

OPELOUSAS SCHOOL OF COSMETOLOGY

INCORPORATED 1996

ESTABLISHED 1984

(FORMERLY LOUISIANA SCHOOL OF BEAUTY CULTURE #3 1953 - 1984  
& OPELOUSAS SCHOOL OF COSMETOLOGY INC 1984 - 2020)

SCHOOL CATALOG

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Visit our website [www.opelousascosmetology.com](http://www.opelousascosmetology.com) for more information concerning our disclosures for the Cosmetology & Instructor courses and/or request a copy from the administration office.

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TABLE OF CONTENTS

ACCREDITATION / APPROVAL / LICENSURE / MEMBERSHIP	PAGE	1
FOUNDER & ADMINISTRATION	PAGE	1
FACILITY & EQUIPMENT	PAGE	1
MISSION STATEMENT	PAGE	1
SCHOOL PHILOSOPHY	PAGE	1
ADMISSION POLICY	PAGE	2
SCHOOL OBJECTIVES	PAGE	3
COURSE INTRODUCTION	PAGE	3
COSMETOLOGY COURSE OVERVIEW & OBJECTIVES	PAGE	3
STATE APPROVED COURSE FOR COSMETOLOGY	PAGE	3
INSTRUCTOR COURSE OVERVIEW & OBJECTIVES	PAGE	3
INSTRUCTOR COURSE ADDITIONAL HOUR REQUIREMENT	PAGE	4
STATE APPROVED COURSE FOR INSTRUCTOR	PAGE	4
GRADUATION REQUIREMENTS	PAGE	4
ENROLLMENT SCHOOL CALENDAR & HOURS	PAGE	5
CLASS SIZE & WAITING LIST	PAGE	5
TUITION & SUPPLIES	PAGE	5
FINANCIAL AID PROGRAMS, SCHOLARSHIPS, & FEE WAIVERS	PAGE	6
TRANSPORTATION, HOUSING, & DAYCARE SERVICES	PAGE	6
FACILITIES FOR DISABLED STUDENTS	PAGE	6
STUDENT JOB PLACEMENT & ADVISING SERVICES	PAGE	6
LEAVE OF ABSENCE POLICY	PAGE	7
WITHDRAWAL POLICY	PAGE	8
RETURN OF TITLE IV FUNDS	PAGE	8
REFUND POLICY	PAGE	8
SATISFACTORY ACADEMIC PROGRESS POLICY	PAGE	10
ATTENDANCE POLICY	PAGE	12
SCHOOL RULES	PAGE	13
FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)	PAGE	15
POLICY FOR SAFEGUARDING CONSUMER INFORMATION	PAGE	15

### **ACCREDITATION / APPROVAL / LICENSURE / MEMBERSHIP**

The Opelousas School of Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600. NACCAS is an accrediting body recognized by the U. S. Department of Education and its standards are designed to foster and improve post-secondary education and training in Cosmetology arts and sciences. The School is approved by the U.S. Department of Education to offer Title IV student financial assistance programs to eligible students enrolled in eligible courses. The School is licensed by the Louisiana State Board of Cosmetology located at 11622 Sunbelt Court, Baton Rouge, LA 70809, (225) 756-3404 and is a member of the Louisiana Association of Schools.

### **FOUNDER & ADMINISTRATION (Addendum 3/12/2020)**

Norma Prudhomme was the founder of the Opelousas School of Cosmetology Inc. She became a licensed cosmetologist in 1963, licensed Instructor in 1965, and a licensed esthetician in 1985. Her T & I certificate was received from the University of Southwestern Louisiana in Lafayette, Louisiana in 1973 and advanced teacher's training from Sam Houston State University, College of Education and Applied Science, in Huntsville, Texas. She has served as past vice-president and historian for the Louisiana Association of Cosmetology Schools and on the board of directors of the National Cosmetologists Association. She owned the Opelousas School of Cosmetology Inc from 1984 until her death in 2018. The Opelousas School of Cosmetology Inc was then owned by her children Herbert, Paul, Carl and Ann. Ann Prudhomme Warren, Ms. Norma's youngest child and only daughter, served as the President for the Opelousas School of Cosmetology Inc for several years alongside her mother in operating the business as well as instructing. These two women have been responsible for the success of several area stylists and barbers. In February of 2020 the Opelousas School of Cosmetology Inc was then purchased by another mother/daughter duo, Melissa Lafleur Duhon and Dana Duhon Luna, who both were previous students of the Opelousas School of Cosmetology Inc *now known as Opelousas School of Cosmetology*. Melissa was a 1984 Graduate of Cosmetology & Dana a 2010 Instructor Graduate.

DANA D. LUNA	President / Owner / Director / Fiscal Officer
MELISSA K. DUHON	Vice-President / Owner
ALMA JENKINS	Instructor
JESSICA COSTANZA	Instructor
LESLI SYLVESTER	Administrative Assistant / Financial Aid Officer

### **FACILITY & EQUIPMENT**

Opelousas School of Cosmetology was established in 1984 and is located at 529 East Vine Street, Opelousas, LA 70570. Our School's facility is designed to support to the teaching and learning environment. The facility occupies approximately 3395 square feet of training space which is divided into reception area, administrative office, one (1) practical classroom, two (2) theory classrooms, two (2) lab areas where hair care services are performed, shampoo area, dryer room where manicuring and pedicuring services are performed, one (1) facial room that is utilized as a theory classroom as needed, dispensary equipped with washer/dryer, storage areas and restrooms. Parking facilities are located on the two (2) sides and behind the School. Opelousas School of Cosmetology is handicap accessible. Services offered to the public are performed by students and supervised by licensed Instructors. The support areas of the School round out the educational facility designed for today's student. Classes are offered with hands on teaching by Instructors and various outside educators. The skills and theories of each service will be presented in a progressive manner, permitting each student to acquire the maximum degree of technical ability and knowledge in the minimal length of time.

The School furnishes work stations, shampoo bowls, chairs, manicuring tables, facial chairs, electrical tools, rollers, perm rods, sterilizers and other equipment for the benefit of each student. Educational classroom equipment consists of DVDs & player, television, charts, bulletin and chalk/white boards, tables, chairs, and practical tables. A library is located in the administrative office containing reference books, periodicals, and educational videos that are available to students and staff on a check out basis.

Kit equipment issued to Cosmetology students includes: case, combs/brushes, electrical tools (curling & flat irons, blow dryer, clippers), clips, shears/razor sets, manicure kit, water bottle, cutting cape, manikins & stands, textbook\*, study guide\*, and exam review\*. Equipment issued to Instructor students includes: & master educator textbooks\*, exam review\* and manikins & stands. Students are responsible for replacing any issued equipment or supplies that is lost or damaged. \*These are published by Milady Publishing Corporation.

### **MISSION STATEMENT**

Our mission at the Opelousas School of Cosmetology is to prepare students for entry level positions in the profession of Cosmetology and related fields for licensure and employment.

### **SCHOOL PHILOSOPHY**

Our staff is dedicated to assisting our students in becoming self-supporting, worthy members of society who would be a credit to our profession. Our concern is for the total development of each student. We are committed to aid each student to accept himself/herself as a unique person, one who cannot always adjust a situation to fit his needs, but one who can adjust himself to a situation. We believe it is imperative that we maintain an up-to-date training course on recognized areas as well as new and emerging areas of Cosmetology and related sciences. It is our sincere attempt to develop a high degree of efficiency in terms of skill, performance and develop attitudes which are compatible to success in the working world.

## ADMISSION POLICY

The admission requirements of the Opelousas School of Cosmetology do not discriminate on the basis of age, sex, race, and religion, and color, national or ethnic origin. We do hereby state that no person shall on these grounds be excluded from participation in, denied benefits of, or be subjected to discrimination in regard to any School course, service, or activity. We do not recruit students who are currently attending or have been accepted for admission in the Cosmetology course, Instructor, or related fields of study at other schools.

Opelousas School of Cosmetology Inc admits as students, persons who are at least 16 years old and have a:

- Valid High School Diploma from a state recognized school or 2 certified transcripts showing completion of high school
- GED or HiSET certificate (or certified exam results)
- State Certification of Home School Completion
- We do not accept students with foreign diplomas

We do not accept applicants who would qualify as an Ability to Benefit student (beyond age of compulsory education, lacking a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at this School). For information about the local GED or HiSET programs, contact the St. Landry Parish School Board, 1070 Creswell Lane, Opelousas, (337)948-3657 or VITA Adult Education Program at (337)942-1511.

All applicants must submit the following before being accepted into the School:

### 1500 Hour Cosmetology Course:

Valid state issued driver's license or id card  
Social security card  
High school diploma or 2 certified high school transcripts showing completion of high school, GED/HiSET certificate (or 2 certified exam results), or State Certification of Home School Completion  
Two photographs 2x2 size

### 750 Hour Instructor Course:

Valid state issued driver's license or id card  
Social security card  
High school diploma or 2 certified high school transcripts showing completion of high school, GED/HiSET certificate (or 2 certified exam results), or State Certification of Home School Completion  
Two photographs 2x2 size  
Current Cosmetology license

### Transfer Student Policy

A transfer student is a person who requests a transfer to the Opelousas School of Cosmetology from another school. Transfer students must have the Director's approval and can receive credit for no more than 750 hours completed. The student will be evaluated to determine the phase of the course he will be placed and will receive credit for theory and practical grades at or above 70%, and lab services requirements will be based on the percentage of time the student has left to complete the course. Transfer students will be evaluated in practical skills to include hairstyling, chemical texture services, haircolor, cutting, nail and skin care and will be required to complete applicable practical skills block sheets based on this evaluation. Charges for transfer students are as follows: percentage of tuition based on the hours remaining, cost of kit, books, and manikins that are not provided by the student.

Students requesting to transfer to the Opelousas School of Cosmetology must provide the following:

- Copy of official school transcript with total hours earned. Cosmetology high school course students, may submit a copy of official high school transcript if course transcript not available.
- Certification of Contractual Fees form from former school stating all financial obligations were satisfied (if available from the School).
- Valid state issued driver's license or id card
- Social security card
- Valid High School Diploma from a state recognized school or 2 certified transcripts showing completion of high school
- GED or HiSET certificate (or certified exam results)
- State Certification of Home School Completion
- Four photographs, passport size preferred

Students enrolled in this School who want to transfer to another, must complete the withdrawal paperwork and satisfy all financial obligations to the School. We do not guarantee acceptance of transfer hours or credits to another School.

Instructor transfer students are not accepted.

### Re-Entry Student Policy

Re-entry students are those who were terminated or dropped from the Opelousas School of Cosmetology and would like to re-enter to complete the course. These individuals must have the Director's approval in order to re-enter. The re-entry student will receive credit for the previous theory, practical, and lab services and grades completed. Students with more than 750 hours and who have been out of School for more than one year, may be subject to a limitation on the amount of previous earned hours allowed to roll over to the new enrollment. The re-entry student must complete a percentage of the current lab services requirements based on the hours needed to complete the course. This requirement may be waived upon Director's approval. Re-entry students may be evaluated for areas of weakness and retraining needs to determine at what phase of the course they will be placed. Charges for re-entry students are as follows: a percentage of the present tuition based on the hours remaining, cost of kit and supplies, books, and manikin (if not provided by the student).

### SCHOOL OBJECTIVES

The Opelousas School of Cosmetology strives to maintain high standards and fulfill the following objectives:

- Provide educational experiences that will enable students to become professional Cosmetologists and Instructors who are worthy members of society and a credit to our profession.
- Provide daily instruction for students in the fields of Cosmetology for 1500 hours and Instructor for 750 hours and to evaluate, with standardized and Instructor developed exams, the level of proficiency of each student in all subject areas in the established and approved curriculums for each.
- Prepare each student for successful completion of the Louisiana State Board of Cosmetology licensing examination with the goal of successful entry and continual employment in the fields of Cosmetology and instruction.
- Provide for constant educational growth of teaching methods by instruction observation and to review current and new training courses, materials, and techniques.

### COURSE INTRODUCTION

The course curriculums are designed for persons who are pursuing training leading to licensure by the Louisiana State Board of Cosmetology. The courses cover basic knowledge and techniques related to each course objective. Our students receive a basic understanding of science, business management, and state law as it relates to each course. Classroom lectures, practical demonstrations, visual and audio aids as well as contrived salon experiences are utilized. Students have an opportunity to become familiar with the responsibilities, working conditions, and environments of the Cosmetology and Instructor professions. All courses are taught in English only.

### COSMETOLOGY COURSE OVERVIEW & OBJECTIVES

Cosmetology is a career which demands a high degree of skill, the exercise of mature qualities such as responsibility, courtesy, and emotional control, as well as an ability to please clients. The cosmetologist who has these characteristics can advance in this occupation. Specialization is possible for the ambitious student. Careers in hair styling, make-up artistry, skin care, manicuring, product sales, and salon owner are all possibilities for advancement and utilization of special interests within the field.

The specific aim of the Cosmetology course is to teach the processes and related trade knowledge of hair dressing, Cosmetology skills, and communication skills, so that, in accordance with their ability, students will be able to obtain employment to the mutual satisfaction of themselves and their employers. Completion of this 1500-hour course combining theory, practical, and laboratory aspects assists the student to prepare for the Louisiana State Board of Cosmetology examination to obtain a license to practice Cosmetology in this state.

The objectives for the Cosmetology course are to:

- Cover the basic knowledge and techniques in developing skills in hair styling, hair shaping, permanent waving, hair relaxing, hair coloring, facials, makeup, waxing, and manicuring.
- Cover all aspects of the curriculum thoroughly to enable students to be knowledgeable and competent in their field.
- Develop the professional ethics, hygiene, good grooming, visual poise, and personality of each student.
- Develop basic client consultation skills to promote student-client communication.

### STATE APPROVED COURSE FOR COSMETOLOGY – 1500 HOURS

For the 1500 Cosmetology course, students are contracted 28 hours per week for 60 weeks.

SUBJECT	THEORY HOURS	PRACTICE HOURS	TOTAL
Hair Cutting, Wiggery, Hair Designs, Finger Waves, Pin Curls & Comb-Outs	120	160	280
Hair Styling	120	120	240
Shampoo & Rinse	16	72	88
Dyeing, Coloring, Tinting, & Bleaching	60	120	180
Permanent Wave & Hair Relaxing	80	160	240
State Board Rules	8	8	16
Safety Measures, Shop Management, Retailing, People Skills, & Client Consultation	40	40	80
Anatomy, Physiology, & Bacteriology	24	150	174
Skin Care, Hair Care, Facial Massage & Treatment	24	130	154
Basic Manicuring	8	40	48
<b>TOTALS</b>	<b>500</b>	<b>1000</b>	<b>1500</b>

### INSTRUCTOR COURSE OVERVIEW & OBJECTIVES

Being an Instructor is a career which requires mature qualities such as responsibility, patience, emotional control, communication skills, as well as a love for the field of cosmetology. The specific aim of the Instructor course is to instruct the Student Instructor how to relate their skills and knowledge of cosmetology to others through lecture, demonstration, and proper planning. Completion of the 750-hour course combining theory, practical, and laboratory aspects assist the Student Instructor to prepare for the Louisiana State Board of Cosmetology examination to obtain licensure to become employed as an Instructor in this state.

The objectives for the Instructor course are to:

- Develop in each Student Instructor the skills and techniques related to the instruction of cosmetology.
- Provide supervised practical experience for each Student Instructor in the training of cosmetology.
- Develop technical skills and knowledge for successful entry and continual employment in the teaching field.

**INSTRUCTOR COURSE ADDITIONAL HOUR REQUIREMENT**

The Instructor course is designed to train a licensed cosmetologist to be an Instructor of Cosmetology. In the state of Louisiana, the minimum number of hours required for the course to be completed is 500 hours. Our School has taken the option to require 750 hours to complete the Instructor course. We have found that the additional hours aid the Student Teacher to be more experienced in the actual teaching of classes since the first 500 hours of the course concentrate mainly on theory, theory exams, and observation in teaching techniques. The additional hours are applied to supervised practice teaching in the classroom, theory and practical, as well as the lab floor. We feel that this experience is beneficial to the Student Instructor enabling them to feel more prepared when licensed and working in a Cosmetology school.

**STATE APPROVED COURSE FOR INSTRUCTOR — 750 HOURS**

For the 750 Instructor course, full-time students are contracted 28 hours per week for 30 weeks and part-time students are contracted 21 hours for 38 weeks.

SUBJECT	TOTAL
Science of Teaching	175
Teacher Assistance/Observation, Lesson Planning & School Forms	275
Performance of Demonstrations & Teaching Aids	25
Clinic/Laboratory-Supervised Practice Teaching	275
<b>TOTALS</b>	<b>750</b>

**GRADUATION REQUIREMENTS**

Student must exhibit satisfactory knowledge and skill as set forth in each course objective. When all of these requirements are met, the student is issued a diploma for the completed course. The fees for the Louisiana State Board of Cosmetology registration are included in cost of tuition and are sent to state board along with the required paperwork. The student is responsible for all exam fees (state theory, national theory, and practical, retesting, and no-show), and initial license fee. To be eligible for graduation and the state board licensing examination, the following must be completed:

- (1) Completed the minimum required hours as follows:  
     Cosmetology 1500 Hours    Instructor                          750 Hours
- (2) Made satisfactory academic progress by passing the School's written and practical exams with a minimum overall average of 70% and completed required projects.
- (3) Made arrangements to satisfy financial obligations to the School.
- (4) Completed the following minimum number of lab services for the Cosmetology course:

Shampoo	225	Permanent Wave	8	Manicure	10
Conditioner/Scalp Treat	50	Relaxer	10	Pedicure	10
Hair Set	125	Jeri-Curl	1	Facial	2
Thermal Style	200	Hair Color	30	Waxing	30
Comb-Out/Style	250	Bleach	1	Color Rinse	5
Hair Cut	75	Highlight	5		

Completed the following minimum number of lab services for the Instructor course:

Lesson Planning	5
Manikin Demo	5
Model Demo	5
Visual Aid Demo	5
Lecture Presentation	5
Test Development	5
State Board Forms	5

- (5) Completed basic, state board prep and advanced practical skill block sheets for Cosmetology course and practical skills block sheet for Instructor course.

### ENROLLMENT SCHOOL CALENDAR & HOURS

Applicants can enroll anytime during School hours. Classes begin the first Tuesday of each month, depending on availability of openings. Class start dates may be altered for holidays.

2022 Starting Date	2022 Orientation Date	2023 Starting Date	2023 Orientation Date
January 11 <sup>th</sup>	Tuesday January 4 <sup>th</sup>	January 10 <sup>th</sup>	Wednesday January 4 <sup>th</sup>
February 8 <sup>th</sup>	Tuesday February 1 <sup>st</sup>	February 14 <sup>th</sup>	Tuesday February 7 <sup>th</sup>
March 8 <sup>th</sup>	Tuesday March 2 <sup>nd</sup>	March 14 <sup>th</sup>	Tuesday March 7 <sup>th</sup>
April 12 <sup>th</sup>	Tuesday April 5 <sup>th</sup>	April 11 <sup>th</sup>	Tuesday April 4 <sup>th</sup>
May 10 <sup>th</sup>	Tuesday May 3 <sup>rd</sup>	May 9 <sup>th</sup>	Tuesday May 2 <sup>nd</sup>
June 14 <sup>th</sup>	Tuesday June 7 <sup>th</sup>	June 13 <sup>th</sup>	Tuesday June 6 <sup>th</sup>
July 19 <sup>th</sup>	Tuesday July 12 <sup>th</sup>	July 18 <sup>th</sup>	Tuesday July 11 <sup>th</sup>
August 9 <sup>th</sup>	Tuesday August 2 <sup>nd</sup>	August 28 <sup>th</sup>	Tuesday August 1 <sup>st</sup>
September 13 <sup>th</sup>	Tuesday September 6 <sup>th</sup>	September 12 <sup>th</sup>	Tuesday September 5 <sup>th</sup>
October 11 <sup>th</sup>	Tuesday October 4 <sup>th</sup>	October 10 <sup>th</sup>	Tuesday October 3 <sup>rd</sup>
November 8 <sup>th</sup>	Tuesday November 1 <sup>st</sup>	November 14 <sup>th</sup>	Tuesday November 7 <sup>th</sup>
December 6 <sup>th</sup>	Tuesday November 29 <sup>th</sup>	December 12 <sup>th</sup>	Tuesday December 5 <sup>th</sup>

School holidays/closures observed:

Holidays for 2022	Date	Holidays for 2023	Date
Mardi Gras	March 1 <sup>st</sup>	Mardi Gras	Feb 21 <sup>st</sup>
Good Friday	April 15 <sup>th</sup>	Good Friday	April 7 <sup>th</sup>
July 4 <sup>th</sup> Summer Break	July 5 <sup>th</sup> - 8 <sup>th</sup>	July 4 <sup>th</sup> Summer Break	July 4 <sup>th</sup> - 7 <sup>th</sup>
Instructor Continuing Ed.	TBA	Instructor Continuing Ed.	TBA
Thanksgiving	November 24 <sup>th</sup> - 25 <sup>th</sup>	Thanksgiving	November 23 <sup>rd</sup> & 24 <sup>th</sup>
Christmas	December 23 <sup>rd</sup> - 31 <sup>st</sup>	Christmas	December 26 <sup>th</sup> -29 <sup>th</sup>

Business Hours of Operation\*: Tuesday through Friday 8:00 to 5:00  
 Student Attendance Schedule: Tuesday through Friday 8:30 to 4:30  
 Students can make-up for hours absent by clocking in beginning at 8:00 am (see Attendance Policy).

#### CLASS SIZE & WAITING LIST

We believe in the individuality of each student so class enrollment is limited to the number of students that can be successfully taught by the employed staff. The class size is maintained at a number where the staff can provide each student with individualized instruction in theory, practical, and laboratory areas. Class enrollment is usually based on a student-teacher ratio of one teacher to twenty students. Qualified applicants are placed on a waiting list, according to the date of their application and are notified by phone or mail when space is available.

#### TUITION & SUPPLIES

Tuition may be paid in full payment, a down payment and monthly payments, or any other arrangements can be made with the Director's approval. For qualifying students, the School is a Title IV eligible School and participates in the Federal Pell Grant Program and Federal Stafford Direct Loan Program, and Louisiana Vocational Rehabilitation. The School also accepts payments made by cash, check, money order, debit/credit card, Title IV Pell grant and Direct Loan.

#### Cosmetology Course Charges:

Course charges of tuition and supplies (books, kit, manikins) are pro-rated throughout the course based on the hours to be completed and supplies to receive. Charges are posted to the ledger at the student's actual clocked hours of 1, 451, 901, and 1201, according to the following payment period schedule:

TOTAL COSMETOLOGY COURSE CHARGE		\$ 14,200.00	
PAYMENT PERIOD HOURS	TUITION CHARGE	SUPPLIES CHARGE	COST OF SUPPLIES ISSUED AT PAY PERIOD
1 - 450	\$ 4,000.00	\$ 350.00	\$1,025.00 Textbook, Study Guide, Kit, 2 Manikins
451 - 900	\$ 4,000.00	\$ 350.00	\$125.00 Exam Review, 1 Manikin
901 - 1200	\$ 2,500.00	\$ 250.00	\$ 50.00 1 Manikin
1201 - 1500	\$ 2,500.00	\$ 250.00	
<b>TOTALS</b>	<b>\$13,000.00</b>	<b>\$1,200.00</b>	

Cosmetology course costs of the supplies to be issued to the student for the educational process:

Textbook	\$ 175.00
Study Guide	\$ 100.00
Exam Review	\$ 75.00
Kit	\$ 650.00
Manikin (4) & Stands (2)	\$ 200.00

**Total Supply Costs** \$1,200.00

**Instructor Course Charges:**

Course charges of tuition and supplies (books, kit, manikins) are pro-rated throughout the course based on the hours to be completed and supplies to receive. Charges are posted to the ledger at the student's actual clocked hours of 1, 451, 901, and 1201, according to the following payment period schedule:

**TOTAL INSTRUCTOR COURSE CHARGE** \$ 6000.00

PAYMENT PERIOD HOURS	TUITION CHARGE	SUPPLIES CHARGE	COST OF SUPPLIES ISSUED AT PAY PERIOD
1 - 375	\$ 2700.00	\$ 300.00	\$500.00 Textbooks, Manikin, Smock & Name Tag, Bookbag
376 - 750	\$ 2700.00	\$ 300.00	\$100 Exam Review & Manikins
<b>TOTALS</b>	<b>\$5,400.00</b>	<b>\$600.00</b>	

Instructor course costs of the supplies to be issued to the student for the educational process:

Textbook Instructor	\$ 175.00
Textbook Cosmetology	\$ 175.00
Smock & Name Tag	\$ 55.00
Book Bag	\$ 45.00
Exam Review	\$ 50.00
Manikin (2) & Stands (2)	\$ 100.00

**Total Supply Costs** \$ 600.00

**FINANCIAL AID PROGRAMS, SCHOLARSHIPS, & FEE WAIVERS**

The School has been approved for Louisiana Vocational Rehabilitation, Federal Pell Grant, and Federal Stafford Direct Loans. Private payment plans are also available to those who do not qualify for Title IV aid. Contact the Financial Aid office for information regarding these programs. Students who have defaulted on Title IV aid loans at another School will not be able to become a licensed cosmetologist in this state according to the Louisiana Revised Statutes 37:2951. The School does not offer scholarships or fee waivers at this time.

**TRANSPORTATION, HOUSING, & DAYCARE**

The School does not provide transportation, housing, or daycare, students must make arrangements for each before starting class.

**FACILITIES FOR DISABLED STUDENTS**

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the School will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. Our facility is a two-story facility with no elevator access so it is not equipped for those persons whose physical disability would prevent them accessing the second-floor rooms. Those students who would like to request academic adjustment or auxiliary aids may contact the administration office at any time. The administration office is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

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

- 1) Notify the admissions office in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. Contact the admissions office by telephone at (337)942-6147.
- 2) The admissions office will respond within two weeks of receiving the request.

**STUDENT JOB PLACEMENT & ADVISING SERVICES**

Students learn job seeking skills in the areas of professional appearance, resume writing, interview skills, and making



contacts with salon representatives as part of each course curriculum, Prospective employment opportunities are related to the students by posting this information as it becomes available. Employing salons are periodically invited to recruit prospective employees. The School does not guarantee placement. Earnings vary considerably depending upon the skill, talent, and experience of the graduate.

Students are able to receive advisement on their schooling at any time during School hours. Students can speak to any staff Instructor or the Director about their concerns. Students are advised about academic and attendance progress at scheduled evaluation of progress intervals. Student files are confidential and are available for the student's viewing upon request.

#### LEAVE OF ABSENCE POLICY

A leave of absence is a temporary interruption in a student's course of study and there is a reasonable expectation that the student will return. The Opelousas School of Cosmetology Leave of Absence (LOA) Policy requires all students who need a temporary interruption in training to follow the procedure outlined in this policy in order to be considered eligible to request and receive an approved leave of absence.

The following procedure must be followed in order for a LOA request to be considered for approval:

- Student must make the request in writing by completing the Leave of Absence Request form.
- Student must provide the reason for requesting the leave of absence.
- Request must be signed by the student.

A leave of absence is granted only with approval from the School Director. A leave of absence may be granted for personal reasons (must be stated and upon Director approval), medical, jury or military duty. When possible, documentation of the reason should be provided. The LOA request must be made in advance unless unforeseen circumstances (ex: car accident, medical emergency of student or family member, death in family) prevent the student from doing so. For a LOA emergency request:

- If the student is not able to make the request in advance, then the LOA Request form may be completed by fax or email, requests from medical facilities are acceptable. The student should then come in to sign the LOA as soon as physically possible.
- If the student is incapable of making the request due to mental or physical limitations, the request may be made by the student's legal representative such as a parent, spouse, power of attorney. Proof of the relationship should be attached to the LOA Request form.
- The start date of the approved LOA will be the first day the student was unable to attend.
- The school will document the reason for its decision and attach to LOA.

A student who applies for a LOA under the requirement of CFR 34 section 106.40 (5) (Title IX) which requires the school to grant a leave of absence deemed medically necessary, or in the case of a student who does not otherwise qualify for leave under such a policy, a recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefore a justification of a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which the student held when the leave began. For a student granted a leave of absence under this paragraph, all other requirements of this policy apply except if the leave of absence is going to result in the maximum amount of days that the student will be gone to exceed 180 days in a 12-month period. If leave required by the student's physician exceeds the 180 days, the student Title IV funding will be canceled and the student will have to reapply when they return.

The LOA requested must be for a minimum of 14 calendar days and may consist of no more than 90 calendar days.

If a student requests an extension on their LOA, the student must make the request in person unless physically/mentally incapable, provide a written reason for the extension, and the student and Director must initial the revised return date.

The LOA together with any additional leaves must not exceed a maximum total of 180 days in any 12-month period. When calculating this maximum total LOA days, all periods of non-attendance (including weekends & scheduled breaks) are counted. Since LOA and any additional leaves cannot be more than 180 days, a student's leave of absence may be reduced if the 180<sup>th</sup> day is scheduled to fall on a day the School would be closed. Leave of Absence requests beyond 180 total days will be denied. If the students' total number of days of all leaves of absence does not exceed 180 days in any 12-month period, the School may allow additional leaves of absence subsequent to a LOA that is granted if:

- The leave does not exceed 45 days (student must take a minimum of 14 days) **and**
- The leave is for unforeseen circumstances

A student returning from a LOA will return to School in the same satisfactory progress status as prior to the leave. A student granted a LOA in accordance with this policy will not be considered withdrawn and no refund calculation will be required. A student on a LOA will incur no additional charges by the School. The student will have their enrollment agreement end date extended by the number of leave of absence days. An addendum to the student's enrollment agreement indicating this LOA extension will be dated and signed by both the student and School Director.

A student who are on unapproved leaves of absence or who does not return from an approved LOA on the scheduled return date will be terminated as of the date he/she was scheduled to return and did not. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

Students who have a Title IV student loan and fail to return from the scheduled LOA will have their grace period reduced by the length of the leave of absence. For those Title IV loan students who have an unsubsidized loan, they will incur interest which will be capitalized during the leave of absence.

The School Director will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the LOA written request. The leave of absence will be considered approved once the School Director has reviewed and approved the LOA. The School reserves the right to set the return date from the LOA regardless of the student's request for a particular return date on the LOA request form. The School Director will provide the student a signed copy either approving or denying the LOA request, which if approved, will have an expected date of return from the LOA.

#### **WITHDRAWAL POLICY**

Students must notify the administration office if they want to withdraw from their course. For students who withdraw, the following should be followed:

- Students should notify the administration office of their plans to withdraw by either:
  - in person by completing the Course Withdrawal Form -- the withdrawal date is the day the student completes form
  - by mail - the withdrawal date is the postmark on letter
  - by phone - date of documented conversation
- For unofficial withdrawals, 14 consecutive absent days and not on leave of absence, the student is terminated on the 14<sup>th</sup> day. Title IV students must be terminated on the 14<sup>th</sup> day according to R2T4 guidelines.

Refunds are to be made according to the Federal Return of Title IV (R2T4) Funds worksheet (if applicable) and the School's refund policy. Refunds are made within 30 days of the withdrawal/termination date.

#### **RETURN OF TITLE IV FUNDS**

As required by Federal Regulation, any Title IV aid recipient who withdraws or is otherwise terminated from the course must have the amount of their Title IV Student Aid Funds earned and/or refunded to be calculated in accordance with the R2T4 guidelines. The School will determine the Student's withdrawal date by any official notification (written, in person, by phone) or the fourteenth day from the Student's last day of attendance. The payment period will be used for R2T4 calculations. Payment Period is defined as the number of clock hours applicable to the period for which the most recent Title IV disbursement has been made or is due to be made. The following summarizes the procedure:

- Determine amount of Title IV aid disbursed & amount that could have been disbursed for the payment period.
- Determine percentage of the Title IV aid earned by dividing the hours scheduled to complete by the total hours in payment period. If the percentage is greater than 60% the student will have earned 100% of Title IV Aid disbursed for that payment period. If the percentage obtained is less than or equal to 60% this percentage will be used.
- Determine amount of Title IV Aid that is earned by student by multiplying the appropriate percentage from above by the amount of Title IV Aid that was disbursed and/or could have been disbursed for the Payment Period.
- If amount earned is greater than amount disbursed, a post-withdrawal disbursement must be performed. If amount earned is less than amount disbursed, then a refund must be made to the U.S. Dept of Education by student and/or by School on behalf of student. If amount is equal to amount disbursed then no other action for the Dept of Ed is necessary.

#### **REFUND POLICY**

This section explains how tuition, fees, and other charges are earned by the School. The amount earned by the School as described in this section and the student's responsibility for payment to the School of the amount earned - is applicable to all students - regardless of the Return of Title IV Funds requirements. The following policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or School closure.

Official cancellation or withdrawal shall occur on the earlier dates that:

1. An applicant is rejected for training, he/she will be entitled to 100% refund of all monies paid.
  2. A student or parent/guardian, if student is a minor, cancels the enrollment agreement in writing within three business days of signing the enrollment agreement, regardless of whether or not the student has actually started classes, the student is entitled to 100% refund of all monies paid
  3. A student cancels his/her enrollment agreement after three business days of signing the enrollment agreement but prior to starting classes, the student is entitled to 100% refund of all monies paid.
  4. A student notifies the School 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 withdrawal date will be the earlier date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning.
  6. A student is expelled by the School.
- Official cancellation or withdrawal is the date determined by the postmark on the written notification or the date the notification is delivered to the School administration in person. Unofficial withdrawals will be determined by the School by monitoring clock hour attendance at least weekly. A student who is absent 14 consecutive days and is not on an official

leave of absence, will be terminated on the 14<sup>th</sup> day.

- All refunds are based on scheduled hours as of the student's last day of attendance.
- For students who enroll and begin class but withdraw and/or otherwise terminate enrollment prior to course completion, after three business days of signing the enrollment agreement, the following Minimum Tuition Adjustment Schedule earned by the School applies:

MINIMUM TUITION ADJUSTMENT SCHEDULE		
PERCENTAGE OF SCHEDULED HOURS TO COMPLETE		PERCENTAGE OF TUITION SCHOOL SHALL RECEIVE OR RETAIN
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%	to 100.0%	100%

- Minimum Tuition Adjustment Schedule calculations are calculated per tuition charge for the payment period the student has entered. The student is only financially obligated for tuition charges as he/she progresses through the course and enters each payment period. Transfer and Re-Entry students' payment periods and tuition charges are based on hours needed to complete. The following payment periods and tuition charges are used for calculating the above Minimum Tuition Adjustment Schedule:

PAYMENT PERIOD	HOURS IN PERIOD	TUITION CHARGES
1 - 450	450	\$4000
451 - 900	450	\$4000
901 - 1200	300	\$2500
1201 - 1500	300	\$2500

- Scheduled Hours are calculated by dividing the number of clock hours the student was scheduled to attend as of the last date of physical attendance by the number of clock hours in the payment period.
- The refund policy applies to tuition charged in the enrollment agreement. The student is responsible for the cost of books, kit and manikins received at the point the student's enrollment is terminated. The supply charge for the books, kit, and manikins the student receives from the School, will be calculated separately at time of withdrawal. The stated value for textbooks, manikins, kit and supplies issued by the School and received by the student will not be refunded. These items received become property of the student to utilize for the educational process and are non-returnable because they cannot be re-sold as we do not market used equipment. The School is not responsible for any books, kit supplies, and manikins not reclaimed by the student within 30 days of withdrawal/termination date.
- Any monies due the applicant or student shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
- In the case of a student prolonged illness, accident, death in family, or other circumstances which make it impossible to complete the course, the School will make a settlement which is reasonable and fair to both parties.
- If a course is canceled subsequent to the student's enrollment and:
  - Before instruction in the course has begun, the student is entitled to 100% refund of all monies paid.
  - After instruction in the course has begun, the student is entitled to a Minimum Tuition Adjustment Schedule or complete course by participating in a Teach-Out Agreement.
- If the School closes permanently and no longer offer instruction after the student has enrolled, and instruction has begun, the student is entitled to the Minimum Tuition Adjustment Schedule or can complete the course by participating in a Teach-Out Program.
- This School has a Teach-Out Program with the Louisiana Academy of Beauty in Eunice, Louisiana. The participating Teach-Out School will:
  - receive the student's records (academic, financial, attendance), and
  - not charge those students whose course cost was paid in full for training to complete the course or assess any additional charges. and
  - will receive any monies the student still owes to the former School for completion of training.

- There will be a \$150 termination/withdrawal fee applied to any student who withdraws or is terminated from the School prior to course completion.
- No additional fee is charged for students requesting transfers to other Schools.
- A student's account may be sent to collections for non-payment.
- Refunds will be distributed to Title IV aid programs (if applicable) then to the student in the following manner:
  - Unsubsidized Direct Loan Program
  - Subsidized Direct Loan Program
  - Federal Pell Grant Program
  - Non-Title IV Programs
  - Student

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at this School. It is printed in the School 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. **Satisfactory Academic Progress is defined as maintaining a minimum overall academic average of at least 70% or "C" and a minimum overall attendance average of 70%.** At scheduled evaluations, students are informed of theory & practical grades, cumulative grade averages, the number of lab services completed, and attendance. Students receiving funds under any Federal Title IV aid program must maintain satisfactory academic progress in order to continue eligibility for such funds.

#### **Evaluation Periods:**

Students are evaluated as follows:

	<u>Satisfactory Academic Progress (SAP)</u>	<u>Financial Aid Satisfactory Academic Progress (SAP)</u>
Cosmetology	450, 900, 1350 actual clocked hours	450, 900, 1200 actual clocked hours
Instructor	300, 600 actual clocked hours	375 actual clocked hours
Transfer students: Midpoint of the course or the above evaluation periods based on scheduled hours to complete the course, 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 one evaluation by midpoint of the course. For students receiving Federal Title IV Title IV aid, the student's academic progress will be evaluated additionally at the end of each payment period to determine the student's continued eligibility for Title IV aid.

#### **Attendance Progress Evaluations:**

Only full-time students are accepted for enrollment in the Cosmetology course, both part-time and full-time students are accepted for enrollment in the Instructor course. A student's enrollment is based on hours per week, attendance status (full-time/part-time), and enrollment agreement length which includes School holidays. Students must attend a minimum of **70%** of the hours possible based on the applicable attendance schedule in order to be considered making satisfactory academic 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 a **70% 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.

Students only attending 70% or less of the total scheduled hours will exceed the enrollment agreement end date. Any student not completing the course within the enrollment agreement time will be charged **\$5 per hour** for additional instruction needed to complete the course. Students may submit written valid excuses (doctor, etc.) to use to have their enrollment agreement length extended by the number of excused absent days. The number of written valid excuses that will be accepted is based on the student's length of enrollment agreement hours as follows: 1-375 hours 3 excused days, 376-750 hours 6 excused days, 751-1125 hours 9 excused days, 1126-1500 hours 12 excused days. Overtime charges will be based on the revised enrollment agreement end date.

#### **Maximum Time Frame:**

Students must complete the course within maximum time frame, which does not exceed 150% of the course length, to complete each course at satisfactory academic progress stated below:

	<b>Cosmetology Full-Time</b>	<b>Instructor Full-Time</b>	<b>Instructor Part-time</b>
Hours per Week	<b>28</b>	<b>28</b>	<b>21</b>
Course Total Hours	<b>1500</b>	<b>750</b>	<b>750</b>

Enrollment Agreement Length in Weeks	60	30	38
Maximum Time Frame in Hours	2145	1072	1072
Maximum Time Frame in Weeks	77	39	51
Academic Year 1 in Clock Hours	900	750	750
Academic Year 2 in Clock Hours	600	0	0

The maximum time allowed for transfer or re-entry students who need less than the full course requirements will be determined based on 70% of the scheduled enrollment agreement hours. Students who exceed the maximum time frame of their course will be ineligible for Title IV aid funds and will be responsible for paying the balance of tuition and supplies not paid for by Title IV. If the student fails to make payments on their balance, the student will be terminated.

**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 theory course work (tests, homework, projects, etc.), a minimum number of practical assignments (manikin, student model), and a minimum number of laboratory experiences (client service, student model). Theory is evaluated after each unit of study. Practical assignments are evaluated as completed. Laboratory experiences completed are counted toward course minimum requirements as needed in order to complete the course. In order to be considered as making satisfactory academic progress, the student must maintain a minimum cumulative academic average of 70% in theory and practical. Theory and practical assignments are graded according to the following grading scale:

THEORY WORK		PRACTICAL WORK		
100 - 90	A	10 – 100%	6 – 60%	2 – 20%
89 - 80	B	9 – 90%	5 – 50%	1 – 10%
79 - 70	C	8 – 80%	4 – 40%	0 – 0%
69 - 60	D	7 – 70%	3 – 30%	
59 - Below	F			

Each practical assigned skill performed is graded on criteria as listed in the Practical Grading Criteria section in the student handbook. Students receive credit for each service performed on client/student models (or manikins) as needed for graduation requirements. Instructors have discretion to determine when lab services maybe counted toward a similar service total (manicure /pedicure). Services performed should be dated and will be verified by either Instructor's initial or the client sign-in book.

**Determination of Progress:**

Students meeting minimum requirements for academics and attendance at evaluation periods are considered as making satisfactory academic progress until the next scheduled evaluation point. The School Director will meet with the student within 7 school business days of the Satisfactory Academic Progress Evaluation being generated. The SAP Evaluation will be reviewed with the student. The student & Director will sign & date the SAP Evaluation. The student will receive a copy of their Satisfactory Academic Progress Evaluation at each of the evaluations and the original will be placed in the student file. 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 the minimum requirements for attendance or academic progress will be placed on **Warning or Financial Aid Warning (Title IV students) Status** until the next scheduled evaluation period and are considered as making satisfactory academic progress while during the warning period. Students placed on warning status can receive Title IV aid disbursement if scheduled. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation point. If at the end of the warning period, the student has still not met both attendance and academic requirements, he/she will **lose their eligibility to receive Title IV aid**. Students may appeal to the Director if they feel their circumstances warrant such an action. (See **Appeal Process**)

**Re-Establishment of Satisfactory Progress:**

Students on Warning or Financial Aid Warning Status who meet satisfactory academic progress minimum requirements by the next scheduled evaluation point are removed from this status and considered making satisfactory academic progress until the next scheduled evaluation point.

**Appeal Process:**

Students who have lost their eligibility to receive Title IV aid for not meeting minimum satisfactory academic progress requirements may appeal the determination to the Director within 14 calendar days. Reasons for which students may appeal this determination include death of a relative, an injury or illness of the student, or any other special or mitigating circumstance deemed acceptable by the Director. The student must submit a written appeal on the Appeal 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 information should include what has changed about the student's situation that will allow them to achieve

satisfactory academic progress by the next scheduled 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 SAP determination will be reversed, the student will be placed on Probation or Financial Aid Probation Status, an Academic Plan will be developed for the student, and federal Title IV aid will be reinstated, if applicable.

**Probation:**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on **Probation or Financial Aid Probation Status** and are considered to be making satisfactory academic progress while during the probationary period, if the student is successful on their appeal. During this time any scheduled Title IV aid disbursements may be made. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next scheduled 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 point. 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 and will not be able to appeal this decision.

**Academic Plan:**

Students who are placed on Probation or Financial Aid Probation Status will have to follow an Academic Plan for the next evaluation period developed for them by the Director. During this time frame, students will have to meet minimum satisfactory academic progress requirements of 70% in both attendance and academics. Only the hours earned and grades received in this time frame will be considered as part of the students' academic plan. If these minimums are not met, the students will lose their eligibility to receive Title IV aid and will not be able to appeal this decision.

**Course Incompletes, Interruptions, Withdrawals:**

If a student's enrollment is temporarily interrupted for a Leave of Absence, the student will return to School in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's enrollment agreement end date 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.

**Non-Credit, Remedial Courses, Repetitions:**

Non-credit, remedial courses, do not apply to this School and therefore have no effect upon the School's satisfactory academic progress standards. For repetition of coursework, if a student does not successfully an exam, the student must retake the exam and score at or above a 70% in order to be considered as completing the coursework. In the cases of retakes, the highest grade will be counted.

**Transfer Credits/Hours:**

With regard to satisfactory academic progress, a student's transfer hours accepted by this School will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress evaluation periods are based on actual hours at this School. The only exam grades that the student received at least a 70% or greater at the previous School will be counted as attempted and completed. If the student chooses to retake the exam at this School and scores higher, the highest grade will be counted.

**ATTENDANCE POLICY**

As stated in our Satisfactory Academic Progress Policy, all students are required to attend all daily scheduled classes with a minimum overall attendance average of 70%.

**Absence:**

Students who are absent should call the School and notify their Instructor or the Director, otherwise the student may be contacted by School administration. Students may submit written valid excuses (doctor, etc.) to use to have their enrollment agreement length extended by the number of excused absent days. The number of written valid excuses that will be accepted is based on the student's length of enrollment agreement hours as follows: 1-375 hours 3 excused days, 376-750 hours 6 excused days, 751-1125 hours 9 excused days, 1126-1500 hours 12 excused days. Students, who miss 14 consecutive days and are not on an official leave of absence, will be terminated on the 14<sup>th</sup> day. In calculation of earned hours, the School rounds actual attendance hours to no more than the nearest quarter hours. Students who miss any day as a pattern (Fridays) without submitting a valid written excuse, he/she may be subject to a week suspension, this policy will be implemented at the discretion of School administration.

**Tardy:**

Students must clock in by 8:30 am. Only those students who submit a valid written excuse (doctor, court, work, etc.) for their tardiness will be allowed to clock in after 8:30 am. A student may also choose to use a Clock-In Tardy Voucher to clock in late.

Each student receives up to 5 vouchers based on the hours scheduled to complete per their enrollment agreement (1 voucher for every 300 hours). A student arriving after 8:30 am but no later than 8:40 am has the option to use a Clock-In Tardy Voucher in order to be allowed to clock in. Once the student has used all of their Clock-In Tardy Vouchers, the student will not be allowed to clock in late without a valid excuse as stated above.

#### **Make-up Work:**

All assignments or tests missed due to absences must be made-up. Students should schedule make-up work with their Instructor. All requirements for theory, practical, and lab must be complete before a student will be allowed to proceed to the next section level (Basic, Advance); exceptions will be made on a case by case basis. All requirements must be met in order for students to take the state board theory exam (unless student has Director's permission) and the state board practical exam.

In order to make-up for hours absent, students are allowed to clock in beginning at 8:00 am. To earn the morning 8:00 to 8:30'  $\frac{1}{2}$  hour credit, you must:

- Be performing sanitation duties: towels, restrooms, back bar supplies, station & chair clean-up, etc.

#### **Clocking In/Out:**

Students must clock in/out using their assigned number and verified thumbprint & sign in/out on Student Sign-In Book daily for arrival, lunch, & dismissal. Students who leave early must notify an Instructor before clocking & signing out. Students must clock in by 8:30 or will be subject to above Tardy Policy. The morning & afternoon break are 15 minutes each, any student not in class when the class resumes may be clocked out for the time they should have been in class. If a student is performing services on a client during their scheduled break, the student must complete the services then take their 15 minutes break. Lunch breaks are 1 hour which includes getting & eating lunch -- students are not to clock in until after completing their meal. If a student is performing services on a client during their scheduled lunch break, the student must complete the services then take their lunch break. Any time you leave the School grounds in a vehicle; you must clock out & clock in when you return. Students receive credit for earned hours only, this means participating in a theory, practical or lab activity — you will be clocked out until you decide you are ready to participate in your learning. Student attendance sheets are posted on the bulletin board on the staircase on a weekly basis. Discrepancies with hours should be reported to the Director and an evaluation will be done within three days of notification. Student hours earned are reported monthly to the Louisiana State Board of Cosmetology.

### **SCHOOL RULES**

Rules and regulations set forth by the Opelousas School of Cosmetology must be observed by all students. Students may be clocked out for not adhering to these regulations. Students can be clocked out for causing discord. Students who are clocked out for not following any of the School rules must leave the campus. The Director reserves the right to make additional rules or revise these rules to deal with special problems or emergencies.

#### **Books, Equipment & Supplies:**

Students are to bring the required books, kit, manikins, and supplies to School every day and stored in the lockers provided by the School. Any student not having the proper materials may be clocked out and sent home to retrieve those items. Your assigned locker and students kit are to be kept in a sanitary (no food) and in an orderly condition and may be subject to inspection by your Instructor. Students should not borrow or loan kit supplies or equipment to other students during your training. The School is not responsible for any lost items (books, manikins, supplies) and these items must be replaced by the student.

#### **Theory, Practical & Lab/Student Salon Activities:**

All students are required to participate in all theory, practical, & lab/student salon activities as part of the course curriculum. All theory, practical & lab/student salon requirements must be completed in order to graduate and receive a diploma. Any student refusing to perform theory or practical work assigned by the Instructors or transferring an assigned client to another student without Instructor's permission may be clocked out.

#### **Lab Area/Student Salon:**

Student opinions about service pricing or any other area of the School are to be discussed in the office with the Director, not in the lab area/student salon with clients and/or other students, offending students may be clocked out. Students are expected to treat the clients with respect & courtesy — do not ask for tips or be disrespectful. When an Instructor is helping/demonstrating on a client, the student who is receiving the instruction is not to leave the client, sit down or talk to other students or clients. You should accompany your client at all times during a chemical service and these services must be checked by an Instructor. Clean your work station area and implements after each client.

#### **Cheating:**

Students are to do their own work. Students who are found copying workbooks, review sheets & test answers or stealing tests may be clocked out and repeat offenders may be terminated.

#### **Assigned Duties & Sanitation:**

Students are assigned sanitation duties that are to be performed daily. Students who do not perform their duty may be clocked out. Sanitation is part of the curriculum and earning hours includes daily sanitation as stated on your daily schedule.

#### **Dress Code & Uniforms:**

All students are required to wear proper dress code. Students who are not dressed according may be clocked out and sent home to change. Students should wear name badges at all times. The School may designate "out of uniform" days where students may wear jeans, costumes or other items not deemed as part of the uniform requirements. The Student should follow the following dress code:

#### **COSMETOLOGY STUDENTS:**

- Tops — Students may purchase our white, black or pink, School logo t-shirt to wear as part of the uniform. Otherwise students must have top with sleeve in solid black or white, scrub type is preferred.
- Jackets or long sleeve undershirts -- solid white or black
- Pants — solid black or white scrub or other washable material, must be ankle length, Skirts — solid black or white washable material and must be knee length or longer.
- Hose & Socks — any color acceptable.
- Shoes — enclosed shoe athletic type, no sandals.
- No obtrusive jewelry or extra-long nails, no hats or scarves covering the hair.
- Undergarments — should not be visible through uniform

#### **INSTRUCTOR STUDENTS:**

- Uniform colors are white, red, and black (in any combination).
- Lab coat.
- Pants or skirts, long or short sleeve shirts.

#### **Cellular Phones & Other Electrical Devices:**

Electrical devices to include but not limited to Cellular Phones, I Phones, Personal Stereos, Sound Systems, and Head Phones or Hand Held Games should not be used during class lectures or while servicing clients unless the Instructor allows for education purposes. Students whose cell phones or any other device that ring, vibrate, or otherwise make sounds during lectures or while servicing clients may be clocked out.

#### **Loud Conversation & Profanity:**

Students are expected to conduct themselves in a professional manner including keeping the noise level to a minimum and refraining from using profanity. Students found guilty of these may be clocked out and repeat offenders may be terminated.

#### **Alcohol, Drugs, & Weapons:**

Alcohol, drugs, or weapons are not allowed on campus. Any student found to be in possession of these will be terminated.

#### **Smoking:**

Smoking is permitted only in designated areas on the sides and back of School. Dispose of cigarettes in the ash tray provided and not on the School grounds or parking lot.

#### **Practicing Beauty Services:**

Students are not to practice any beauty services outside the supervision of the School until completion of the course & licensure by State of Louisiana. Any student found receiving compensation for performing such services will be reported to the Louisiana State Board of Cosmetology and could forfeit their hours and not be allowed a license to practice Cosmetology in this state.

#### **Theft:**

Theft from other students, staff or the School and/or misuse of School property is grounds for immediate termination and possible criminal prosecution. Do not assume that unused portions of chemicals, or other unused materials of hair and nail products, etc., may be taken out of the School for personal use. Your personal belongings are to be kept in your locker or vehicle.

#### **Student Services:**

In order for students to have an opportunity to receive a service, each class will have the opportunity to have student service times. Students must have permission from their Instructor and/or Director before receiving/performing a student-on-student service. Any student doing so without permission may be clocked out. Students who are behind in practical or lab requirement or has incomplete theory requirements may not be able to receive services until all work is made up. Before receiving a service, a student must receive Instructor permission, sign in on client sign in book, and pay for the service (if applicable) -- no charging. Students are required to pay the discounted price (see Student Handbook for student service price list) for services unless the products to perform the service is provided by the student; Students must be on the clock to receive the discounted price or will pay full price. Violators may be clocked out.

#### **Parking:**

Parking is free for all students. Student parking areas are along the fence at rear of building and in parking lot at left side of building, the client parking lot on the right side of the building is for overflow only. When arriving at School turn off phones and



radios and slow down speed for the safety of other students and staff. The School is not responsible for damage or theft of any kind. Keeping the parking areas clean is the responsibility of each student.

#### **School Library:**

Students must sign out material and date sheet with the type and title of item. No material can be checked out without permission from the Director. If material is not returned on time the student will not be cleared for the board exam until all material and or monies owed is cleared with the Director.

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

All student records are private and student and/or parent, if dependent minor, must give permission for these records to be released. The School will not release any information regarding the student to third parties without written consent from the student and/or parent unless otherwise required by law. Third parties must make a written request stating specific type of record (academic, attendance, financial, etc.) with signed consent from student and/or parent (Access to Student Records Form) each time a request is made, a copy will be placed in the student's file. The School does not publish a student directory or release directory information (name, address, telephone, etc.) concerning our students. All records are maintained for at least 3 years.

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. All students are notified of their rights under FERPA at orientation. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day the School receives a request for access. Students should submit to the administration office, a written request that identifies the records the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that he/she believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The student must submit to the Director a statement identifying the record he/she wants to change and why the change is necessary. If the Director decides not to amend the record as requested, the student will be notified in writing of the decision.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:
  - School officials with legitimate educational interest (administration, Title IV aid, instructors)
  - Other schools to which the student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the School
  - Accrediting organizations\*\*
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities to who disclosure is required by state laws adopted before 11/19/74\*\*The School must permit access to student records as required for an accreditation process initiated by this School or by NACCAS, or in response to a directive of the Commission.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901

#### **POLICY FOR SAFEGUARDING CONSUMER INFORMATION**

The School is committed to implementing a comprehensive information security program, consonant with the size and complexity of this School and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic). The Director shall be responsible to coordinate the School's information security program. The Director shall, at least once every three years, assess foreseeable internal and external risks to security, confidentiality, and integrity of consumer information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the School. The risk assessment shall cover every relevant area of School operation including:

- Employee training and management
- Network and software design, information processing, storage, transmission, and disposal
- Ways to detect, prevent, and respond to attacks, intrusions, or other system failures

The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Student records shall be maintained in accordance with the Family Education Rights and Privacy Act, other federal and state laws, and accreditation requirements.