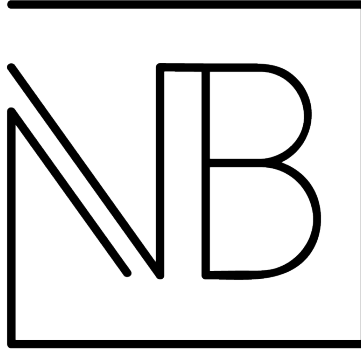


SCHOOL CATALOG - 2020/2021

Revised 03/2021



NEW BEGINNINGS
BEAUTY ACADEMY

**1609 West 26th Street
Pine Bluff, AR 71601**

(870) 850-7788

nbbacosmetology@gmail.com

Professional Training

Personal Attention

Rewarding Careers

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GENERAL INFORMATION

ABOUT THE SCHOOL

New Beginnings Beauty Academy was founded in May 2011 and opened September 6, 2011, through the family's commitment to providing high quality professional training in the field of cosmetology. The school is located in the heart of the city of Pine Bluff, AR, at 1609 West 26th Street. Our telephone number is (870) 850-7788.

Our mission is to teach and train each individual student who enrolls in the academy to master the art and science of the cosmetology field, and to develop techniques that will enhance his or her skills within our industry. Additionally, we will prepare our students to pass their board exams and prepare for employment with the hope that they will maximize their acquired skills and reach their own personal goals of personal economic independence.

GENERAL FACILITIES

New Beginnings Beauty Academy is a cosmetology school with a clinic floor area, offices, classroom, theory rooms, a dispensary and a reception area. The school has equipment and facilities designed to model a salon type atmosphere. The school has 10 dryers, 3 shampoo bowls, 3 towel bins, and 2 manicuring tables,

OWNERSHIP

New Beginnings Beauty Academy is owned by Stephanie Mitchner-Willis and Laportia Jackson.

ADMINISTRATIVE STAFF

School Director/ Owner- Stephanie Mitchner
Admission Officer- Kwanz Jackson
Financial Aid Officer-Laportia Jackson
Receptionist—Marcia Culclager
Advisor—Jacqueline Reams

INSTRUCTIONAL STAFF/INSTRUCTORS

Laportia Jackson
Stephanie Mitchner
Edna Lindsey (on call)

SUBSTITUTE INSTRUCTOR
Lashonda Holmes

SCHOOL LICENSING

The institution is licensed by the Arkansas Department of Health Cosmetology Section
4815 West Markham, Slot 8
Little Rock, AR, 72208 (501)682-2168 (website)-www.arkansas.gov/cos/

The school is accredited by:
National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street, Alexandria, VA (703) 600-7600

ACADEMIC CALENDAR AND HOURS OF OPERATION

New Enrollment

Because of the curriculum, the school is open year round. Start dates for newly enrolled students is every Wednesday of each month for the Cosmetology 1500 hour course and the Instructor 600 hour course.

Scheduled Program Hours:

Cosmetology 1500 Hours

Full-time: 32 hrs /week Wednesday thru Saturday 8:00 am - 4:30pm

Part-time: 16 hrs/week Thursday and Friday 5:00 pm – 9:00 pm; Saturday 8:30 am – 4:30 pm

Instructor 600 Hours

32 hrs/week Wednesday – Saturday 8:00 am - 4:30 pm

SCHOOL HOLIDAYS AND CLOSURE

New Beginnings Beauty Academy observes the following holidays: New Year's, Memorial, Independence, Labor, Thanksgiving, and Christmas. In the event of snow emergencies and/or ice in the city of Pine Bluff and surrounding areas and it is deemed unsafe for students, the institution will inform students of school closures. Students will be notified through radio and television. Students will be given the opportunity to make up the hours.

PROGRAMS OF STUDY

Our programs are designed for students who want to begin a new career in the field of cosmetology and/or maximize their knowledge and skills in the field. Our institution provides students with a state of the art learning facility, modeling a salon type atmosphere. Our instructors are knowledgeable in the field and have extensive experience working in the field of cosmetology. All of the programs require instruction of combined theory and practical application with emphasis on safety and sanitation

COSMETOLOGY

Course Description: The Cosmetology 1500 hour course introduces students to manicuring, hair removal, facials, and skin care, hair beautification, haircutting, chemical application-perm, foiling, highlights and more, to work in fields of cosmetology, skincare and/or nail care. Generally with a certificate in cosmetology, there is opportunity to provide services in shampooing, cutting, coloring, styling hair, massaging and treating scalp.

Minimum Hours Requirement: 1500 Hours

Careers in Cosmetology: There are an array of career options for graduates of our cosmetology program upon licensure, as defined by the Department of Labor and Statics. There are opportunities as Barbers, Hairdressers, Hairstylists and Cosmetologists (SOC Code: 39-5012,00) he/she may "Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services."

The mean hourly wage reported in May 2020, for hairdressers, hairstylists, and a cosmetologist, including tips and commission, is \$15.74. See <http://www.bls.gov/oes/current/oes395012.htm>

Physical Demands of Profession: Interested applicants should expect long work periods and prolonged standing. Additionally, some risks may include allergies and chemical reactions. Potential applicants who are pregnant or expect to be should consult with their doctors.

Course Subject Hours:

Hygiene and Sanitation	80 hours
Related Science	120 hours
Hairdressing	1000 hours
Manicuring & Pedicuring	100 hours
Cosmetic Therapy	100 hours
Salesmanship	50 hours
Shop Department	50 hours

***NOTE: Students cannot leave the theory classroom during class to work on clinic floor.**

INSTRUCTOR

Course Description: The course will prepare the student in all phases of teaching cosmetology. (If he/she is a licensed nail tech or aesthetician, he/she may take the instructor course and teach in that particular field of study only). Written and practical tests will be given on a regular basis. The instructor trainee will be required to make lesson plans (both for theory and practical classes) for the Milady textbook before graduation.

Minimum Hours Requirement: 600 Hours (Currently not eligible for Title IV)

Course Subject Hours:

Required preparatory training	50 hours
Class attendance	100 hours
Conducting theory class	50 hours
Conducting practical class	300 hours
Method/Keeping student records	10 hours
Training in subject needed	90 hours

STUDENT EVALUATION

The students are evaluated three times during enrollment, in order to ensure they are maintaining satisfactory progress in theory, practical and attendance. Please see Student Policies for provisions of the Satisfactory Progress Report.

Grading System: Students must maintain academic grades of at least 75% and attendance of at least 67% to meet satisfactory academic progress.

The following factors will be used to determine academic progress: Theory (test grades, assignments, etc.), Practical work and Clinical/Laboratory work.

Students: Cumulative Theory and Practical Grading Scale

Grade	Score Range	Grade Point Average	practical:
A	95-100	4.00	5.0 = 100%
A -	90-94	3.50	4.5 = 95%
B+	86-89	3.00	4.0 = 90%
B	82-85	2.75	3.5 = 85%
B-	78-81	2.50	3.0 = 80%
C	75-77	2.00	2.5 = 75%
F	0-74	0.00	

A= Excellent B= Good C= Satisfactory F= Fail

Attendance: Our institution uses a time clock and sign-in sheets to track student hours and maintain a daily record of attendance with each student personally punching the time clock and signing in. Students will not receive credit for hours they do not attend.

Graduation Requirements (applies to all courses):

Each student must complete the required hours for the enrolled program of study. In addition, the student must pass all written and practical test with an average of 75% or above and successfully pass the mock state board exam. All exit paper work and exit interview must be completed. Finally, all financial obligations to the school must be settled in order for the student to graduate from the program. Upon completion of the program, students will be awarded a diploma with indication of the student's successful completion of training. All graduates will be given a licensing application form to sit for the AR state board licensure exam.

STATE OF ARKANSAS PROFESSIONAL LICENSURE

All graduates must apply for the state board licensure examination and pass in order to receive a license to practice in Arkansas. The institution will assist in scheduling the examination and preparing students through a mock state board exam. However, the costs related to taking the examination, canceling/rescheduling the reservation and receiving licensure is the sole responsibility of the student.

A valid and current license is the prerequisite for employment in the state of Arkansas within the field of Cosmetology. Please check with other states for their minimum licensing hours' requirements. Persons who pass any examination shall receive a license from the cosmetology Technical Advisory Committee.

CAREER EMPLOYMENT ASSISTANCE

While the institution cannot guarantee employment or graduates, assistance in finding suitable employment is provided by posting are job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application, and prepare for an effective interview. The institution places a great deal of emphasis on how to obtain and retain employment after graduation.

NON-DISCRIMINATION POLICY

New Beginning Beauty Academy does not discriminate or deny any person the basis of age, sex, race, color, ethnic origin, religion or handicap.

ADMISSION POLICY

ADMISSION CRITERIAS:

(All courses are instructed in the English language)

Cosmetology:

- Proof that student is 16 years old (NOTE: If under 18, birth certificate required)
- High school diploma or *GED or equivalent
- Social Security card or official picture ID
- \$20.00 money order or personal check for permit fee. (No cash)
- 2x2 photo

* For students who did not complete a high school diploma or its equivalent and are beyond the age of compulsory education, they are allowed the opportunity to demonstrate that they have the ability to benefit (ATB) from the training offered at our institution. Before enrolment, the applicant must be able to successfully pass an aptitude test provided by TABE, Inc. measuring the student's ability to benefit from the program. Additionally, ATB students must meet all the requirements, used above for admissions.

Instructor:

- Must be 21 years of age
- Must be currently licensed in cosmetology
- High school diploma or GED
- Social Security card or official picture ID
- \$20.00 money order or personal check for permit fee (No cash)
- 2X2 photo

RE-ENROLLMENT

If a student has been terminated or withdrew from the school and wishes to return, he/she must go through the registrar and fill out the necessary paper work that will be forwarded to the school director for their comments regarding approval for re-entry. Students who have withdrawn for more than one year may be subject to the loss of hours based on the regulations of the State Board of Arkansas. If a student is allowed to return, a non-refundable registration fee of \$100.00 is required.

TRANSFER STUDENTS

New Beginnings Beauty Academy does not recruit students currently enrolled at another institution. Transfers will receive credit for hours received from other schools in state and/or out of state if certified by state board. A theory test and practical test will be administered to determine the level of the student's abilities. The amount of tuition will be charged according to current tuition rates. If approved for enrollment, tuition will be charged at the hourly rate for the remaining hours of the course, plus transfer registration fee, (if applicable) kit and books if the student decides to enroll in the program. In addition to the general admissions requirements, transfer applicants are required to have the following documents before acceptance and matriculation into the program. Transfers will be given hours up to 1000 no less than completing 500 hours. If hours are over 3 years old no more than 500 will be accepted. Hours earned at another institution will be counted as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. SAP evaluation periods are based on actual hours.

REQUIREMENTS:

- An official transcript of hours approved from Arkansas State board. The student is responsible for completing and submitting the form to board.
- An official transcript with written and practical grades from the school student is transferring from.

TUITION AND FEES (financial assistance)

Below is the schedule of estimated fees at the institution effective for enrollment after July 1, 2015. Fees and costs are subject to change without notice; however they will not affect current students. New Beginnings Beauty Academy offers monthly payment plans for students at no additional charge, spread over a student's course of study and payable upon completion. The forms of payment accepted include cash, check, money order or funds pre-approved by a non-federal or governmental agency. Students are told about the endowment fund and rehabilitation services.

FEE SCHEDULE FOR INDIVIDUAL PROGRAMS: effective July 1, 2015

	Registration Fee	Tuition	Books	Kits	Total Cost
Cosmetology (1500 hours)	\$100.00 plus \$20.00 permit fee	\$12,000	\$750	\$1,200	\$14,270
Instructor (600 hours)	\$100.00 plus \$20.00 permit fee	\$5,000	\$200	\$250	\$ 5,320

ESTIMATE OF ADDITIONAL EXPECTED FEES/EXPENSES

Arkansas Licensure Exam Fee	\$125.00
Arkansas Licensure Fee (Cos)	\$50.00
Arkansas Licensure Instructor	\$50.00
Re-Entry Fee	\$100.00
Transcript Fee (1st request Waived)	\$10.00
Extra Instruction beyond contract end date	\$10.00 per hour for hours remaining
Termination fee	\$150.00

EXTRA INSTRUCTIONAL CHARGES POLICY

A grace period of 2 (two) weeks will be allowed for students to complete during the scheduled contract end date. Due to reserved space, equipment and licensed instructors, the institution must charge students for extra instruction. If a student does not complete his/her required hours 2 (two) calendar weeks during his/her scheduled contract end date, additional training hours will be at a rate of \$10.00 per hour remaining. If any of these hours are theory hours the hours must be made up in theory class.

TRANSFER OR RE-ENROLLING STUDENTS

The tuition rates current at the time of transfer/re-entry will apply to the balance of training hours needed for students who transfer/re-enroll more the 30 days after the formal withdrawal date unless mitigating circumstances apply.

FINANCIAL AID SOURCES

Our Financial Officer will inform you of all the sources of aid available. You will also be supplied with a guide published by the U.S. Department of Education which contains valuable financial aid information. You will be further informed of the criteria for eligibility, procedures, your rights and responsibilities, and other important information for each program. Cost of Attendance budgets are available for review from your financial aid officers. These budgets are based on one academic year.

PAYMENT PLAN

Students applying for enrollment can arrange for equal installment payments to cover the full cost of tuition, books, and kits. Installment payments are due and payable by the first day of each month or the date of enrollment.

SCHOLARSHIPS AND FEE WAIVERS

Scholarships are available to students who show special abilities and/or need and meet the requirements of the school to receive a scholarship. If the requirements are not maintained during the enrollment, the scholarship will be revoked and full tuition will be charged against the student at the current tuition rate at that time and no hours will be certified until all monies owed the school are paid in full. See the Admissions Director for details and requirements.

STUDENT KITS AND BOOKS

Students purchase kits and books when they enroll. If anything is lost, stolen or broken from their kit, the student is responsible for replacing the item(s). This includes books if student is unable to purchase kit up front, school will provide all necessary supplies for training. Kits are not allowed out of school until graduation. Kits include the following:



Invisibles Tint Kit
Gold Magic Style Kit
12 Aristocrat Combs
6 Scalpmaster Brushes
Soft 'n Style Roller Rack
Celebrity Nicki Manikin

Scalpmaster Elite Dryer
Diamond Edge Hair Shaper
DL Professional Manicure Kit
Gold Magic Marcel Grip Irons
Satin Edge Elite 5 1/2" Shear
Soft 'n Style Vinyl Gloves - 1 pr

DL Professional Manicure Brush
Scalpmaster Vinyl Shampoo Cape
Soft 'n Style Fine Mist Spray Bottle
Soft 'n Style Duck Bill Clips - 12/pk
Soft 'n Style Butterfly Clamps - 12/pk
2 Soft 'n Style Color Applicator Bottles

Soft 'n Style Single Prong Clips - 80/bx
City Lights Milan Collection Nylon Tote
Soft 'n Style Steel Pin Curl Clips - 80/bx
Scalpmaster Techno Vinyl Shampoo Cape
Celebrity Sam II Manikin with H-222 Holder

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw, a fair and equitable settlement will apply. The following policy applies to all:

- Terminations for any reason by either party, including student decision, course or program cancellation or school closure. Any monies due will be refunded within 45 days of official cancellation or withdrawal.
- If a student withdraws from school, the amount due the school is calculated based on all tuition being due less any refund due the student based on the following refund policy.
- Leave of absence withdrawal determination dates will be the earlier of the scheduled date of return from the Leave of absence or the date the student notifies the institution that he/she will not be returning.
- An applicant not accepted by the school for training shall be entitled to a refund of all monies paid regardless of whether the student has started classes or not.
- If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and request his/her money back in writing within three business days of the signing of an enrollment agreement all monies collected by the school shall be

refunded. The cancellation date will be determined by post mark on the written notification or the date said information is delivered to the school administrator/ owner in person. This policy applies regardless of whether or not the student has actually started classes.

- If a student cancels his/her enrollment after three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the registration fee of \$100.00.
- For students who enroll in and begin classes, but withdraw prior to course completion (after three business days of signing contract) the following schedule of tuition adjustment is authorized.
- All refunds are based on scheduled hours. Arkansas does not have a state mandated refund policy, so the following is observed:

Percentage of Scheduled Time Total Course of Program	Amount of Total Tuition Owed to School
0.01% to 4.9%	20% Retained or Received
5% to 9.9%	30% Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9 %	70% Retained or Received
50% and over	100% Retained or Received

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of attendance in the institution. Students are considered to be withdrawn if either of the following circumstances occur:

1. For an official cancellation or withdrawal, the cancellation date will be determined by the postmark on written notifications, or the date said information is delivered to the school in person for the following:
 - a. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee.
 - b. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of (state the amount for each course of study).
 - c. A student notifies the institution of his/her withdrawal.
2. An unofficial cancellation or withdrawal shall occur on the earliest of the dates that:
 - a. An applicant is not accepted by the school and is entitled to a refund of all monies except a non- refundable application fee.
 - b. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee.
 - c. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of (state the amount for each course of study).
 - d. A student notifies the institution of his/her withdrawal.
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
 - f. A student is expelled by the school.

Unofficial withdrawals will be determined by post mark on written notification or date delivered. Withdrawals will be monitored and determined at least every thirty days. All refunds are calculated based on last day of attendance. Monies due to a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. In the event there is a student withdrawal either official or unofficial from the institution any monies due the student or Title IV program (if applicable) will be refunded within 45 days of the date of determination of withdrawal. The school is currently eligible to participate in federal Title IV Financial Aid Programs. Graduation fees, books and equipment are nonrefundable items and are not included in tuition. If the school is permanently closed and no longer is offering instruction after a student has enrolled, the school shall provide a pro-rata refund of all monies paid. If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall provide a full refund of all monies paid.

Students who terminate prior to course completion will be charged a \$150.00 termination fee. Being that the school participates in Title IV programs, the institution charges by the academic year for the qualified programs outlined below.

If a course is cancelled subsequently to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all monies paid or provide completion of the course or program.

If a school closes, cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its options:

- a. Provide a pro-rate refund for all students transferring to another school based on the hours accepted by the receiving school.
- b. Provide completion of the course or program, or
- c. Participate in a Teach Out Agreement
- d. Provide a full refund of all monies paid

If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The school has at its option to provide a pro-rata refund, or participate in a teach out agreement.

Cosmetology Day Program Program length: 1500 clock-hours/47 weeks Academic Year Definition: 900 clock-hours/28 weeks		
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0 – 450 clock-hours/14 weeks Payment Period 1	451 – 900 clock-hours/28 weeks Payment Period 2	Year 1
901 – 1200 clock-hours/37.5 weeks Payment period 3	1201 – 1500 clock-hours/47 weeks Payment Period 4	Year 2

Cosmetology Evening Program Program length: 1500 clock-hours/94 weeks Academic Year Definition: 900 clock-hours/28 weeks		
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0 – 450 clock-hours/28 weeks Payment Period 1	451 – 900 clock-hours/56 weeks Payment Period 2	Year 1
901 – 1200 clock-hours/75 weeks Payment period 3	1201 – 1500 clock-hours/94 weeks Payment Period 4	Year 2

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. New Beginnings Beauty Academy will calculate the amount of tuition to be returned to the title IV, HEA Federal fund program according to the policy listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at New Beginnings Beauty Academy refund policy (refer to institutional refund policy).

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

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

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

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

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

Treatment of Title IV, HEA Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

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

“Official” Withdrawal from the School

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

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

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

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation):
3. The student’s grade record will be updated to reflect his/her final grade.
4. New Beginnings Beauty Academy, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet,

check, letter and final ledger card will be kept in the student's file.

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

Unofficial Withdrawal from School

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

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days and will be subject to termination and considered to have unofficially withdrawn.

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

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. New Beginnings Beauty Academy, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. New Beginnings Beauty Academy's Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, New Beginnings Beauty Academy, will provide the student with a refund letter explaining Title IV requirements:
 - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Student and Institution Responsibilities

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

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

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

Withdrawal Before 60%

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

Withdrawal After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. New Beginnings Beauty Academy measures progress in clock hours, and uses the payment period for the period of calculation.

The Calculation Formula:

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

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$
- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation:
 - Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
 - Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
 - 100% minus percent earned = UNEARNED PERCENT
 - Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
 - If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
 - If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

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

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

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

Order of Return

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

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

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

Earned AID

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

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

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

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period. The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities in regards to return of Title IV, HEA funds

New Beginning Beauty Academy's responsibilities in regards to Title IV, HEA funds follow:

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

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

Overpayment of Title IV, HEA Funds

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

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

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

Student Responsibilities

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

- Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds

Refund vs. Return to Title IV, HEA Funds

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

If you do not already know what NEW BEGINNINGS BEAUTY ACADEMY refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV, HEA questions?

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

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

STUDENT SERVICE

ORIENTATION

The school conducts a mandatory orientation on the first day of class. The orientation provides information about the institutional programs, the objectives of each course, any policies, and services available to the students.

COUNSELING AND ADVISING

Our school director and instructional staff are available to assist students with educational problems. However, staff is not trained as professional counselors and may not provide medical, legal, or professional problems, the school will refer students to the appropriate agency.

EMPLOYMENT ASSISTANCE

New Beginnings Beauty Academy will not make any guarantees of employment or salary upon graduation. Upon completion of the program and professional licensure, students will be able to search for entry-level occupations. The school will assist in finding suitable employment by providing area job openings on a career opportunities bulletin board for students. Students also receive training in professional application and prepare for an effective interview.

RELEASE OF STUDENT RECORDS

Student records are maintained in a secure location to protect the students' privacy. Students and parents /guardians of dependent minors may have access to their records by appointment. The director or appointed staff will supervise and interpret the records and answer any

questions that you and your parents/guardian may have. Students, parents/or guardian requesting copies of any or their entire file will be subject to a charge of \$.50 per page.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20U, S, C, §123g, 34CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under the applicable program of the U.S. Department of Education. FERPA gives parents or guardians of dependent minors certain rights with respect to their dependent minor's educational records. These rights transfer to the student when he/she reaches THE AGE OF 18. Students to whom the rights have transferred are "eligible students." Eligible students or parents or guardians of dependent minors have the right to inspect and review the students' education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students or parents or guardians of dependents of minors to review the records. School may charge a fee for copies.

Students or parents or guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, students, or parents or guardians of dependent minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student, or parent or guardian of dependent minor has the right to place a statement with the record setting forth his/her view about the contested information.

Generally, schools must have written permission from the student or parent or guardian of a dependent minor in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent to the following parties or under the following conditions (34CFR4 99.31): School officials with legitimate educational interest; Others schools to which a student is transferring; Specified official for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health, and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.

School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students or parents or guardians of dependent minors about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents or guardians, eligible students annually of their rights under FERPA. The actual means of notification (special letter, school catalog, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 7-800-USA-LEARN (800-872-5327) (voice)

FERPA RESPONSIBILITIES AND STUDENT RIGHTS

The institution is required to:

- Annually notify students of their rights under FERPA
- Include in that notification the procedure for exercising their rights to inspect and review education records and maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).
- A student or parent or guardian of a dependent minor has the right to:
- Inspect and review any education records pertaining to the student
- Request an amendment to his/her records; and
- Request a hearing (if request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the students.

INTERNAL GRIEVANCE POLICY

The institution will make every attempt to resolve any internal complaint that is not frivolous or without merit. Complaint procedures will be additionally outlined for staff members and instructors to understand their rights. Evidence of final resolution of all complaints will be

retained in the institution's files in order to determine the frequency, nature and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

- The individual must register the complaint in writing on the designated form provided by the institution or written letter within 15 (fifteen) calendar days of the date that the act which is the subject of the grievance occurred.
- The complaint will be forwarded to the School Director and will be reviewed and will be reviewed within 15(fifteen) days of receipt.
- The individual will be called in to the office to discuss the grievance. A copy of the meeting notes will be provided to the individual.
- If necessary, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- If the complaint is of a nature such that it cannot be resolved by management, it will be referred to an appropriate agency or third party if applicable.
- The School Director will review and decide within 21 days (twenty-one) days of the student meeting. A letter will be sent to the individual taking the steps needed to correct the problem, or information stating that the complaint was not warranted based on evidence.

If the complaint is towards the school director, the complaint will forward to the school owner or party as applicable.

The individual must exhaust the institution's internal complaint process before submitting the complaint to the Arkansas Board of Cosmetology or the school's accrediting agency, if applicable. Complaint forms are available in office.

**Arkansas Department of Health
Cosmetology Section
4815 West Markham, Slot 8
Little Rock, AR 72205
(501)682-2168**

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress (SAP) policy applies to all students enrolled in a National Accrediting Commission of Career Arts & Sciences (NACCAS) and Arkansas Department of Health Cosmetology Section approved program whether receiving Federal Title IV, HEA funds.

- The Cosmetology program which is 1500 clock hours and 47 weeks and 2250 clock hours and 70 week maximum time (150% requirement).
- The Cosmetology program part time which is 1500 clock hours and 94 weeks and 2250 clock hours and 141 weeks maximum time (150% requirement).
- The Instructor program which is 600 clock hours and 19 weeks and 900 clock hours and 28 weeks maximum time (150% requirement).

Satisfactory progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

ATTENDANCE PROGRESS = Work Ethics

Students must attend a minimum of 67% of the cumulative scheduled hours and 75% GPA to maintain SAP and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.

Late arrivals may enter school within 10 minutes after scheduled shift begins. Students who are more than 10 minutes late must clock in at the next session at 10:00. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginnings of their schedule shift.

All absences are recorded and permanent. The student is responsible for class material and /or tests missed while absent. Students are encouraged not to miss any days during their scheduled “freshmen” phase. Students who miss 10 consecutive days (14 calendar days) without communicating with the school designee may be terminated on the 11th consecutive day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

QUANTITATIVE REQUIREMENTS = Maximum Time Frame (150% process)

The maximum period is equal to 1.5 times the published length of the course. Authorized leaves of absences (LOA) will not be considered in the maximum period evaluation. You need to be aware that an LOA will extend the student’s contract period and max period by the same number of days taken in the LOA.

TITLE IV, FUNDING AND SAP EVALUATION POINTS

SAP evaluation periods are based on actual contracted hours at the school. Students will be notified of all SAP Evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

Cosmetology program - 1500 clock hours and 47 weeks of instruction. Funding will be disbursed at:

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>1</i>	<i>0</i>	<i>0</i>	Direct loan has a 30 day delay for first time borrowers.
<i>2</i>	<i>450</i>	<i>14</i>	*
<i>3</i>	<i>900</i>	<i>28</i>	*
<i>4</i>	<i>1200</i>	<i>37.5</i>	*

Instructor program - 600 clock hours and 19 weeks. Funding will be disbursed at:

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>1</i>	<i>0</i>	<i>0</i>	Direct loan has a 30 day delay for first time borrowers.
<i>2</i>	<i>300</i>	<i>9.5</i>	*

****Instructor program currently not eligible for Financial Aid**

Note: * Students must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to

determine eligibility. Please note: that If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

DETERMINATION of ACADEMIC PROGRESS

Monthly academic evaluation will help determine if the student is on track to meet the minimum requirements for SAP. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress (SAP) until the next scheduled evaluation. Students determined to not be maintaining SAP may have their Title IV, HEA funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in status of Title IV, HEA probation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluation periods.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given weekly or after each unit of study. Practical and clinic assignments are evaluated and counted toward course completion only when rated as satisfactory or better. State board assignments are evaluated as mock demonstrations as established by Arkansas state board. Students must maintain a grade average of 75% and pass a final written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

<u>Grade</u>	<u>Score</u>	<u>Grade Point Average</u>	<u>Practical</u>
A	95 - 100	4.00	5 = 100%
A -	90 - 94	3.50	4.5 = 95%
B +	86 - 89	3.00	4.0 = 90%
B	82 - 85	2.75	3.5 = 85%
B -	78 - 81	2.50	3.0 = 80%
C	75 - 77	2.00	2.5 = 75%
F	0 - 74	0.00	

A=Excellent B=Good C= Satisfactory F=Fail

ACADEMIC YEAR DEFINITION

New Beginnings Beauty Academy academic year is defined as, 900 clock hours and 28 weeks, 32 hours a week, for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 75% GPA) for attendance and academic progress at the end of a payment period will be placed on a *Financial Aid Warning the first time*. Any student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on an Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

Students who exceed the maximum timeframe must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

FINANCIAL AID PROBATION

Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Appeals can only be granted if:

1. The student has the ability to meet the Satisfactory Academic Progress (SAP) policy standards by the end of the next evaluation period.
OR
2. The institution has developed an academic plan for the student that, if followed, will ensure that the student is able to meet SAP standards by the end of the next evaluation period.

The students will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the next evaluation period. If a student meets the minimum attendance and academic requirements by the end of the Title IV, HEA financial Aid probationary period, satisfactory progress has been re-established and Title IV, HEA funds will be disbursed for the next payment period.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

APPEAL PROCEDURES

If a student is determined not to be making satisfactory academic progress at the evaluation point after the "warning" status, the student may appeal the determination. The student must submit a written appeal to the school Director within 15 days of the adverse decision on the SAP Appeal Form, with supporting documentation as to the reasons why the determination should be reversed.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The School Director will notify the student in writing of the decision and all decisions are final. If the student wins the appeal they will then be placed on *Financial Aid Probation*, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only. The results of the appeal will be documented and placed into the student's file.

REESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish Satisfactory Academic Progress and Title IV, HEA aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS

If enrollment is temporarily interrupted for a leave of absence (LOA), the student will return to the 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 students cumulative attendance percentage calculation. Students who withdraw prior to the completion of course and wish to re-enroll will return in the same Satisfactory Academic Progress status at the time of withdrawal.

COURSE INCOMPLETES, REPETITION AND NON-CREDIT REMEDIAL COURSE

Course incompletes, repetition and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the Satisfactory Academic Progress standards.

TRANSFER HOURS

With regards to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods for transfer students are based on actual contracted hours at the institution. Transfer students will receive credit for hours received from other institutions or states according to Arkansas state law and the hours to complete may be shortened and tuition adjusted accordingly.

NOTE: transfer students will be given full credit for up to 1000 hours. Transfer or transcript will not exceed \$20.00 Students must complete a minimum of 500 hours at this school. If previous hours are over (3) three years old, only 500 hours of credit will be given. Hours earned at another institution will be counted as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. SAP evaluation periods for transfer students are based on actual hours.

Requirements for Transfer Hours:

An official transcript of hours approved from Arkansas State Board. The student is responsible for completing and submitting the form to board and an official transcript with written and practical grades from the school student is transferring from.

Reentry Students/Interruptions

Before 180 days: Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

After 181 days: Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100.00 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration. Students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

DRUG AND ALCOHOL POLICY

It is the policy of our school to maintain a safe, substance-free environment. The unlawful manufacture distribution, dispensing, possession or use of a controlled substance and/or alcohol within the premises of the school is strictly prohibited. Persons distributing drugs or alcohol to other employees/students will be referred to the authorities and charges of drug distribution in the school place will be pressed by the company. Those found not in compliance with these terms are subject to the following actions:

- Terminations of contract at the discretion of the institution
- If the institution decides after careful reviews not terminate the violating students' contract, he/she shall be required to satisfactorily participate in a pre-approved drug abuse assistance, rehabilitation and/or counseling program implemented by a federal, state or local agency. During this time, the student may be required to take a leave of absence from the institution.

The following is a list of counseling services for students:

Southeast Arkansas Behavioral Healthcare System
2500 Rike Dr
Pine Bluff, AR 71601
(870) 534-1834

Barry McDonald, PhD
1811 Olive Street
Pine Bluff, AR 71601
(870) 535-2513

DRESS CODE

Women and men must wear navy blue uniforms and smocks, dark comfortable shoes. Uniforms and shoes must be clean and pressed. Shoes must have a closed toe and heel. Hair must be combed before entering school. Jeans are not permitted. Hats and head coverings are NOT allowed. Students must look professional when they clock in each day. Students not meeting the dress code will be asked to leave. A written notice will be put in their file. If the student receives three such notices he/she may be subject to being put on probation.

RULES & REGULATIONS

Failure to comply with the school rules & regulations will lead to progressive discipline including written warnings, suspension and termination of school enrollment. Students who are terminated for failure to comply with NEW BEGINNINGS BEAUTY ACADEMY rules & regulations may appeal their termination. The student must submit a written appeal to the school director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of status. Supporting documentation should be included, as necessary. This appeal must be received by the school director with (5) five business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will stand. A decision on the student's appeal will be made by the executive committee and will be communicated to the student in writing. The decision on the appeal will be final.

1. You must clock in upon entering and clock out when leaving the school. This includes lunch period. If you eat at the school you must clock out for lunch too. Clocking out for another student is considered a forgery and a fraud. You must sign in and out also when clocking in or out on the sign-in sheet provided by the school. If you forget to clock in or out, notify an instructor immediately. Only an instructor can correct an error on a time card.
2. Theory class begins at 8:00 am each day for day class and 5:00 on wed for night class. You must be prompt and ready for class no later than 8:10. This means you must have text book, paper, and pen/pencil, whatever you may need. Once you are in class room you do not leave. This is a disturbance to everyone. You must use the restroom; get a drink, etc. before and after class only. If you are not in class, ready for class by this time you will be counted absent and your time will not begin until 10:00.
3. SATURDAYS ARE MANDATORY. You must be present on Saturdays. You cannot be late on Saturdays. This includes day and night students. There is a \$50.00 fine for an unexcused absence on Saturday. The fine must be paid upon returning to school.
4. Make-up theory hours will be available only at the end of enrollment.
5. Fifteen (15) minutes of sanitation must be completed daily by each student. Your name will be posted on the "Duty List" weekly. Sanitation will be called at 4:15 for day students and 8:45 for night students. Each student is responsible for keeping their own station area clean at all times.
6. School is not responsible for personal property. We recommend that you mark all of your equipment and personal belongings with your name or initials. Students must provide their own locks if they want a locker and an extra key for the school.
7. Students must pay student prices for supplies and chemical for personal use. Student prices are 1/2 of the cost for clients.
8. NO drugs or alcoholic beverages are allowed on the premises. Any student found to be in non-compliance with this rule, will be given a minimum of (30) thirty days suspension. A second violation will mean the immediate termination without recourse. Any student thought to be under the influence of a controlled substance will be required to submit to a drug test.
9. No eating, drinking, or gum chewing is permitted on the clinic floor or during class. This should be done in break room only.
10. If you are going to absent, you must call in. A continued absence of 14 days or more would mean cancellation of your contract. A re-entry fee of \$100.00 is required and new contract must be signed at this time. (see settlement policy)
11. Smoking is permitted in the outside smoking area only.
12. In the event of an emergency, you may request a leave of absence. If the leave is granted you will need to vacate your station and locker. Personal property left on school premises after 30 days will become property and we will assume no responsibility for the items. They will be disposed of in any way convenient. (See LOA policy).

13. Any student found stealing from the school or another student or client or causing willful destruction of school property will be terminated from the school.
14. Any student guilty of refusing a client ticket for services is subject to suspension from the school immediately.
15. Any student in violation of an instructor's direction is subject to suspension from the school immediately.
16. Any student, who does not respond for the third call from the desk and is still on the clock, will be clocked out for the day.
17. If a student is absent on a Saturday and does not call in with a valid excuse he/she will be suspended for the following two scheduled days.
18. Valid reasons accepted for EXCUSED absences are: deaths in the immediate family, family emergency, illness bring doctor excuse. You must have documentation.
19. The school reserves the right to interrupt training whenever a student is behind in payment of tuition or has incurred a considerable amount of overtime charge. All monies must be paid in full before your total hours are completed or you will not be eligible for the state board exam.
20. Students are allowed to receive emergency calls only.
21. Cell phones may not be used within the school. You must be outside the building on break to use your cell phone. All cell phones must be turned off when in the classroom. If your cell phone rings inside the building you will receive a verbal warning, second time telephone will be confiscated.
22. Students are not allowed to carry weapons of any type or anything that could be considered a weapon or harmful to another student, instructor, or client, immediate dismissal and police will be notified.
23. Use of foul language is not professional conduct and will not be allowed in the school.
24. Student will be allowed visitors, however, anyone coming to the school should keep visit short and stay in the reception area.
25. Confrontational outbursts from students will not be allowed. Any student involved will be clocked immediately. He/she will not be allowed to come back to school until the administration staff can determine fault. Upon determination each student will be dealt with on an individual basis and will be notified.
26. The school reserve the right to make any changes or add to the above rules & regulation at any time and all students will be notified of any and all changes in writing.

ADMINISTRATIVE OFFICE

The administrative offices are open for the purpose of student meetings by appointments only. Please sign up for an appointment by speaking with the admissions officer. Students are not permitted to just enter the offices.

OSHA

The United State Department of Labor and Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During class time the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology and related training. Students are advised of the various chemicals used and safe practices that apply. MSDS sheets can be obtained from product distributors and supply stores.

EVALUATIONS AND ACADEMIC ADVISING

Students are advised regarding progress and achievement periodically as per the Satisfactory Academic Policy (SAP). Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed.

LOCKERS

Student lockers are supplied for the student's storage of personal items and supplies.

DISCIPLINARY POLICY

Failure to comply with the school rules & regulations will lead to progressive discipline including written warnings, suspension and termination of school enrollment. Students who are terminated for failure to comply with New Beginnings rules & regulations may appeal their termination. The student must submit a written appeal to the school director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of status. Supporting documentation should be included, as necessary. This appeal must be received by the school director with (5) five business days of termination. Should a student fail to appeal this decision within the time required, the

decision to terminate will stand. A decision on the student's appeal will be made by the executive committee and will be communicated to the student in writing. The decision on the appeal will be final.

COSMETOLOGY COURSE OUTLINE

COURSE TITLE: Basic Cosmetology

TEXT: Milady Standard Textbook of Cosmetology, 13th edition, 2015, ISBN-13: 9781285769417

COURSE DESCRIPTION:

This course is designed to provide the potential cosmetologist with an understanding on the basic principles of cosmetology and the knowledge, techniques, and skills to successfully complete the Arkansas State Board of Cosmetology licensing examination.

COURSE OBJECTIVES:

- Understand and apply theoretical principles of hair, skin and nail care.
- Demonstrate hands-on skill and knowledge of hair shaping, shampooing, and styling hair and manicuring nails.
- Demonstrate technical skills and knowledge necessary for analysis of the patron's hair and application of chemical processes involved in permanent waving, relaxing, hair coloring, and other treatments related to care, styling, and shaping the hair.
- Understand the composition and care and to be able to provide facial treatment and other professional skin care services.
- Understand and practice accepted standards of sterilization and sanitation.
- Understand the necessity for and practice of good safety measures.
- Know state board rules and ethics governing the practice of cosmetology in Arkansas and be able to identify good shop management practices.
- Successfully complete the Arkansas State Board of Cosmetology licensing examination.

COURSE DESCRIPTION AND INSTRUCTIONAL METHODS:

The cosmetology 1500 hour course introduces students to manicuring, hair removal, facials, hair beautification, haircutting, chemical applications, hair color and more to work in the cosmetology field. The course will be a combination of lecture, demonstration, and hands on practical experience with students completing assigned credits each month. Instruction will be supplemented by guest artists, visual aids, library, and resource material, and other instructional techniques.

APPROVED COURSE FOR COSMETOLOGY TRAINING 1500-HOUR COURSE

After completing the prescribed registration procedures, the student is given a complete subscription of the educational program offered in the school system. The student enters the theory instruction program at the topic the other students are studying when the new student enrolls. Even though the student may enter theory class with more advanced topics, the student will begin the practical classes with basic instruction. After acquiring 250 hours and passing all freshmen exams the student will be allowed to work on live models.

COURSE OUTLINE UNITS AND HOURS REQUIRED

<u>UNITS OF INSTRUCTION</u>	<u>HOURS</u>
1. Hygiene and Sanitation & Infection Control Instruction in sanitation, sterilization, hygiene, lighting and ventilation Blood spill procedures, products, tools and equipment-use & safety.	80
2. Related Sciences Physiotherapy, physiology, and histology, anatomy, neurology, & ontology.	120
3. Hair Dressing a) Cleaning hair, shampooing, hair cutting, clipping, tinting, bleaching, scalp massage, brushing, combing, curling, permanent waving, relaxing, thermal styling, roller placement, braids, extensions. b) Product Knowledge, use and safety	1000
4. Manicuring Construction, filing, shaping finger nails, loosing & removal of dead cuticle, hand massage, nail art, artificial nail application	100
5. Cosmetic Therapy Skin & its structure, various kinds of facials and massages, cosmetics, packs, the art of make-up application eyebrow & lash tinting, tweezing, waxing facial shapes.	100
6. Salesmanship and shop management Instruction in how to keep records, knowledge of business law, rules and regulations, booking appointments and retailing.	50
7. Shop Department Courtesy, neatness and professional attitude in meeting the public Career & Employment Information a) Professional ethics b) Effective communication & human relations c) Compensation packages & payroll deductions, d) Business law e) Rules & regulations f) Record keeping g) City, state, and federal laws & taxes h) How to retail products i) Licensing requirements	50
TOTAL <u>1500</u>	

COURSE EVALUATION:

Written examinations will be given each week and students are expected to make up any test missed. Students are evaluated everyday on their practical and clinic work by instructor observation. Credits are given for successful completion of assigned experiences on manikins and clients. Progress reports are distributed three times during enrolment. Students receiving an unsatisfactory grade are expected to improve within the next quarter.

THE GRADING PROCEDURE:

To measure a student's academic performance, the institution calculates the averages from both practical and written grade. Each criteria is weighed 50% for the total academic grade. Students are required to attend assigned theory classes and complete clinical and practical assignments. Students must achieve a cumulative average of 75%. Any scores below a 2.0 are required to be re-done for credit.

GRADING SCALE:
(Cumulative theory and grading scale)

GRADE	SCORE RANGE	GRADE POINT AVERAGE
A	95-100	4.00
A-	90-94	3.50
B+	86-89	3.00
B	82-85	2.75
B-	78-81	2.50
C	75-77	2.00
F	0-74	0.00

A=Excellent B=Good C=Satisfactory F=Fail

ATTENDANCE:

All students are expected to attend classes and to be involved in the learning process. Students are expected to be prepared to take notes each day in the theory class. Our institution uses a time clock and sign in sheet to track student hours and maintain a daily record of attendance. Students will not receive credit hours for

INSTRUCTIONAL MATERIALS:

Instructional materials and training aids to be used at NEW BEGINNINGS BEAUTY ACADEMY consists of chalkboard, bulletin boards, video tapes, VCR, TV, anatomy charts, pictures, models, books, tests, and field trips can also be classified as teaching aids.

INSTRUCTOR COURSE OUTLINE

COURSE TITLE: Instructor Training

Instructor(s): _____

TEXT: Master Educator, 3rd Edition, ISBN-13:9781133693697

COURSE DESCRIPTION:

This course is designed to provide potential instructors with an understanding of the basic principles of teaching and knowledge techniques required to successfully complete the Arkansas State Board of Cosmetology licensing examination for instructors.

COURSE OBJECTIVES:

Upon completion of this course, the student instructor will have demonstrated to the satisfaction of the instructors as measured by 75% accuracy on written tests and instructor observation of student practice and 75% completion of assigned lesson plans, visual aids, administrative duties, and other signed projects, the ability to:

1. Demonstration and understanding of the philosophy, objectives, and course content for teaching cosmetology.
2. Write and use appropriate daily and unit lesson plans for meeting the objectives of the course.
3. Utilize methods of teaching that are appropriate for cosmetology, including lectures, discussions, demonstrations, and supervision of student clinic work.
4. Demonstrate efficient class organization, control, and management in both the theory classroom and the clinic practice.
5. Understand individual differences and different learning rates of students and be able to identify motivational techniques for student success.
6. Create and use appropriately visual aids and use and care for visual aid equipment.
7. Perform administrative duties as related to classroom atmosphere, safety measures, records and record keeping, enrolling and terminating students, and ordinary maintenance of equipment.
8. Develop and use evaluation instruments for measuring student achievement.
9. Successfully complete the Arkansas State Board of Cosmetology licensing examination for instructors.

COURSE FORMAT: Instructional Methods

The clock hour education is provided through sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. The course will be a combination of lecture, demonstration, and the student instructor's participation. The instructor will discuss and demonstrate their ability through actual practice in the classroom and clinic and in administration duties. Student instructors will also be required to prepare lesson plans along with visual aids for classroom use.

**APPROVED COURSE FOR COSMETOLOGY INSTRUCTOR TRAINING
600 HOUR COURSE**

The instructor training curriculum is designed as a course to extend over a period of not less than 4 months or not less than 600 hours of training. A instructor trainee shall (a) be licensed as a cosmetologist in the state of Arkansas (b) hold a permit as a student instructor with the board (C) under the immediate supervision of a licensed instructor at all times, (D) authorize or verify student daily slips, (E) be given a written examination after student completion of each subject by the licensed instructor.

UNITS OF INSTRUCTION HOURS

(A) Required preparatory training.....	50
1. Teaching of theory and practical operation.	
2. Selection subject matter for class lecture.	
3. Preparing class lectures.	
4. Conducting a review of all subjects taught.	
5. Preparing and grading examinations.	
6. Demonstrating practical operations.	
7. Teaching practical operations.	
(B) Class Attendance.....	100
1. Classes are to be conducted by a licensed instructor to prepare the instructor trainee to properly lecture and demonstrate on all subjects of cosmetology.	
(C) Conducting theory classes.....	50
1. Sterilization and bacteriology	
2. Osteology	
3. Mycology	
4. Neurology	
5. Angiology (blood vessels, lymphatics)	
6. Cosmeticity	
7. Canitics	
8. Dermatology	
9. Trichology	
10. Permanent waving	
11. Unguiology (nails)	
<i>Theory classes will be conducted under the supervision of a licensed instructor</i>	
(D) Conducting practical classes in cosmetology.....	300
1. Permanent waving (machine, machine less, cold wave)	
2. Facials (make-up, waxing, packs, masks, eyebrow arches, electric facials).	
3. Shampoo (wet waving, finger waving, haircutting, comb outs)	
4. Scalp treatments, (hair and scalp treatments, electric scalp treatments).	
5. Canitics (tinting, bleaching, corrective hair coloring, removal of hair coloring).	
6. Manicuring (plain and oil, sanitation, sterilization).	
7. Predisposition tests	
8. Thermal pressing and iron curling and blow drying.	
(E) Method of keeping student records.....	10
(F) Training in subjects in which the individual instructor-trainee may be Deficient, or to the practice of cosmetology.....	90

TOTAL 600

**GRADING SCALE:
(Cumulative theory and grading scale)**

GRADE	SCORE RANGE	GRADE POINT AVERAGE
A	95-100	4.00
A-	90-94	3.50
B+	86-89	3.00
B	82-85	2.75
B-	78-81	2.50
C	75-77	2.00
F	0-74	0.00

A=Excellent

B=Good

C=Satisfactory

F=Fail

References :

Colletti, Anthony, B. Keystone Instructor Manual. New York: Keystone publishing company. 1977



New Beginnings Beauty Academy
1609 West 26th Street
Pine Bluff, AR 71603
18701-850-7788

Pre-Enrollment Receipt of Information

ENROLLMENT CHECK LIST

- Licensure Requirements
- Job Demand Form
- Physical Demands
- Interview and Enrollment Form
- Compensation (Pre-Requisite for Employment)
- Safety Requirements
- Campus Security
- Pass/Fail and Placement Rates
- Catalog (SAP Policy)/Consumer Guide (see website)
- Student Application (front and back)
- Voter Registration Information (see website)
- Social Security Card/ID
- Proof of Education (high school diploma, GED, home school, college transcript)
- Birth Certificate (if applicable)
- Enrollment Fees

- _____ Course Outline
- _____ State Board Rules and Regulation package (website) located in catalog
- _____ Information on referrals and contact numbers (bathroom/breakroom bulletin boards)

By signing this document, I agree that I have received and reviewed the following documents and requirements for enrollment.

Student Signature/Guardian (if applicable)

Date

GRADUATION CHECK LIST (Exit Interview)

- _____ Final Theory Grade (1500 hours) or (600 hours) 75%
- _____ Final Practical Grade (75%)
- _____ Salon Visits/Employment list
- _____ State Board Application
- _____ Mock State Board
- _____ State Board Dates (see AR State Board website)
- _____ Financial Paper Work Settled (tuition and fee balance)
- _____ Official Transcript

I acknowledge that all of the information listed above has been discussed with me upon the completion of my program. I thoroughly understand that all requirements must be met before receiving my diploma.

Student's Signature

Date

Director/Supervisor's Signature

Date