- Keep in touch with your lender or loan servicer throughout the life of your loan, it's important to know your loan servicer and to contact them if you have any questions about anything. Don't get behind on your payments because you could eventually end up with a bad credit record, preventing you from buying a car or a house or getting a credit card

2. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

TITLE IX POLICY

Sexual Harassment and Sexual Violence Policy

South Hills and North Hills Beauty Academy is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Our School has adopted strict policies regarding these matters.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Notice of Non-Discrimination

South Hills and North Hills Beauty Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator:

Title IX Coordinator: April Pernatozzi
Phone: 412-561-3381 ext. #14

Prohibited Conduct

South Hills and North Hills Beauty Academy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence defined below. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

TITLE IX Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Director, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Also, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Following an alleged offense, victims will be provided with written information on their rights and options for, and available assistance in, changing academic and working situations. The School will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to

report the crime to local law enforcement. Students have the right to request the reasonable academic accommodations through the Director. Accommodation requests will be handled via the Title IX Coordinator.

Title IX Coordinator

The Title IX Coordinator has the responsibility of overseeing all Title IX related activities, complaints and investigations. The Title IX Coordinator can be reached at:

Title IX Coordinator: April Pernatozzi
3269 West Liberty Ave
Pittsburgh PA 15216
412-561-3381 EXT #14

Investigation of Complaints

In response to all complaints, South Hills and North Hills Beauty Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, we will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation the process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The majority of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. The school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion. To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

South Hills and North Hills Beauty Academy will not retaliate against anyone for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status

PERSONAL HYGIENE STANDARDS

Students are expected to take care, both in the classroom and when working with clients, to maintain the highest standards of personal hygiene, including but not limited to: clean hair and body, short fingernails, clean and

appropriate clothing, and avoidance of offensive odors and perfumes. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and the Director.

STUDENT RECORDS ACCESS

Students are guaranteed access to their academic records upon request. Upon written request to the School, and in the presence of a member of the administration, a student may view his/her records. The student must give written consent before any information may be released to a third party. A \$5.00 copy fee is charged for each file.

CATALOG CHANGES

The School reserves the right to change or modify the content of this Catalog at any time. Students are informed of any changes through Catalog Addenda. Addenda are to be considered part of this Catalog, and are in effect as if they were included in the current Catalog publication.

RULES & REGULATIONS

This list of rules and regulations is not all-inclusive and the school reserves the right to institute the appropriate disciplinary action up to and including the termination of enrollment based on any unacceptable student action or conduct. Severe acts of misconduct and/or the disruption of teaching and learning environments will normally result in the immediate termination of enrollment.

Behavior(s) which can cause adverse disciplinary action including the termination of a student's enrollment include but are not limited to the following:

- ❖ Failure to perform duties and assignments as directed by an instructor, School Director, administrator or designate.

- ❖ Unauthorized, unscheduled or patterned lateness for class, returning to class or clinic

- ❖ Failure to call the School when absent or to provide acceptable documentation to explain an absence from class

- ❖ Failure to maintain "satisfactory attendance", or having unscheduled absence from class without notification

- ❖ Disruptive behavior which causes discord in the classroom or clinic

- ❖ The use of any language or form of communication other than Standard English in the classroom or clinic is considered to be disruptive, and therefore is not permitted.

- ❖ Violation of safety, product use or security standards and procedures

- ❖ Smoking inside the School is prohibited. Smoking is permitted in *designated areas* outside the School

- ❖ In addition to no food or drinks in the classroom, there is to be no vaporizing devices for smoking or tobacco products inside of classrooms or in campus buildings. This includes, but is not limited to E-cig's, E-cigarettes, personal vaporizers (PV), E-liquids, or electronic nicotine delivery systems (ENDS).

- ❖ No eating or drinking in the classroom or clinic, unless the instructor or Director gives permission

- ❖ Use of profanity is prohibited in the School

- ❖ Creating an unhealthy or unsanitary condition or contributing to such conditions

- ❖ Disregard for one's appearance, uniform, dress, personal hygiene, clinic-client satisfaction, other students, and/or faculty and staff of the School

- ❖ Unauthorized use of School mail, property, products, equipment or materials

- ❖ Discourteous, rude or unprofessional behavior exhibited towards fellow students, instructors, staff members, clinic clients or visitors.

- ❖ Cheating, stealing, disruptive behavior, or willful destruction of School property

- ❖ Use, possession, or distribution of alcohol or illegal substances on or around School property

- ❖ Possession, consumption, manufacture, distribution or being under the influence of drugs and/or alcohol

- ❖ Having and/or using unauthorized tools, equipment, or products in the School

- ❖ The use or possession in the School of any item which is or resembles a weapon, firearm, or explosive, or could be used to cause injury

- ❖ Unnecessary conversation, creating noise, causing discord, using abusive language, or using racial, sexual, ethnic or religious slurs

- ❖ Having and/or using cellular phones, beepers, pagers or similar electronic devices on School property

- ❖ Providing false information to the School or School Officials, either verbally or on an application or other documents related to any aspect of the School or financial assistance.

❖ Entering or providing false or forged information for another student regarding class attendance

❖ Sleeping during class or clinic time

❖ Insubordination: direct or indirect refusal to comply with an instructor, Director, or administrative staff's instructions or directives.

❖ Gross negligence, abuse or endangering the health or welfare of any faculty or staff member, student, clinic client, visitor, or other including the use of threats, intimidation, coercion, abusive language or inappropriate physical behavior

❖ The failure to maintain the confidentiality of a student or clinic client's records including the possession, reading, copying or disclosure of School records and documents

❖ Discrimination

❖ Sexual harassment

❖ Engaging in personal work or activities during class or clinical

❖ Any unlawful act or immoral conduct on School property including any act or conduct which is detrimental to the teaching and learning activities of the School or the School's operations.

❖ Conducting raffles, pools or other games of chance on School property, without explicit approval of the School Director.

❖ Unauthorized solicitation, selling, or the distribution of literature or product on School property

❖ Loitering in and around School property after scheduled class time

CODE OF CONDUCT

The Conduct Guidelines are designed to protect the interests of the School, its students, clinics, clients, faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others. The School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding

by the policies and regulations in this Catalog or as set forth in writing by the School.

CONDUCT POLICY

All students must adhere to the rules and regulations of the school at all times. The school reserves all rights to suspend or expel any student who causes discord.

Personal Conduct

A high level of maturity in the classroom is expected of each student in the academic pursuit of his/her professional goals to become a licensed professional.

Each student is expected to demonstrate the following:

❖ A desire to learn and develop his/her professional skills, demonstrated by being prepared for each individual class, having consistent attendance in class, and showing classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively is not tolerated.

❖ A courteous, respectful and non-judgmental attitude toward staff and other students

❖ An ability to contribute and participate in creating a supportive environment for staff and students

❖ A willingness to receive constructive feedback

❖ The desire to take responsibility for their own values, attitudes, interpersonal relationships and academic performance

❖ Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

INFECTIOUS CONDITION POLICY

The School advises anyone with an infectious condition to consult with the School Director and a physician for the purpose of clarifying the personal risk(s) and risk to the School community prior to coming to campus.

This catalog is true and correct in content and policy

Signature

Date