

*2019-2020*  
*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

PUBLICATION DATE: JULY 1, 2019

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## GENERAL INFORMATION

### This catalog pertains to: 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, theory and practical classrooms, an on-site student salon & spa, and administrative offices.

**North Hills Beauty Academy**, located at 813 West View Park Drive, Telephone 412-938-8553. The North Hills Beauty Academy provides modern facility with 2 buildings dedicated to learning. The school facility consists of theory and practical classrooms, an on-site student salon & Spa, and administrative offices.

**OWNER:** Mary Pernatozzi 412-561-3381 Ext 12  
SHBA, INC

**STAFF:** See Staff Addendum

### 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 entry level occupations.

### 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 provide 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** \*Class is in continuous session unless informed otherwise. Please contact the school for the next available start date:

### **SOUTH HILLS LOCATION:** \*evening starts vary

<b>COSMETOLOGY &amp; HAIR DESIGN 1250 hours</b>		
FULL TIME:	MON-FRI	9:00 a.m. - 4:30p.m.
PART TIME:	MON, WED, FRI	9:00a.m. - 4:30 p.m.
*EVENING:	MON-THURS	5:30 a.m. - 9:30 p.m.
<b>ESTHETICS SKIN CARE &amp; MAKE UP 325 hours</b>		
FULL TIME:	MON	9:00 a.m. -4:30 p.m.
	TUES	9:00 a.m. -3:30 p.m.
	WED – FRI	9:00 a.m. -4:00 p.m.
PART TIME:	MON	9:00 a.m. -4:30 p.m.
	WED, FRI	9:00 a.m.- 4:00 p.m.
*EVENING:	MON-THURS	5:30 p.m.- 9:30 p.m.
<b>MANICURING &amp; NAIL DESIGN 300 hours</b>		
FULL TIME:	MON-FRI	9:00 a.m. - 3:30 p.m.
PART TIME:	MON, WED, FRI	9:00. a.m. - 3:30 p.m.

### **NORTH HILLS LOCATION:** no evening classes

<b>COSMETOLOGY &amp; HAIR DESIGN 1250 hours</b>		
FULL TIME:	MON-FRI	9:00 a.m. - 4:30 p.m.
PART TIME:	MON, WED, FRI	9:00. a.m. - 4:30 p.m.
<b>ESTHETICS SKIN CARE &amp; MAKE UP 325 hours</b>		
FULL TIME:	MON	9:00 a.m. - 4:30 p.m.
	TUES	9:00 a.m. - 3:30 p.m.
	WED – FRI	9:00 a.m. - 4:00 p.m.
PART TIME:	MON	9:00 a.m. - 4:30 p.m.
	WED, FRI	9:00 a.m. - 4:00 p.m.
<b>MANICURING &amp; NAIL DESIGN 300 hours</b>		
FULL TIME:	MON-FRI	9:00. a.m. - 3:30 p.m.
PART TIME:	MON, WED, FRI	9:00. a.m. - 3:30 p.m.

**INSTRUCTOR COURSE**

FULL TIME: MON, WED, FRI	9:00 a.m. - 4:30 p.m.
TUES, TH	9:00 a.m. -3:30 p.m.
PART TIME: MON, WED, FRI	9:00. a.m. - 4:30 p.m.

**CLASSES START** the 1st Monday of each month

**HOLIDAYS**

NEW YEARS DAY	GOOD FRIDAY
EASTER MONDAY	MEMORIAL DAY
LABOR DAY	THANKSGIVING & Day after

\***WINTER BREAK:** December 24<sup>th</sup> through January 1<sup>st</sup>

\***SUMMER BREAK:** 4<sup>TH</sup> OF JULY WEEK (dates may vary)

**SCHOOL CANCELLATIONS AND POSPONEMENTS**

If the school is 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.

**LICENSED, ACCREDITATION & MEMBERSHIPS**

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

- National Accreditation Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin St, Alexandria, VA 22314

**SCHOOLS LICENSED BY:**

- Pennsylvania State Board of Cosmetology  
2601 N 3rd St, Harrisburg, PA 17110

**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, sex, age, race, color, ethnic origin, religion, disability, or sexual orientation.

**COURSE DISCRIPTIONS****COSMETOLOGY & HAIR DESIGN 1250 hours**

This course is designed to build a strong solid foundation in all professional aspects of Cosmetology. South Hills & North Hills Beauty Academy will educate you in both the theory and practical skills necessary to meet licensing requirements, leading to entry level employment as a cosmetologist in the Beauty Industry. During your course we will teach you the basics to advanced methods in the latest trends in hair styling, precision/style cutting, clipper cuts, hair color and highlighting techniques, chemical texturizing, product knowledge and much more. In this course you will also study Nail Design, skincare, and receive a certification in Beauty essentials M.U.D. Make-up

**ESTHETICS SKIN CARE & MAKE UP 325 Hours**

This course is designed to build a strong and solid foundation in the professional practice of Esthetic Skin Care and Make up. South Hills & North Hills Beauty Academy will educate you in both theory and practical skills necessary to meet licensing requirements leading to employment as an entry level Esthetic Skin Care Specialist. We will train you in all the latest techniques and specialized techniques to cleanse, balance and rejuvenate the skin. You will learn client consultation, massage techniques, facials, spa facial treatments, stone facials, machine facials, paraffin treatments, temporary hair removal, body wraps, and aroma therapy. In this course you will learn microdermabrasion and Chemical Peel Treatments as well as earning a certification in Beauty Essentials M.U.D Make up

**MANICURING & NAIL DESIGN 300 hours**

This course is designed to build a solid foundation in the professional practice of Nail Technology. South Hills & North Hills Beauty Academy will educate you in both theory and practical skills necessary to meet licensing requirements leading to employment as an entry level Nail Technician. You will train in all the latest techniques. You will learn product knowledge, client

consultation, spa manicures & pedicures, conditioning nail treatments, therapeutic hand massage, sculptured nails, artificial nail application, gel nail application, gel polish, nail wraps, and paraffin hand treatments. You will also learn nail artistry/air Brushing, stone pedicures, therapeutic foot massage and more!

### **INSTRUCTOR COURSE 500 hours**

This course is designed for cosmetologists, estheticians, and nail technicians who wish to further his or her education in the teaching profession. If you have a passion helping others learn we will train you in the practices needed to become a great educator. You will have the opportunity to train hands on in our classrooms and our student salon & spa. You will learn teaching techniques, classroom management, salon management, lesson preparation, how prepare a successful demonstration for your students, how to prepare an effective lecture, and effective communication for teaching. Our program will provide you with the skills needed to conduct your own practical and theory class with confidence and enter the workforce as an entry level instructor.

❖Our Esthetics Skincare & Make up program is 325 hours to include a certification in make- up. *PA State requirement is 300 hours.*

❖Our Manicuring and Nail Design program is 300 hours to cover advanced techniques to be salon ready. *PA state Requirement is 200 hours*

## **ADMISSION INFORMATION**

### **OCCUPATIONAL SKILLS**

A student must learn the following skills for successful completion of 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

### **ADMISSION REQUIREMENTS**

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

❖Copy of current Photo ID and Social Security Card

❖ Applicant must be a high school graduate, and possess a High School Diploma, *or* transcript that states equivalent of a 12-grade education, including the date of graduation, or have the recognized equivalent (i.e., a General Education Development “GED” Certificate, with passing scores) or a certificate of attainment (only applicable for non-Title IV recipients), etc.;

- a. If you have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- b. If you have a foreign equivalent high school diploma, Translation MUST be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.  
(Educational Credential Evaluators INC. (414-289-3400) [www.ece.org](http://www.ece.org) It is the student’s responsibility to pay for any cost associated with translating a foreign diploma.
- c. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

❖The applicant must satisfactorily complete all admissions requirements, including submitting an accurate and complete Application for Admission.

❖Prospective students should be in good physical condition. Students are expected to have good health, strength and stamina. Individuals having chronic illness/fatigue, back pain, carpal tunnel syndrome, severe skin sensitivity/product allergies, prescription induced illness or drug and/or alcohol related addiction or dependency issues of any type will have difficulty succeeding in the field.

❖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 a non-refundable application 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 12 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 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 non-refundable application fee, and receive a Catalog. Proof of high school graduation and other required documentation as described under *Admissions Requirements* (see page 5) 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 form
  - b. 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.
  - c. 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.
  - d. 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. 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.

### GRADUATION REQUIREMENTS

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, tuition is paid in full or an approved payment arrangement has been established. If a student's account is not satisfied in full, the student will not be eligible to receive a transcript from the School or affidavit for Pearson Vue State Board Application to sit for the licensing exam. If the student is contracted with the school and Tuition Financing Company (TFC), payments must be current and paid up do date at time of graduation. Please refer to the TFC policy.
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*.

The student must successfully complete the designated assignments in clinic and theory as well as the practical aspect of the course. The student will receive a diploma upon successful completion.

All students must maintain grades, attendance and pass their final exam with 75% before being permitted to graduate.

The Pennsylvania State Board of Cosmetology requires an official transcript for every student taking the State Board Exam. There is a \$25.00-dollar transcript fee that must be paid by cash or money order only on or before the students' graduation day. To submit a State board

application there is \$10.00 fee upon submission as well as a Pennsylvania back ground check (fee may vary).

These fees are not covered by financial aid.

### LICENSURE EXAM INFORMATION

❖The Pearson Vue 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, as well as a \$10 fee to submit your application testing through Pearson Vue and a Background check (cost may vary).

### DISCLAIMER OF PASSAGE OF LICENSURE EXAM

South Hills & North 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 7). 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 can 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 10). To satisfactorily complete the program, the student must complete the school's minimum hour requirement for their program.

### ACADEMIC ADVISING

Instructors are available to provide academic advising as requested or needed 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 can 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 day of class after the missed exam. It is the student’s responsibility to schedule a make-up exam with his/her instructor within (3) days.

**SATISFACTORY PROGRESS**

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

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. South & North Hills Beauty Academy has specific standards students are expected to achieve to maintain Satisfactory Progress in their programs of study for both part time and full-time schedules. Satisfactory Academic Progress evaluation includes both attendance and academic performance elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the program of study. SAP evaluation periods are based on **actual contracted hours** at the institution and students will receive SAP report results at the time of their evaluation.

**EVALUATION PERIODS:** Students are evaluated for Satisfactory Academic Progress as follows:

<b>Cosmetology &amp; Hair Design</b>	<b>450, 900, 1075 clocked (actual) hours</b>
<b>Esthetics Skin Care &amp; Make up</b>	<b>163 clocked (actual) hours</b>
<b>Manicuring &amp; Nail Design</b>	<b>150 clocked (actual) hours</b>
<b>Instructor Course</b>	<b>250 clocked (actual) hours</b>

- \* All Evaluations will be completed within (7) School Business days of the established evaluation period.
- \*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
- \* Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 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.

**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 is stated below: **(Based on FT) WEEKS HOURS**

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

<b>PROGRAM</b>	<b>Schedule/ weeks</b>	<b>Length/ hours</b>	<b>Max Time Frame Weeks</b>	<b>Max Time Frame Program Length</b>
<b>Cosmetology &amp; Hair Design (FT = 35 hrs/wk) 1250 Hours</b>	<b>36 Weeks</b>	<b>1250</b>	<b>54</b>	<b>1875</b>
<b>Manicuring &amp; Nail Design (FT = 30 hrs/wk) 300 Hours</b>	<b>10 Weeks</b>	<b>300</b>	<b>15</b>	<b>450</b>
<b>Esthetics Skin Care &amp; Make up (FT =32.5 hrs/wk) 325 Hours</b>	<b>10 Weeks</b>	<b>325</b>	<b>15</b>	<b>487.5</b>
<b>Instructor Course (FT= 35 hrs/wk) 500 Hours</b>	<b>10 Weeks</b>	<b>500</b>	<b>15</b>	<b>750</b>

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

**ACADEMIC PROGRESS EVALUATIONS:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.



Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**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

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

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

**PROBATION:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students

placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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

\*Course incompletes, repetitions and non-credit remedial courses do not apply at this institution, therefore, has no effect on the institution's satisfactory academic progress.

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

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

### **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.

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 specified (see below)

### **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. A student may file an appeal due to a death in the family, illness, or other extenuating circumstances. The school will determine how the student may re-establish eligibility for financial aid, if applicable.

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. At the appeal the student must provide documentation of why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. The Director's decision is final and may not be further appealed. A copy of the results of the appeal will be kept in student file.

### **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 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.

## **ATTENDANCE**

### **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 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.

#### **EXCUSED ABSENCE POLICY:**

1. All students are required to notify the school if they will be tardy or absent. **Excessive absences** (defined below) 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.
2. **Excessive Absences:** missing (5) or more unexcused days and may result in the student being unable to satisfactorily demonstrate required achievement of the course objectives. If such a result occurs, the student may not be allowed to advance to a higher level in the program.

#### **PURPOSE**

- ❖ To establish acceptable standards of attendance and punctuality for all students attending the School.
- ❖ To encourage students to pre-schedule absences 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.

#### **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-STATEMENT OF AID**

The school may determine that you are not making SAP by 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.

#### **LEAVE OF ABSENCE POLICY**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. A LOA requires the student to request in advance unless unforeseen circumstances apply. If a student will miss a considerable amount of class time due to an illness, emergency, or personal issue, the student must submit in advance in writing, a signed and dated request to the supervisor or director. The director will determine if the request for a leave may be granted if it is in accordance to the school's policy. Formal policy is that the student and the school will determine reasonable expectation that the student will return. **Total leave days cannot exceed 180 days in 12-month period.**

If a LOA is approved, the student is not considered as withdrawn, and no refund calculation is required at this time. The student will need to complete a signed and dated contract addendum form which will extend the contract period of the enrollment agreement by the same number of days taken in the LOA. The student must return by the end of the leave of absence or the student is treated as a withdrawal and the withdraw date will be your last date of attendance for the purpose of a refund calculation.

The following circumstances will be considerations for an approved Leave of Absence:

❖ A subsequent leave for unseen circumstances not to exceed **30 days** unless you can provide medical documentation.

❖ A FMLA leave, military, or jury duty by order of a physician, may be requested for a period not to exceed **(180) days**. The School may require medical clearance for any communicable disease, health condition or pregnancy upon return.

Only one leave of absence is permitted per program unless there are extenuating circumstances and is evaluated by the school Director.

Only one LOA is permitted in 12 months (except for LOA's granted for 1.) military reasons, 2.) under the Family and Medical Leave Act of 1993, and 3.) for jury duty)

During the approved LOA, there will be no additional institutional charges, and the student is permitted to complete the coursework upon return.

For students receiving Title IV loans, failure to return will affect prepayment grace period.

Upon return from the leave of absence the student will be in the same academic and attendance status as when the leave of absence began.

### **RE-ENTRY POLICY**

A student who withdraws and then reenters the same program **within 180 days** is in the same payment period he or she was in at the time of the withdrawal. Upon return the student will be in the same academic standing as when he/she left. Student must adhere to SAP policy (see page 8) and Title IV eligibility or reinstatement of aid. (see page 11) The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance.

A student may re-enroll **after 180 days** with the director's approval. 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 180 days after the formal withdrawal date.

❖the student reenters the same program at the same school more than 180 days after withdrawal, receiving hours previously earned; or

❖transfers into another clock-hour program at any time (either at the same school or at a new school) and the

school accepts all or some of the hours earned in the prior program;

Then the student starts a new payment period when he or she reenters or transfers.

### **WITHDRAWAL POLICY**

A student who wishes to withdraw from the course of study may do so in writing stating reason for withdrawing, or by calling the Administrative Office. The student is required to participate in an exit interview with a School representative and must complete exit counseling by visiting [www.studentloans.gov](http://www.studentloans.gov) if the student is receiving Direct Loans and an R2T4 calculation will be performed. The student is notified of total tuition charges and any refunds due. Refunds due will be paid to the student within (45) days of the withdraw date. Refunds due to financial aid or the Lender will be paid within forty-five (45) days of the withdrawal date.

The student is required to clear all obligations 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.

## **STUDENT SERVICES**

### **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 institutions internal complaint process before submitting the complaint to the schools 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  
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)**

3015 Colvin Street  
Alexandria, VA 22314

**Phone:** 703-600-7600

**Fax:** 703-379-2200 **Email:** [webinfo\[at\]naccas.org](mailto:webinfo[at]naccas.org)

**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 school's 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. 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**

Family Education Rights and Privacy Act, (FERPA) Students and Parent or guardians of dependent minors, have the right to gain access to educational records maintained by the school. To receive a copy of your records a written consent and request for copies must be submitted in writing along with a \$10.00 fee. You have the right to request that the school makes corrections to your records if there are any concerns or discrepancies. If the school decides not to amend the record you have the right to a formal hearing. If the decision stands and the school does not amend the record you may place a statement with the record setting forth your view about the contested information. *The Patriot act (section 507)* Exemptions that permit disclosure of personally identifiable information from a student's record in the case of an immediate threat to the health and safety of students or other individuals. The school provides access to student and other school records to its accrediting agency.

# TUITION



Tuition  
2019-2020.pdf

**TUITION & FEES** see insert page 13A

## 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 the withdraw procedure stated in your contract.

## TERMS OF PAYMENT

Methods of payment cash, money order, check, Title IV, or Direct Loans. 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 unless you have a Payment plan contract with Tuition Financing Company (TFC) and all in school payments have been satisfied.

## INSTITUTIONAL 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 complies with the mandated policy and 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 whether official or unofficial withdraw. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The

applicant shall be entitled to a refund of all monies paid.

2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee in the amount of \$75.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. 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:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE	TOTAL OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and above	100%

EXAMPLE: a cosmetology student (tuition =\$15,626) who completes 5%-9.9% of the program would owe 30% of tuition = \$4,687.50 + kits, books, supplies, and fees

- 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 \$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.

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 number of hours in our program.

### **Direct Loan Program**

William D. Ford Direct Loan Program. *Subsidized Loans* are need-based, and the federal government pays the interest while the student is at least a half-time student at an accredited institution. *Unsubsidized Loans* are not need-based, so the student is responsible for the interest from the first disbursement. However, payment of accrued interest can be deferred until graduation. The lender adds the deferred interest to the principal. 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 William D. Ford Direct Loan. Repayment begins at mid-point of student's program. Contact our Financial aid office at 412-561-3381 EXT # 10 for more information about Title IV funding.

### **APPLYING FOR FINANCIAL AID**

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.studentaid.ed.gov](http://www.studentaid.ed.gov)

If you are interested in applying for Financial Aid, please visit <https://fsaid.ed.gov/npas/index.htm> and create an FSA PROFILE to login to complete FAFSA.

\*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

## **FINANCIAL AID**

### **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 based on 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* to continue eligibility.

### **A Pell Grant Program**

following: (some of these forms are provided by the school)

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

### **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 must 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

### **RETURN OF TITLE IV POLICY (FINANCIAL AID)**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Financial Aid Office. The notification must be in writing or orally. The date the notification is received is the date of determination. The Financial Office must begin the withdrawal process.

**Unofficial Withdrawal Process:** For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours **scheduled** in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**Post Withdrawal Disbursement:** If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

**Credit Balance:** If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

- ❖ Unsubsidized Direct Loan
- ❖ Subsidized Direct Loan
- ❖ Direct PLUS Loan (Parent)
- ❖ Federal Pell Grant

## SCHOOL POLICIES

### COLLECTIONS POLICY

When a student terminates attendance or withdraws from any program with an unpaid balance, the account becomes delinquent. The school will perform in-house pre-collection outreach to exhaust all efforts prior to assigning accounts to a collection agency. After a student leaves or withdraws from school with an unpaid balance, we will send the student a billing statement for the entire debt. Students are given 30 days to pay or set up a monthly payment plan. If the debt is still unpaid after this time, the account will be assigned to collections.

Our Collection procedures shall reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.

- A financial hold will be added to accounts who have an unresolved balance after the payment due date has passed. Students will not be allowed to register for advanced classes, receive grades, transcripts, diplomas, or State Board Exam Applications until the balance on their student account is paid in full. South & North Hills Beauty Academy will report students with delinquent accounts to a collection agency and the student will be responsible for all collection and attorney fees associated with efforts to collect on monies owed.
- Former students who have unpaid delinquent balances are not eligible to re-enroll or receive academic transcripts until their balances, including all fees, if applicable, are paid in full or payment arrangements are established.
- When an account is contracted with Tuition Financing Company (TFC) students are directed to pay through their website [www.tfctuition.com](http://www.tfctuition.com). If an account remains unpaid after 90 days, the account may be assigned to a collection agency for further actions.

### TITLE IX POLICY

South Hills & North Hills Beauty Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, creed, ethnic origin, religion, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, South Hills & North Hills Beauty Academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and South Hills & North Hills Beauty Academy has jurisdiction over Title IX complaints.

South Hills & North Hills Beauty Academy's anti-harassment policy applies to all persons involved in the operation of South Hills & North Hills Beauty Academy and prohibits unlawful harassment by any employee of South Hills & North Hills Beauty Academy, as well as students, customers, third parties, vendors or anyone who does business with South Hills & North Hills Beauty Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom South Hills & North Hills Beauty Academy does business engages in unlawful harassment or discrimination, South Hills & North Hills Beauty Academy will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to South Hills & North Hills Beauty Academy, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of South Hills & North Hills Beauty Academy's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to South Hills & North Hills Beauty Academy community through publications, South Hills & North Hills Beauty Academy website, new employee orientations, student orientations, and other appropriate channels of communication. South Hills & North Hills Beauty Academy will provide training to key staff members to enable South

Hills & North Hills Beauty Academy to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. South Hills & North Hills Beauty Academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

#### Definitions

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities South Hills & North Hills Beauty Academy provides such as:

- ❖ Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
- ❖ Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- ❖ Deny any person an aid, benefit, or service
- ❖ Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
- ❖ Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- ❖ Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and

sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

#### Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, color or any other legally protected basis if:

- ❖ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

❖ 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

❖ it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or 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, sex or other legally protected categories.

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.

#### Complaint/Grievance Procedure

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Supervisor, South Hills & North Hills Beauty Academy Owner, or 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. No employee, contract worker, student, vendor or other person who does business with South Hills & North Hills Beauty Academy is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to South Hills & North Hills Beauty Academy Owner if the complaint involves an employee. 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. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

South Hills & North Hills Beauty Academy:

#### **Title IX Coordinator:**

April Pernatozzi  
3269 West Liberty Ave  
Pittsburgh, PA 15216  
april@shnhbeauty.com  
412-561-3381

#### **School Owner:** (for complaints involving employees)

Mary Pernatozzi  
3269 West Liberty Ave  
Pittsburgh, PA 15216  
mapbeauty@mapbeauty.com  
412-561-3381

South Hills & North Hills Beauty Academy ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the Academy's grievance procedures operate. Because complaints can also be filed with the School Owner, these employees also receive training on the Academy's grievance procedures.

#### **Investigation of Complaints**

In response to all complaints, South Hills & 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. If a complainant requests confidentiality, South & North Hills Beauty Academy will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, South Hills & North Hills Beauty Academy will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning South Hills & North Hills Beauty Academy 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 within 60 days of receipt of complaint. Written notice will include:

- ❖ Whether South Hills & North Hills Beauty Academy found that the alleged conduct occurred, and whether it constituted discrimination.
- ❖ Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
- ❖ Any other steps South Hills & North Hills Beauty Academy took to eliminate the hostile environment, if South Hills & North Hills Beauty Academy found one to exist and prevent recurrence. During the investigation, South Hills & North Hills Beauty Academy will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:
  - ❖ No contact order
  - ❖ Change academic situations as appropriate with minimum burden on the complainant
  - ❖ Counseling

- ❖ Health and mental services
- ❖ Escort services
- ❖ Academic support
- ❖ Retake a program or withdraw without penalty

If South Hills & North Hills Beauty Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and South Hills & North Hills Beauty Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by South Hills & North Hills Beauty Academy 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 Academy's disciplinary process. To the extent that an employee or contract worker is not satisfied with South Hills & North Hills Beauty Academy's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

South Hills & North Hills Beauty should make appropriate referrals to law enforcement and will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously.

South Hills & North Hills Beauty Academy will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Retaliation Prohibited**

South Hills & North Hills Beauty Academy prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

## 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. South Hills & North Hills Beauty Academy 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. South Hills & North Hills Beauty Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## Additional Information

South Hills & North Hills Beauty does not allow conflicts of interest (real or perceived) by those handling the procedures. The school does maintain all documentation of any proceeding. The school will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact South Hills & North Hills Beauty Academy Director for more information, or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of discrimination, including harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/> South Hills & North Hills Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

1. Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;

2. Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- Intentional brushing against a student's or an employee's body

Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status

- Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
- Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- Leering of a sexual nature
- Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

### **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 or parent may view his/her records. The student must give written consent before any information may be released to a third party. A \$10.00 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 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

❖ Copyright law: Any unauthorized distribution of copyrighted material, including unauthorized peer to peer file sharing may subject you to civil and criminal liability. This includes any illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology systems. 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 always adhere to the rules and regulations of the school. 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 clarifying the personal risk(s) and risk to the School community prior to coming to campus. A basic physical is required upon enrollment. However, the school does not have a Vaccination policy.

This catalog is true and correct in content and policy

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Administrative staff & Faculty (see insert 25a)



ADMINISTRATIVE  
STAFF AND FACULTY