



**School Catalog 15/16 Academic Year**

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THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL IS ACCREDITED BY

**NACCAS**

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, Alexandria, Virginia 22314  
[NACCAS@NACCAS.ORG](mailto:NACCAS@NACCAS.ORG)

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## **WELCOME**

Thank you for considering The Beauty Institute Schwarzkopf Professional Coeur d'Alene Campus as the first step in your new career. The following Institute catalogue is designed to create a clear understanding of our structure and organization and to ultimately inform you of the Schwarzkopf Professional national education.

## **MISSION**

Use our passion for excellence to create very satisfied and loyal graduates, clients, and salon owners who recommend family and friends to experience our outstanding education programs, services and products. The Institute will strive to provide the essential foundation, environment, and facilities for you to excel from its worldwide presence, rapid growth and maturity, to where it is today. We want you, the student, to find an outstanding environment for learning and personal development. The Beauty Institute Schwarzkopf Professional has a tradition of excellence and friendliness and wants to continue to build on our success. The Institute seeks to offer the means for each individual to develop their talents and abilities to the fullest. The instructors and staff of the Institute are committed to an unprecedented level of excellence and service. Academic and practical programs are of the highest quality and will provide you the opportunity for preparation for life, as well as a cosmetologist.

## **OBJECTIVE**

The objective of the The Beauty Institute Schwarzkopf Professional hairdressing program is to surpass the criteria necessary for students to meet state guidelines and pass the state exam required to obtain a cosmetology license. Our goal is to have our students complete their program as skilled, confident professionals.

Programs at The Beauty Institute Schwarzkopf Professional are designed to teach current theory and practical applications in a precise and exciting manner that will have relevance in the salon environment.

Thank you for selecting The Beauty Institute Schwarzkopf Professionals the first step in your new profession.

Sincerely

Ryley Fox  
Institute Director  
Coeur d'Alene Idaho  
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## **FACILITY**

**THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL** Coeur d'Alene Campus will give the students the opportunity to receive their cosmetology instruction in a beautiful 15,000 square facility in Coeur d'Alene, Idaho, which is one of the most desirable areas in the state of Idaho.

The facility is divided into several different areas. When walking in the front door you are greeted by our receptionist and will immediately be drawn to our expansive retail center. Within this area is also a comfortable lounge area for clients and guests. As you walk through the open air hall straight ahead, you'll find yourself in the clinic floor area which features three learning areas all equipped with mobile stations for each student to have a place to store their styling tools and equipment.

The clinic floor visually resembles a salon in its accessibility and accommodations for both students and clinic floor clients. There is a dispensary for shampoos, conditioners, styling products, hair colors and developers. There is a student break room equipped with a refrigerator, microwave and coffee maker. Restrooms are ADA compliant and are available for students, faculty, staff, clinic floor clients and guests.

The classrooms are used to conduct theory every Tuesday through Friday from 8:35 AM to 9:30 AM. The first two months of the basic program are held in two separate classrooms which each contain plasma TV monitors to view educational videos for the ultimate educational experience.

The school is owned and operated by Beautiworks Idaho, LLC. which also owns a school in Boise ID and Bellingham WA. The owners are Philip Scott, Paul Ware, Adam Ware, Jared Ware, Levi Ware and Tyler Denton.

## **ACCREDITATION AND REGULATORY AGENCIES**

The NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES is recognized by the United States Department of Education as the National Accrediting Agency for Cosmetology Schools. The Beauty Institute Schwarzkopf Professional is recognized by NACCAS, the State of Idaho, and the Department of Education as an accredited and licensed school and complies with all requirements and regulations.

NACCAS  
3015 Colvin Street  
Alexandria, Virginia 22314  
703-600-7600

State of Idaho  
Bureau of Occupational Licenses  
700 West State Street  
Boise, ID 83720  
208-343-3233

## **FACULTY AND STAFF**

<b>Institute Director</b>	<b>Ryley Fox</b>
<b>Director of Education</b>	<b>Cassandra Jeffres</b>
<b>Director of Admissions</b>	<b>James Stutheit</b>
<b>Financial Aid Administrator &amp; Title IX Coordinator</b>	<b>Holly Roop</b>
<b>Faculty</b>	<b>Joy Lee</b>
	<b>Nadine Hadley</b>
	<b>Charle Wicks</b>
	<b>Tina McMaster</b>
	<b>Brianne Lockwood</b>
<b>Front Desk Coordinators</b>	<b>Amber Krajewski</b>

Additionally, the Institute team includes other part-time members whom have not been listed, however are acknowledged as being an integral part of the education of our students.

## **ADMISSION REQUIREMENTS**

- Call to set up an appointment with the Director of Recruitment
- Tour of School; Entrance Exam may be required (Teacher Training Program excluded)
- Minimum of 16½ years of age
- \$100.00 non-refundable application fee,
- Government Issued Photo ID
- High School Diploma or GED

Students are encouraged to call and set up an appointment with the financial aid office at least three months prior to start date.

The Beauty Institute Schwarzkopf Professional does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

## **ADMISSION PROCEDURES**

To apply for admission, applicants should contact the Director of Recruitment to schedule an appointment for a personal interview and tour of the school facilities. At this time, applicants will complete the application for enrollment, the interview, and the tour. The interview is a great way to understand the Institute's expectations of the students, and the prospective student's expectations of the Institute. An entrance exam may be required for all prospective students requesting enrollment. Upon acceptance, an enrollment date is agreed upon. During enrollment, the accepted student must provide a copy of their high school diploma or equivalent, government issued photo ID, and a non-refundable \$100.00 application fee.

## **RE-ADMISSION**

Students who have left The Beauty Institute Schwarzkopf Professional in good standing and want to return should make their intent known to the Institute Director. The student will need to sign a new contract and pay the application fee to be re-enrolled. Please note due to enrollment capping, students granted re-entry status may be denied immediate re-entry in the specific start date requested and may have to wait until space is available in a later start date.

Students who want to return to the Institute after being terminated for academic or disciplinary reasons must apply for readmission through the Institute Director. The decision on re-entry for students not in good academic standing ultimately lies with the Institute Director. Students granted re-entry status who were on probation or suspension or other conditional status at the time of their last attendance retain such status as a condition of their re-entry.

### **TRANSFER STUDENTS**

The Beauty Institute Schwarzkopf Professional will transfer hours from other cosmetology schools or programs on an individual basis. Transfer students must pay tuition based on their remaining hours even if we accept transfer hours from another school except from another The Beauty Institute Schwarzkopf Professional. Those who have attended another The Beauty Institute Schwarzkopf Professional have the ability to transfer their full clock hours to the Institute. Acceptance of transfer hours is evaluated on an individual basis and is at the discretion of the Institute Director. Tuition balances do not transfer from one school to another. Transfer students may be required to purchase The Beauty Institute Schwarzkopf Professional student kit in order to attend the The Beauty Institute Schwarzkopf Professional. Any hours accepted from another institution are counted as both attempted and completed hours.

"This school will grant each veteran credit for previous education and training, shortening program and reducing tuition where appropriate."

### **REQUIREMENTS FOR GRADUATION**

The Beauty Institute Schwarzkopf Professional has set forth minimum standards for completion of the program to include:

- Complete and pass all written tests, practical tests and practical projects, with a cumulative score of at least 80%
- Complete the required number of program hours – 2000 Cosmetology & 1000 Teacher Training;
- Complete and pass all final exams and practical requirements of the program.
- Complete payment of all tuition & fees.
- Complete an Exit Interview with the Institute Director & Financial Aid Director.
- Complete and pass a mock state board exam.\*
- Complete the program within 1.18 times the normal length of the program.

**\*Note: An unsuccessful passing score may result in an additional lab fee of \$75.00 and over-contract fees.**

**Tuition must be paid in full before a student will be allowed to receive their transcripts and diploma.**

**Upon completion of the course, tuition paid in full, and a successful board exam, the graduate will receive a The Beauty Institute Schwarzkopf Professional diploma.**

**It is the students' responsibility to meet with the Institute Director to pick up all necessary paperwork to apply for the State License Examination and consequent licensure and pay all applicable fees.**

**Once a student is licensed, it is the student's responsibility to contact the Recruiting Director regarding licensure including their current name, address, & telephone number and of his/her employer once employed in the field.**

**COSMETOLOGY PROGRAM**  
**2000 Clock Hours / 61 WEEKS**

The Beauty Institute Schwarzkopf Professional offers a basic Cosmetology program to individuals seeking to become licensed within the field of Hairdressing. The Beauty Institute Schwarzkopf Professional recognizes and develops an individual's potential, thus producing qualified hairdressers invested in the concept of hair fashion.

The basic Cosmetology course is designed to introduce and guide beginner students in the areas of modern haircutting, coloring and hairdressing, as well as esthetics and manicuring. These techniques are taught to challenge students to meet the state required level of cosmetology.

Each student begins their program as a Freshman the first month in the program. After four weeks of Freshman training the student moves to the Sophomore class. During the first two months, theory and practical sessions will entail all aspects of cosmetology in addition to basic haircutting and coloring required by The Beauty Institute Schwarzkopf Professional. After successfully completing the Freshman and Sophomore classes, students advance to the Junior class.

The Junior and Senior classes consist primarily of practical applications with clients. After approximately 1000 hours, a separate test is administered to students which includes the required haircuts. Additionally, students are required to complete state board applications to prepare for the graduating senior class of the course. The graduating senior class consists of applications for state board and testing.

Please review the following requirements for program completion for admission to the Idaho Bureau of Licensing Examination for the Cosmetology Course: **These hours do not include 250 Theory hours.**

Subject	Total Allotted Hrs.	500 hrs.	1000 hrs.	1500 hrs.	2000 hrs.	Total Services
Hairstyles, Thermal, Finger-waves Braiding, Wet Sets, Wigs, Shampoo, Condition.	540		84		335	335
Scalp Treatment	20		2		10	10
Permanent Waving, Chemical Relaxing.	420		23		90	90
Haircutting	360		25		100	100
Bleaching	20		2		10	10
Tints	175		9		35	35
Semi Tints	40		5		20	20
Frost Highlights	20		2		10	10
Facials, Make-up, Arches	50		5		20	20
Manicuring	60		5		20	20
Pedicuring	20		2		5	5
Artificial Nails	25		2		5	5

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes a licensed cosmetologist.

Career paths for a licensed Cosmetologist can be in the following areas:  
 Salon Stylist or Chemical Technician, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

**We use the following instructional methods:**

1. Lecture based
2. Demonstration based
3. Class room discussions
4. Group learning and discussions
5. Hands on (Kinesthetic) activities
6. Reviewing/Learning games
7. Theory study guide
8. Work books for each level of the curriculum
9. Posters with written information already posted for students
10. Calendar for the month describing each day and tools needed for the day

**GRADING POLICY**

Grades are given for written exams, practical applications and haircut test outs. Below are the percentages applied for grading:

A=4.0=100%-93%

Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application. In some courses, originality may be required.

B=3.0=92%-86%

Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application, inter-relatedness and use of the material covered.

C=2.0=85%-80%

Basic understanding and knowledge of course concepts.

Failing=79% and Below

Unsatisfactory progress using the principles within the course content.

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes a licensed cosmetologist.

Career paths for a licensed Cosmetologist can be in the following areas:

Salon Stylist or Chemical Technician, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

*To become a Teacher trainee, further training is required. Other positions mentioned may also require additional education.*



**TEACHER TRAINING PROGRAM**  
**1000 Clock Hours / 30 WEEKS**

In addition to the general admissions requirements listed on a prior page, a student instructor must hold a cosmetology license.

Subject	Total Hrs.	250 Hrs.	500 Hrs.	750 Hrs.	1000 Hrs.	Total
Teacher maturity	10					
Personality Professional Conduct	10					
Development of Couse	20					
Teaching Principles	10					
Student Learning Principles	10					
Lesson Plan	65		7		25	25
Audio Visual	30		7		25	25
Testing	50		8		30	30
Classroom management & Theory Classes	50		7		25	25
Teaching Adults	10					
Clinic Floor	700		175		700	700
Practical Class Instruction	25		7		25	25
Communications	10					

Upon completion of the course, a successful board exam, and subsequent licensing, the graduate becomes a licensed Instructor.

Career paths for a licensed Instructor can be in the following areas: Teacher, School Supervisor, School Director, Owner, Salon Educator, and Product Company Representative.

**We use the following instructional methods:**

1. One on one learning from licensed instructors
2. Demonstration based
3. Class room observations
4. Shadowing licensed instructors on clinic floor
5. Class room preperation
6. Reviewing/Learning games

**GRADING POLICY**

Grades are given for written exams, practical applications and haircut test outs. Below are the percentages aplied for grading:

A=4.0=100%-93%

Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application. In some courses, originality may be required.

B=3.0=92%-86%

Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application, inter-relatedness and use of the material covered.

C=2.0=85%-80%

Basic understanding and knowledge of course concepts.

Failing=79% and Below

Unsatisfactory progress using the principles within the course content.

### **TUITION**

Cosmetology Tuition: \$100 non-refundable application fee, \$15,850 Tuition & \$2,900 for kit & textbooks, \$174.00 for tax on kit, for a total cost of \$19,024.00.

Teacher Training Tuition: \$100 nonrefundable application fee, \$10,000 tuition which includes kit & textbooks for a total cost of \$10,100.00.

The Beauty Institute Schwarzkopf Professional reserves the right to change tuition and fees for each course as needed. Students who do not complete the program requirements in the contracted time will be required to pay an additional fee of \$100.00 per day for the amount of clock hours and graduation requirements needed to complete the course. All fees and kit costs are due and payable on the first day of class, unless other arrangements have previously been made and approved by The Beauty Institute Schwarzkopf Professional Director.

Payments for tuition can be made by cash, personal check, cashier check or money order, or Title IV funds. If you are a self-pay student after an initial deposit, payments must be made monthly and paid in full prior to graduation.

### **TUITION DISCOUNTS**

Tuition discounts are given to full time employees, and spouses or children of full time employees, upon employment of at least one year with The Beauty Institute Schwarzkopf Professional.

### **PROGRAM START DATES**

The Cosmetology and Teacher Training course begins the second Tuesday of every other month. The maximum enrollment within a class start is sixteen (16). Student Orientation is held on the first day of school and attendance is mandatory. Additional orientations will be held for each level of the program.

### **POSTPONEMENT OF A STARTING DATE**

A written agreement signed by the student and the school is required.

The agreement must set forth:

- A) Whether the postponement is for the convenience of the school or the student, and:
- B) A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with school's refund policy.

### **SCHOOL HOURS**

School hours for the 5 day program are Tuesday through Saturday, 8:30 am until 4:00 pm. Attendance is mandatory (See section on Attendance). Theory is held Tuesday through Friday from 8:35 am until 9:30 am. Program hours and days may be adjusted by the administration to allow for holidays or other events warranting a schedule adjustment.

**HOLIDAYS**

The following holidays are observed: New Years Day, Fourth of July, Thanksgiving Day , Christmas Eve, and Christmas Day. Extended student vacations or absences will not be approved during the months of November and December.

**CLOSURE DUE TO INCLEMENT WEATHER**

Closure will occur when North Idaho College and other schools in the area are closed due to inclement weather. It is up to all individuals to use their best judgement concerning driving conditions.

**THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL DAILY SCHEDULE**  
**5 DAY SCHEDULE**

- 8:15 AM Be prepared for class before clocking in. This includes having the proper uniform on, looking professional, make-up applied and hair groomed and having a prepared station for clients including the proper tools.
- 8:30 AM Clock in and be seated in the Break room by 8:30 AM. Roll call is taken and Theory begins at exactly 8:35 AM.
- 9:30 AM Theory is completed. Freshmen and Sophomores will return to their classroom and begin session. All other students should go directly to their station on the clinic floor and wait for their assignments.
- Lunch A thirty (30) minute lunch break is required to be taken. Based on state regulation, students must clock in and out for lunch. Students who are servicing clients past their regular lunch time are required to report this to their appropriate level instructor. By doing so, adjustments can be made to the afternoon schedule.
- 3:30-4:00 PM Sanitation and Closing. Each student is assigned a duty. Each student is asked to complete the duty they are assigned with pride. All duties are to be completed prior to leaving.
- 4:00 PM Clock out.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Beauty Institute Schwarzkopf Professional is required to develop and apply consistent and reasonable standards of satisfactory academic progress (SAP) for all students. Students who fall below will be placed on a warning period. A student receiving financial aid will be eligible to receive Title IV funding for that period. The student will be determined as not making satisfactory progress and no longer eligible for funding. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student has prevailed upon appeal of the determination that has resulted in the loss of financial aid.

All students must meet the requirements of SAP. To determine SAP for the cosmetology program, a progress report is done when the student's actual hours reaches, 500 hours, (before the midpoint) 1000 hours, and 1500 hours. To determine SAP for the cosmetology teacher training program, a progress report is done when the student's actual hours reaches 500. A student making satisfactory progress will be considered satisfactory until the next evaluation period. Students must meet standards in both academics and attendance prior to the midpoint of training. The student will be notified if their unsatisfactory evaluation impacts their eligibility for financial aid. Students are advised of their academic and attendance status via a progress report which will be issued by monthly by the Institute and staff meets with the student to discuss their status.

**PROBATION:** The institution may only allow for the status of probation for students that are not considered meeting minimum standards for satisfactory progress if:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or

The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

Documentation the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. An appeal will only be granted if we determine that SAP standards can be met by the end of the subsequent evaluation period. Students that choose to not appeal the probation will not receive financial aid for that payment period and must make other payment arrangements for payment to the school.

If a student has already been placed on warning and does not meet the CGPA requirements at the end of next payment period, the student will be placed on Financial Aid probation. The student will not receive Pell or Direct Loan disbursements while on probation. Once the student reaches 80% CGPA and 85% attendance, completes test/project requirements, the student will be eligible to receive Financial Aid disbursements. We are required to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards.

### **MINIMUM SAP REQUIREMENTS**

Successfully maintain a cumulative grade point average (CGPA) of 80% or above.  
Successfully maintain a cumulative attendance percentage of 85% or more.

**Note:** Successful completion of a test/project requires a grade of 80%. A grade of less than 80% or an incomplete, does not constitute successful completion of a course.

### **COSMETOLOGY**

2000 Hours of Instruction in 60 weeks in the 5 Day Program  
68 Weeks Maximum Time Frame to Complete

Students must complete the program within 1.18 times the normal length of the program. If a student does not complete the program in the maximum time frame they may continue as a student at the institution on a cash pay basis.

### **TEACHER TRAINING PROGRAM**

1000 hours of instruction in 30 weeks  
34 Weeks Maximum Time Frame to Complete

Students must complete the program within 1.18 times the normal length of the program. If a student does not complete the program in the maximum time frame they may continue as a student at the institution on a cash pay basis.

### **GRADING POLICY**

Grades are given for written exams, practical applications and haircut test outs. Below are the percentages applied for grading:

A = 4.0 = 100% - 93%

Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application. In some courses, originality may be required.

B = 3.0 = 92% - 86%

Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application, inter-relatedness and use of the material covered.

C = 2.0 = 85% - 80%

Basic understanding and knowledge of course concepts.

FAILING = 79% and Below

Unsatisfactory progress using the principles within the course content.

### **INCOMPLETE**

A grade of (0) will be assigned to a student that is absent on the day a project is due or an exam. If a student was absent due to an excused illness, emergency or unusual circumstances beyond the student's control the student will be given the opportunity to remove the grade of "0". It is the students' responsibility to ensure all exams and project work has been completed and made up prior to the end of the program. Students should record their test scores in their personal notebook.

Our institution does not accept incompletes, repetitions, and non-credit remedial courses. Therefore it has no effect on the institutions satisfactory progress standards.

## **MINIMUM ATTENDANCE REQUIREMENTS**

The Beauty Institute Schwarzkopf Professional is required to develop and apply consistent and reasonable standards of satisfactory attendance progress for all students. All students are required to maintain an 85% attendance rate on a continuous and monthly basis. Student attendance standards are monitored and reported to the student on a monthly basis. If a student's attendance progress does not meet the required standards of 85%, the policy for Levels of Corrective Action will be followed, and without improvement may lead to termination. A student's successful course completion percentage is based on the number of successfully completed hours divided by the cumulative number of hours attempted by the student at that time. The student's maximum time frame to complete the course shall not exceed 1.18 times the normal duration of the program.

## **APPEAL PROCEDURES**

A student who has been placed on probation may file an appeal if they have extenuating circumstances such as a death of a relative, an injury or illness of the student at the beginning of the probationary period. The appeal must be made in writing to the Institute Director within 10 working days of the notification and must include:

1. The student may re-establish eligibility by bringing their attendance to 85% and their Academic to 80%.
2. Reasons that a student may appeal, would be death of a relative, an injury or illness or other allowable circumstances.
3. Documentation is extremely important that the student provide other documentation to support the student's statement. Examples: letters from health care providers, copies of medical bills showing health provider visits, any other documentation to support the student's extenuating circumstance that prevented them from making satisfactory academic progress. The student also needs to explain what has changed in their situation that will allow the achievement of Satisfactory Academic Progress.

The Director will review the documentation and students will receive written notification of the result of their appeal within a reasonable period of time from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the time period specified in the notification, which may not exceed 15 weeks. However, for financial aid eligibility to continue, students must meet the minimum CGPA and attendance requirements by the end of the time period specified in the notification. All results are FINAL. All documents related to the appeal process will be filed in the student's file.

## **RE-ADMISSION**

Students who have left The Beauty Institute Schwarzkopf Professional in good standing and want to return should make their intent known to the Institute Director. The student will need to sign a new contract and pay the application fee to be re-enrolled. Please note due to enrollment capping, students granted re-entry status may be denied immediate re-entry in the specific start date requested and may have to wait until space is available in a later start date.

Students who want to return to the Institute after being terminated for academic or disciplinary reasons must apply for readmission through the Institute Director. The decision on re-entry for students not in good academic standing ultimately lies with the Institute Director. Students granted re-entry status that were on probation or suspension or other conditional status at the time of their last attendance retain such status as a condition of their re-entry.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

## **TRANSFER STUDENTS**

The Beauty Institute Schwarzkopf Professional will transfer hours from other cosmetology schools or programs on an individual basis. Transfer students must pay tuition based on their remaining hours even if we accept transfer hours from another school except from another The Beauty Institute Schwarzkopf Professional. Those who have attended another The Beauty Institute Schwarzkopf Professional have the ability to transfer their full clock hours to the Institute. Acceptance of transfer hours is evaluated on an individual basis and is at the discretion of the Institute Director. Tuition balances do not transfer from one school to another. The Beauty Institute students kits must be purchased to attend the The Beauty Institute Schwarzkopf Professional. Any hours accepted from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation period are based on actual contracted hours at the institution.

## **LEAVE OF ABSENCE**

Students may apply to the Director for a leave of absence (LOA) when health reasons or other special situations interfere with the student's ability to attend. The student is allowed up to 60 days of leave. The LOA must be requested in writing and it must be approved by the Director or Financial Aid Director. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA. In addition, there must be reasonable expectation that the student will return to school; otherwise the LOA will be denied. Special circumstances such as health issues that have documentation could warrant an extended LOA. The director will collect the documentation before the student requests the extended leave and may be granted additional days. However, the LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12 month period.

If a student fails to return on their scheduled return date, the student will be considered to have withdrawn from the school as of the last day of attendance. The school has thirty days after the last day of an approved, documented leave of absence to calculate and return any funds due.

***WARNING: If you fail to return to school on your scheduled return date, your grace period for your financial aid loan payments will start retroactively from the last day of attendance, and repayment will begin sooner than expected.***

In rare cases of an emergency that would prevent a student from providing a prior written request, the information may be phoned in and documented by the Institute Director. However, the student is required to come in to complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a student fails to complete the LOA form within the required 30 days, the student will be withdrawn from the program and as stated previously, the grace period for loan payments will start retroactively on the day the LOA began and repayment will begin sooner than expected.

A documented leave of absence will not involve any additional charges by the school. A student's contract date and maximum time frame to complete will be extended by the number of days of the leave of absence.

## **ATTENDANCE POLICY:**

### **TARDINESS**

A student is required to clock in at the beginning of each day by 8:30 a.m. or they are considered tardy. If a student does not check in using the time clock, they will not be credited the hours. Theory is held each morning, Tuesday through Friday, from 8:35 a.m. until 9:30 a.m. Attending theory is a state requirement. Should a life circumstance cause you to be tardy, it is mandatory that you contact the Institute Director or leave a message on voice mail before 8:30 a.m. If a student is tardy more than 2

times within a month, corrective action will be taken. Being tardy on a regular basis reflects a lack of commitment to the program and will be addressed accordingly by implementation of the "Levels of Corrective Action" as defined below.

### **ABSENTEEISM**

The student's attendance is vital to their success in the Cosmetology program. The Beauty Institute Schwarzkopf Professional promotes regular attendance and punctuality because it will help students develop good habits required for successful careers. To maintain satisfactory attendance, students must be present for 85 percent of classes during their entire enrollment period. If a student falls below 85 percent attendance in a one month period, the student will be placed on 30 day attendance probation. Should a life circumstance cause you to be absent, it is mandatory that you contact the Institute Director. The student will be terminated if absent for 14 consecutive days.

### **TIME CLOCK POLICY**

A student is required to use the time clock to record student hours for the day. A student will not be credited if they do not clock in and out appropriately. Please remember it is your responsibility to clock at the appropriate times including clocking in and out for the day and clocking in and out for lunch.

### **TERMINATION:**

Termination of a student is defined as no longer clocking hours, whether by student's voluntary withdrawal or dismissal by the school for disciplinary action.

#### **A student may be considered terminated under the following conditions:**

1. A student in non-attendance and has not notified the school, verbally or in writing of their intent to drop, may be terminated from their program fourteen (14) calendar days after the last day of physical attendance.
2. Possession or obvious use of drugs and/or alcohol during school hours.
3. Refusal to provide assigned client services.
4. Disruptive behavior or refusal to perform assigned tasks. The Beauty Institute Schwarzkopf Professional reserves the right to be the sole judge of what behavior may be detrimental to the school.
5. Theft from the school, a client, a member of the faculty or a fellow student.
6. Clocking in or out for another student.
7. Non-payment of tuition according to the tuition schedule in the Enrollment Agreement.
8. Unsatisfactory attendance.
9. Failure to maintain an 80% average grade, encompassing both written exams and practical applications and/or failure to maintain 85% attendance.
10. Misrepresentation of personal information on contracts or documents.
11. Violation of school policies, as listed in the catalogue.
12. Non-completion of the program within 1.18 times the maximum time frame of the program.
13. Any act of violence or verbal abuse to other students, instructors, administrators, or clients
14. Discussing confidential information with other parties (i.e.; contract details, disciplinary action, private administration advisement sessions)

A student who has been terminated at the discretion of the school may appeal the termination. The appeal must be made in writing and will be reviewed by the Director. A decision regarding an appeal will be given within five working days from receipt of written appeal. There is a \$150.00 termination fee.

### **WITHDRAWAL**

To officially withdraw from The Beauty Institute Schwarzkopf Professional the student must initiate the withdrawal process with the Institute Director in writing no later than 14 business days after actual physical attendance. The tuition refund policy will apply to withdrawn students.



### **ATTENDANCE MONITORING PROCEDURES**

The Beauty Institute Schwarzkopf Professional records student attendance in clock hours and gives appropriate attendance credit for all hours attended in accordance with NACCAS and State of Idaho requirements. The hours attended shall not be recorded in less than one-quarter hour increments.

### **MONTHLY REQUIREMENT SHEETS**

All monthly requirement sheets are to be completed every day and signed by an instructor. Continued failure to clock in or out and fill out sheets may result in corrective action. Monthly sheets must be turned in to the Financial Aid Director on the 1<sup>st</sup> day of the following month.

### **RECORDS**

All student records will be maintained by Administration. Only Administration may have access to these files. If a student wishes to review his/her file, they may do so in the presence of the Management Staff member or Director. If the student is a dependent minor, the parents or legal guardian may have access to the student's file. In this event, the Director will assist the parent while interpreting the contents of the file.

### **CONFIDENTIALITY POLICY**

Students, or in the case of minors their parents or legal guardian, may gain access to their files during school hours by asking the School Administrator for an appointment with school personnel. Files are not to be removed from the office. No information concerning a student will be released to anyone without specific written permission of the student each time or in the case of minors, his or her parents, or legal guardian.

Students may be asked to sign a release authorizing the school to release information from their files regarding attendance, progress, financial status and other official information to any Regulatory Office to include but not limited to the U.S. Department of Education, National Accrediting Commission of Career Arts & Sciences (NACCAS), State of Idaho.

We retain records for 5 years for students that have received Veterans benefits.

All students' records will be maintained by the school for at least five (5) years after the students' last award year. All records are safeguarded in a locking filing cabinet in a locked office. We retain records for 5 years that are related to VA benefits received for students.

### **CANCELLATION AND SETTLEMENT POLICY**

The prospect/student will be refunded all monies paid to the school if:

- An applicant rejected by the school shall be entitled to a refund of all monies paid.
- The student cancels the enrollment agreement or contract no later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays and legal holidays. If the school cancels a program start date; the student applicant can request to move any monies paid into an alternate start date.
- Moving the student start date does not affect the student's right to a refund.
- If the school discontinues a program during a period of time within which a student could have reasonably completed; except that this provision shall not apply in the event the school ceases operation.
- If a program is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option provide a full refund of all monies paid or provide completion of the program.

## **REFUND POLICY**

1. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined by the postmark on written notification or date said information is delivered to the school administrator in person.
2. If a student cancels his/her enrollment after three (3) business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less an application fee of \$100.00.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
4. For official cancellation or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
5. A formal termination by the school shall occur at the end of any month in which a student has been absent from school for 14 consecutive days as determined by weekly monitoring of attendance.
6. A student who is expelled from school will be charged a \$150 termination fee.
7. Any monies due the student shall be refunded within 30 days of determination that a student has withdrawn, whether officially or unofficially.
8. Costs of supplies and materials actually used by the student will not be refunded which includes the kit.
9. Refunds are calculated based on the student's last date of attendance and are based on actual hours not scheduled hours.
10. For students who enroll in and begin classes, a schedule of tuition adjustment is authorized.

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## **REFUND CALCULATION & POLICY**

For students who enroll in and begin classes, the following schedule of tuition adjustment will be followed.

<b>Percentage Completed to Total Length or Program</b>	<b>Amount of Total Tuition Owed to the School</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Costs of supplies and materials actually used by the student will not be refunded including the kit. Transcripts and hours will not be released until all monies due to the school are paid in full.

**VETERANS REFUND POLICY:** Veterans refund policy will be in accordance with V.A. Regulations 21-4255-1.

### **Example of tuition charges:**

So if a student completed 800 hours of the 2000 hours for cosmetology (40% of the program), the student withdrawing, cancelling or being terminated would be responsible for paying 70% of the

tuition which equals \$11,095.00, a cancellation fee of \$150 and the kit (including tax) \$3074 for a total of \$14,319.00.

The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at time of withdrawal. Kits that have been issued to the student may not be returned to the school for refund upon termination of enrollment.

The school reserves the right to reschedule, postpone, or cancel classes. If the course is rescheduled, postponed, or cancelled subsequent to a student's start date and before instruction in the course has begun, the student can opt to move funds to an alternate date

If the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same, a full refund of tuition and fees will be made to the student; except that this provision shall not apply in the event that the school ceases operation.

If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study or a substantially similar course of study at an institution(s) which offers similar educational programs in the same geographic area as the original school. The teach out school shall not charge students more than the original school has been charging and for which the student has not paid. Individual notice shall be provided to students.

**Special Refund Circumstances:** In case of prolonged illness or accident, death in the family, or other documented circumstances that make it impractical to complete a period of enrollment, the school will make a settlement that is reasonable and fair to all parties.

### **STUDENT CONDUCT**

The Beauty Institute Schwarzkopf Professional wants to set their students up for success. To establish a path of success, there are particular guidelines within the Institute that need to be followed. Should any of the guidelines not be followed, the student may not benefit from the program as intended. Proper student conduct is important for the culture of the Institute as our desire is to lead everyone to a successful career path. The Beauty Institute Schwarzkopf Professional complies with all local, state and federal laws that apply. Corrective action will be taken for any violation of the policies listed in this catalogue, interference of another student's work, disruptive behavior, or for students under the influence of drugs or alcohol. (See section on Termination).

### **STUDENT ETHICS**

The Beauty Institute Schwarzkopf Professional believes in focusing on the best in others and does not promote unethical behavior such as gossiping. Avoiding gossip will provide students with a positive learning environment. Being a professional with students as well as clients is an integral part of the program. Keeping conversations with clients positive and avoiding sensitive topics such as religion, personal relations or gossip will aide students in building a solid relationship with a client. Using profane language is not tolerated. Clients, instructors, students and Administration should all be treated with respect.

### **DRESS CODE**

Students are required to wear all black clothing Tuesday through Saturday, with no other colors, logos or emblems, to exclude The Beauty Institute Schwarzkopf Professional emblems. Armpits, chest and midriffs must be covered at all times.

Professionalism should be first and foremost in choosing your wardrobe for school. Sunglasses are not to be worn within the Institute. Students must wear closed toed and closed heel shoes; sandals and clogs

will not be allowed. Comfortable shoes should be worn and may be a color other than white or black. Open toed shoes, sleeveless shirts, and tank tops are not to be worn. Skirts and shorts that are at least knee length can be worn without tights. Skirt lengths that are above the knee, but not shorter than fingertip with arm fully extended, must be worn with tights. Student aprons are to be worn over clothing at all times. Students that have successfully passed their Mock State Board Exam will be allowed to wear any combination of black, white and grey. If the student does not meet the dress code, they are clocked out and sent home to change and must return to school within the hour.

### **LUNCHES AND BREAKS**

Students receive one (1) thirty minute (30) lunch period. Students must clock out and back in for lunch each day.

### **DAILY DUTIES**

All students will be assigned daily duties. Please take pride in fulfilling the assigned duty and carry out the task with pride. Students will not clock out until all the duties have been completed. Styling stations and mirrors need to be cleaned and sanitized every day. Items should not be left out or left overnight and all personal items need to be secured at all times. ***The Institute is not responsible for any lost or stolen items.*** Cleaning the break room, classroom and the clinic floor should be performed daily. Additionally, keeping all areas where clients are serviced should be maintained properly as per State Regulations. These areas include the shampoo area, dispense, styling stations, etc.

### **CLIENT SERVICES**

As a learning establishment, students are required to perform practical procedures. Refusing to service a client and trading tickets with another student will result in corrective action. All services performed on a client should result in a consultation with an instructor. All tickets are to be signed off by an instructor prior to bringing the ticket to the front desk.

### **GRATUITIES**

Students may receive tips from clients. However, please do not solicit tips from the clients. It is strictly the client's prerogative to leave a tip and should not be expected. Receiving a tip is a compliment to a student. Clients may have reasons, whether it is economical, personal or otherwise, for not offering a tip.

### **RECEPTION AREA**

Students are not permitted behind the receptionist desk at any time. Students are not allowed to view, make changes to, or touch the appointment books. In addition, congregating around the front desk is not allowed. The receptionists are working hard to make appointments and service clients to assist you in your education. Your help is greatly appreciated by greeting your clients in timely manner, assisting them in making product purchases and checking out.

### **NON-SMOKING POLICY**

A smoke-free environment is provided for all students and staff. Students may only smoke outside away from the school. Students may not congregate or loiter in front of the school or adjacent to surrounding businesses at any time.

### **EATING AND DRINKING**

Eating and drinking is not permitted on the clinic floor. Please refrain from doing so; the break room is the proper place for these activities.

## **SAFETY**

In an effort to provide a safe environment for all of our students, we have established the following safety guidelines:

1. Walking through the school as opposed to running.
2. Aisles and work areas must be clear from clutter and obstruction.
3. Avoid lifting heavy objects by yourself; seek assistance from another person.
4. Report anything that would cause an injury or place someone in a dangerous situation such as chipped glass, broken equipment, sharp or rough edges, electrical problems, or water seepage or spills.
5. Report any incident that results in an injury or threatens safety.
6. Report any situation which may be suspicious or out of the ordinary.
7. Fire escape routes are posted throughout the school and must be utilized in case of a fire. Each classroom or area has a route designated and must be followed. Please inspect each area for the fire escape plan as you will be working in various areas of the Institute.

## **TELEPHONES**

Emergency phone calls will be taken at the reception desk or in any office. The lobby telephone is for the use of service clients and is not for the use of students. Cellular telephones and beepers are not permitted in the school; please do not bring them in. Bringing cell phones into the school may result in suspension.

## **ACADEMIC SUPPORT**

The mission of the Institute is to provide assistance to students to facilitate growth in their academic potential. Students with educational needs are encouraged to seek guidance from any of the staff. To assist students in maximizing their growth, the staff will provide instruction on notetaking, meaningful text reading, exam preparation, time management, and a variety of other skills deemed necessary for success. These services will be provided through individual meetings that assess a student's needs and concerns. An individualized plan is then developed to strengthen specific academic study skills.

## **LIBRARY / RESOURCES**

The bulk of academic material required for each course is covered during regular theory hours. Resources consist primarily of teaching videos, trade magazines and specialty books. Students wishing to enhance their education with additional materials may do so by reviewing the resources available to them. These resources are available upon request.

## **PERSONAL SERVICES**

Student services are offered to every student and are a privilege. Students may receive services only upon approval from the staff member in charge of student services. Clients will be considered before any student services will be performed. Student services must be booked out at least two weeks in advance. Students must complete a student service form and have it approved by the required staff. Student services may only be scheduled on Tuesday, Wednesday, and Thursdays. Hair cuts are free to students and any chemical service costs may vary.

## **FAMILY DISCOUNT SERVICES**

Once you are on the clinic floor, family members including spouse, children, parents, siblings or grandparents can receive free haircuts and any chemical service fees may vary. These prices apply when the student is performing the service on their family member.

## **RETAIL PRODUCTS / ID Card**

A student identification card will be issued to every student for the purpose of identification, in particular upon making purchases at the Institute and supply houses. The card will identify the dates of enrollment

and will not be acceptable after the expired date. If a student should lose their ID card an additional one must be purchased for \$5.

### **ADDITIONAL PURCHASES**

If trolley keys are lost, they must be purchased for \$15.  
Students may need to purchase items for their State Board Kit.

### **PLACEMENT ASSISTANCE**

Although The Beauty Institute Schwarzkopf Professional considers the success of its programs as they relate to the individual student, we do not guarantee employment. However, as part of preparing students for the professional world, the following services are available to individual students.

- Sources of Job Listing: As job opportunities are presented by potential employers they are posted in the break room.
- Interview Training and Resume Development: Recommendations are made to the students regarding information appearing on their resume. Interview training is also part of each curriculum.

Salon representatives are available periodically to conduct on-site interviews with students interested in becoming an employee for their salon. The Beauty Institute Schwarzkopf Professional does not guarantee employment to any student.

### **STUDENT COMPLAINT/GRIEVANCE POLICY**

Should a student have a complaint, the complaint needs to be reported in a written statement and submitted to the Institute Director. Upon receipt, the complaint will be discussed with the Administrative Staff and a response will be provided within five (5) working days. If the complaint cannot be resolved it will be referred to the school's complaint committee.

The school's complaint committee consists of three members that are selected from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest. The committee will meet within 21 calendar days of the school receiving the complaint to review the allegations.

If the committee needs more information after reviewing the allegation, a letter will be written outlining the additional information needed. If the additional information is not received by the committee within 15 calendar days, the committee can take any action including dismissal of the complaint.

Complaints which cannot be resolved by direct negotiation between the student and the school, may be filed with the State of Idaho Bureau of Occupational Licensing, Cosmetology Section, 1109 Main Street., Ste. 220, Boise Idaho 83702-5642, 208-334-3233.

Schools accredited by the National Accrediting Commission of Career Arts and Sciences need to have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant (s) for the Commission to forward a copy of the complaint to the school for a response. The complainant (s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**National Accrediting Commission of Career Arts and Science**  
**3015 Colvin Street**  
**Alexandria, Va. 22314**  
**(703) 600-7600**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Institute Director.

## **CHANGES IN FEES AND SCHEDULES**

The Beauty InstituteSchwarzkopf Professional reserves the right to change tuition and fees for each course as needed.

## **NOTICE OF POLICIES**

The Beauty InstituteSchwarzkopf Professional reserves the right to change any of the policies and procedures at any given time, without advance notice.

## **Financial Aid**

At The Beauty Institute Schwarzkopf Professional we believe every student should be able to obtain an education, regardless of financial status. To make this possible, our Financial Aid Office assists students in finding sources of financial aid. Financial Aid is available to those who qualify. In order to have funds available before school starts, students are encouraged to begin the application process three months prior to the class starting date. Students must complete the Free Application For Student Aid (FAFSA) to be considered for grants or student loans. For further information contact the Financial Aid Office.

## **Financial Aid Basics - Prospective students**

Start the process early. Even if you haven't received your admissions decision, you can still apply for financial aid.

If you have extenuating circumstances, complete the FAFSA as instructed and send us a statement detailing your situation.

## **Quick steps to financial aid**

- 1.) Find your U.S. Department of Education FSA Id. If you don't have one, go to Fafsa website
- 2.) Complete the [FAFSA](#). All admitted students who have submitted a FAFSA will receive a Award Budget outlining their estimated financial aid.
- 3.) Turn in documents. We'll contact you to let you know what is required.
- 4.) Accept your award. After you've been admitted and we have all your documents we'll send you an *Award Letter* so you can review your financial aid award against your projected costs and determine how much you will need to accept.
- 5.) Be informed! You have to make satisfactory academic progress to retain your eligibility for financial aid. Withdrawing or changing your enrollment can affect your aid. You should budget yourself wisely and avoid too much debt. You'll have to repay those student loans. Read the section below so you don't run into any surprises as you successfully navigate your way to your degree.

Note: If you don't want to use PINs and carry out the transactions above online, that's not a problem. All these steps are also easily done with paper, faxes, and the U.S. Mail. Keep on reading below.

## **APPLYING FOR FINANCIAL AID**

The most important step in applying for financial aid at the Institute is to submit the Free Application for Federal Student Aid (FAFSA), each academic year, as soon as possible. The FAFSA assesses your eligibility for grants and loans. The FAFSA is available from high schools, college financial aid offices, and at [fafsa.ed.gov](http://fafsa.ed.gov). List The Beauty Institute Schwarzkopf Professional on your FAFSA with federal school code 016433.

## **ELIGIBILITY AND AWARDS**

Virtually all families are eligible for some form of financial aid, therefore it is in your best interest to apply. Your eligibility for financial aid is based on the following formula:

$$\begin{aligned} &\text{Cost of Attendance} \\ &\text{- Expected Family Contribution (FAFSA results)} \\ &= \text{Financial Need} \end{aligned}$$



The financial aid office determines your cost of attendance based on a survey of regional and local costs. Your "expected family contribution" (EFC) is determined by the federal government through an analysis of the information reported on your FAFSA. The lower your EFC, the greater the financial need, thus increasing your financial eligibility.

If you have unusual financial circumstances affecting your ability to pay for school that are not reflected in your FAFSA, contact the financial aid office for information concerning professional judgment appeals. Special circumstances include, but are not limited to, bankruptcy, drop in income from the previous year, or unusual medical expenses.

### **VERIFICATIONS**

Often, FAFSA's are flagged for verification. That means we are required to verify the financial information of the parents. A student's financial aid can't be processed until we have received all the required documents to complete the verification. Therefore we require all verification forms and documents to be provided to our financial aid department no later than the end of the third week of your program. If we do not receive the required documentation, at our discretion we may suspend the student from school until we receive it. This could negatively affect a student's ability to receive financial aid.

### **TYPES OF AVAILABLE AID**

Financial aid is funded from a variety of sources such as federal and state governing agencies, private donors, and institutional resources. See below for the types of aid available.

#### **Pell Grants**

Pell Grants do not have to be repaid and are generally need-based.

#### **Loans**

Submit the FAFSA to be considered for the following federal loan programs.

Stafford/Ford Federal Direct Loan - 8.25% interest cap

Federal PLUS (Parent) Loan - 9% interest cap

Non Federal alternative loans are available to students who are not eligible for federal loans or who need additional assistance beyond their financial aid offer.

#### **Where/When do I Get My Money?**

For registered students, financial aid funds are posted to students' ledgers approximately 30 days after they begin. The federal government requires that we hold Stafford loan funds for first time borrowers for 30 days from the first day of classes. ***Students will receive four disbursements during their enrollment.***

#### **Adjustments to Aid**

Financial aid awards are adjusted to reflect changes to your file including reported income, enrollment status, and additional scholarship funds. A revised *Award Offer* is mailed to you outlining the adjustments.

#### **Return of Title IV Aid When a Student Withdraws (Requirements of 34 CFR 668.22)**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.



When 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 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.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline 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 (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for 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.

There are some Title IV funds that you were scheduled to receive that you cannot *earn* 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 earn any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.

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

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 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 amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

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

## **RE-ESTABLISHMENT OF FINANCIAL AID**

A student who has been placed on probation may file an appeal if they have extenuating circumstances such as a death of a relative, an injury or illness of the student at the beginning of the probationary period. The appeal must be made in writing to the Institute Director within 10 working days of the notification and must include:

1. A letter of explanation and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.
2. It is extremely important that the student provide other documentation to support the student's statement. Examples: letters from health care providers, copies of medical bills showing health provider visits, any other documentation to support the student's extenuating circumstance that prevented them from making satisfactory academic progress

The Director will review the documentation and students will receive written notification of the result of their appeal within a reasonable period of time from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the time period specified in the notification, which may not exceed 15 weeks. However, for financial aid eligibility to continue, students must meet the minimum CGPA and attendance requirements by the end of the time period specified in the notification. All results are FINAL. All documents related to the appeal process will be filed in the student's file.

## **CAMPUS SECURITY**

For prospective students and employees  
01/01/11 through 12/31/13

The purpose of this report is to advise current and prospective students and employees of crimes that have occurred on campus during the past calendar year and to make all aware of the procedures for reporting criminal actions or other emergencies occurring on campus and policies concerning the school's response to those reports.

The doors are opened no later than 8:15 am Tuesday through Saturday and remain open during regular business hours. The doors are secured nightly at 4:00 pm. No one is allowed to enter the facility after closing or before opening without the authorization from a school official.

The Beauty Institute Schwarzkopf Professional does not employ security personnel to monitor activities inside the building or in various parking areas. Each student and employee is encouraged to be vigilant of criminal activity and report any such activity to the local law enforcement agency immediately and to alert the school manager of the activity.

When notified of any criminal activity, the school manager will report the activity to the local law enforcement agencies immediately. In the event of an emergency, calling 911 can contract local law enforcement agencies.

### **Campus Statistics of Criminal Offense**

	<u>11</u>	<u>12</u>	<u>13</u>		<u>11</u>	<u>12</u>	<u>13</u>
Murder	0	0	0	Aggravated Assault	0	0	0
Forcible Sex Offense	0	0	0	Non Forcible Sex Offense	0	0	0
Robber	0	0	0	Burglary	0	0	0
Liquor Law Violations	0	0	0	Motor Vehicle Theft	0	0	0
Drug Abuse Violations	0	0	0	Weapons Possession	0	0	0

## **TITLE IX NOTICE OF NON-DISCRIMINATION**

**The Beauty Institute Schwarzkopf Professional** does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individual has been designated as the Title IX Coordinator by **The Beauty Institute Schwarzkopf Professional** to handle inquiries regarding **The Beauty Institute Schwarzkopf Professional** Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Holly Roop, Financial Aid Director  
410 Neider Avenue, Suite B Coeur d'Alene, ID 83815  
(208) 664-0541  
holly@thebeautyinstituteskp.com

## **NO HARASSMENT POLICY**

It is The Beauty Institute Schwarzkopf Professional's intent to provide an environment free from all verbal, physical, and visual forms of harassment. All students and staff are expected to be sensitive to and respectful of their fellow students, coworkers, clients, and others with whom they come into contact while representing our school. We prohibit all forms of harassment, whether due to sex, sexual orientation, race, religion, disability or any other reason.

The Beauty Institute Schwarzkopf Professional is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to, race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

## **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where by submission to such conduct is an explicit or implicit term or condition of admissions or of a person's status in a course program or activity, or in an academic decision; by submission to or rejection of such conduct is used as a basis for an academic decision; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or deficiencies; leering; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Beauty Institute Schwarzkopf Professional prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

## **OTHER FORMS OF HARASSMENT**

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

## **COMPLAINT PROCEDURE FOR HARASSMENT**

If at any time you believe you are being subjected to harassment, or if you become aware of such conduct being directed at someone else, you should promptly notify the Title IX Coordinator and the Director. All reported incidents will be investigated. Promptly after learning of such alleged conduct, the Title IX Coordinator and the Director will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, the school will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **DRUG FREE WORK PLACE**

The Beauty Institute Schwarzkopf Professional (hereinafter referred to as "the institution") has a policy of maintaining a Drug Free Workplace. All employees and Students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drug and alcohol) is prohibited in this institution's work place. The workplace for this institution is defined in paragraph 2 (below).

1. In compliance with the Drug Free Workplace Act of 1988, this institution's "workplace" consists of the following location:
  - a. The entire campus facility.
  - b. Any location used for an off-site school sponsored function, i.e. competition, hair show, graduation, etc.
  - c. Employees must comply with this statement while off site if they are in the service of the institution in any capacity.
2. Non Compliance with the terms in paragraph 1 (above) will result in one or all the following actions being taken by this institution.
  - a. Referral to civil authorities for prosecution.
  - b. Mandatory counseling and/or rehabilitation, and successful completion of such programs given by a Federal, State or local health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation. ("Successful completion" will be acknowledged when appropriate documentation is provided to the institution.)
  - c. Termination of the employment for employees, or expulsion from school for students.
3. All employees and students must read and understand the following statements:
  - I understand that The Beauty Institute Schwarzkopf Professional by participation in Title IV Federal Funds programs must establish a policy of a Drug Free Workplace and as an employee/student of the institution I must acknowledge and agree to abide by the terms of paragraph 1 (above).
  - I must notify my employer or school director in writing of any criminal drug statute conviction for a violation occurring in the workplace not later than five calendar days after such conviction.
  - I understand that this institution has established a Drug-Free Awareness Program to inform employees/students about:
    - The dangers of drug abusers in the workplace.
    - This institution's policy of maintaining a Drug Free Workplace.
    - Any available drug counseling, rehabilitation, and employee and student assistance programs.

- The penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace (See paragraph 3 above).

#### 4. Resources

- Substance Abuse & Mental Health Services Administration - An agency of the U.S. Department of Health & Human Services. <http://www.samhsa.gov/>
- Mothers Against Misuse and Abuse - A rational approach to the issues of drug use and its effect on the family, providing a holistic approach to the many aspects of substance use. <http://www.mamas.org/>
- Alcohol Abuse - An exhaustive index of online resources. <http://www.laserbuddy.com/recover/drugs.htm>
- About.com Substance Abuse - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction. <http://alcoholism.about.com/>
- PREVLIN - A national clearinghouse for alcohol and drug information. <http://ncadi.samhsa.gov/>
- National Center on Addiction and Substance Abuse (CASA) - Provides access to information, research and commentary on tobacco, alcohol and drug abuse issues, including prevention, treatment and cost data. <http://www.casacolumbia.org/templates/Home.aspx?articleid=287&zoneid=32>

#### **STUDENT RECORDS – WHAT IS FERPA?**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law designed to protect the privacy of student education records. FERPA governs the release of education records and access to education records. The FERPA policy is intended to ensure students have the right to inspect and review their education records; the right to amend their education records as appropriate; and the right to control access to their education records. Each student (or parent and guardian if the student is a dependent minor) is guaranteed access to their records.

#### **Who is Protected Under FERPA?**

Current or formerly enrolled students are protected under FERPA. Students who have applied but have not attended are not protected. Students are considered to be enrolled and in attendance as of the first day of their class start date.

#### **What Are Education Records?**

Education records are defined as records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information that are directly related to a student and are maintained by The Beauty Institute Schwarzkopf Professional. Education records do not include post-attendance records, law enforcement records, employment records, medical records and records possessed by the maker only.

#### **What Rights Do Students Have?**

Students have the right to: (1) inspect and review their education records, (2) request amendment to their education records, (3) consent to disclosures of non-directory information, except to the extent that FERPA authorizes disclosure without consent, and (4) file a complaint with the U.S. Department of Education concerning alleged failures by The Beauty Institute Schwarzkopf Professional to comply with FERPA requirements.

#### **How Can Students Access Their Records?**

Students may access their records by providing a signed, written request to The Beauty Institute Schwarzkopf Professional school director. The request should identify, as precisely as possible, the records the student wishes to inspect. If the requested records are subject to inspection and review by

the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records. Should you require copies of documents, a fee of \$.50 per page may be assessed for copying educational records.

### **How Can Students Amend Their Records?**

Students have the right to request that their records be amended if they believe the content is inaccurate, misleading, or in violation of their privacy rights. Students should write the Institute Director notifying the part of the education record they want changed and specifying why it is inaccurate or misleading. Students will be called in to the office to discuss or sent a response within 30 days of receipt of the written request. If the request is granted, the amendment will be made. If school decides not to amend the record as requested, students have a right to a formal hearing on the matter and will be informed about procedures to request a hearing. Students must make the request for a formal hearing in writing to the General Manager within ten school days of the denial of the request.

Note: The right to challenge grades does not apply under FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

### **To Whom May Records Be Released without Written Consent?**

The Beauty Institute Schwarzkopf Professional requires written consent from the student (parent or guardian if the student is a dependent minor) for release of records in response to each third party request unless otherwise required by law and in the following cases:

To the Student

To anyone if The Beauty Institute has obtained the prior written consent of the student.

To anyone in response to requests for directory information (see below)

To THE BEAUTY INSTITUTE employees who have a legitimate educational interest in the records

To officials from other colleges or universities in which a student seeks or intends to enroll

To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, and Department of Veterans Affairs in connection with certain state or federally supported education or assistance programs

To agencies or individuals requesting information in connection with a student's application for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid

To agents acting on behalf of THE BEAUTY INSTITUTE (e.g., clearinghouses, degree/enrollment verifiers)

To 3<sup>rd</sup> party service providers who are under contract to provide educational services to GAH

To organizations conducting certain studies for or on behalf of GAH

To accrediting organizations to carry out their functions

To parents/legal guardians when their children (under age 21) are found to have violated the alcohol or drug policy of the institution (Warner Amendment)

To comply with a judicial order or a lawfully issued subpoena.

To an alleged victim of any crime of violence or the results of a disciplinary action regarding the alleged perpetrator of that crime with respect to that crime

To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment)

To the Immigration and Naturalization Service (INS) for purposes of the Coordinated Interagency Partnership Regulating International Students

To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Student Recruiting Information is name, address, telephone listing, age (or year of birth), level of education, and major (conditions exist).

To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997

To appropriate parties to protect the health and safety of students and other persons or to assist in resolving an emergency

### **What Is Directory Information?**

Directory information is information contained in a student's education record that is available to the public and does not require the student's written consent. As mandated under FERPA, directory information can never include student ID number, social security number, race, ethnicity, nationality, or gender.

Directory information includes the following information:

Student Name

Student address and telephone number(s)

Email address(es)

Hometown of students

Class level

Enrollment status (full or part time) and current status

Program of study

Degrees and/or certificates earned including conferral dates

Dates of attendance

Names of previous institutions attended

Awards and honors

Expected date of graduation

Age

### **How Can Students Restrict Disclosure of Directory Information?**

Currently enrolled students may request that the institution not release any directory information, and the institution must comply with the request. To restrict the release of information, the student must complete a Request to Restrict Release of Information Form and return to the Institute Director. Information will then be withheld indefinitely until the Institute Director receives in writing a revocation of the request for nondisclosure.

Students who wish to restrict directory information should realize that restricting this important information will make it unavailable to all, including employers, loan agencies, scholarship committees, university publications and government and licensing agencies. Usually, it is to a student's advantage to have directory information available to these important constituents.

### **Where Can I Get More Information About FERPA?**

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C., 20202-4605

[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

### **Student Right to File A Complaint**

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Beauty Institute Schwarzkopf Professional to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office

United States Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-4605



All school records are maintained and safeguarded against loss or damage.

### **Policies and Procedures for Learners with Disabilities**

The Beauty Institute Schwarzkopf Professional recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and similar state laws. THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL is committed to provide reasonable accommodations to qualified disabled learners in programs and activities as is required by applicable law.

The determination of reasonable accommodations for learners with disabilities, and compliance with the ADA and the Rehabilitation Act, are the responsibility of the Director.

### **Policy**

1. THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL prohibits discrimination against people with disabilities.
2. THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL is dedicated to providing reasonable accommodations for people with disabilities. Therefore, THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL will provide services and access to academic courses, activities and programs in accordance with these policies and procedures.
3. THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL respects the independence, rights, and dignity of people with disabilities, therefore identifying oneself and/or requesting accommodations is completely voluntary.
4. In accordance with data privacy laws, THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL will handle all data on learners with disabilities confidentially.

### **Learner's Rights and Responsibilities**

#### **People with disabilities at THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL have the right to:**

Inclusion in courses, programs, services, activities, and facilities offered through the school; An equal opportunity to learn and to receive reasonable accommodations; Appropriate confidentiality of all information regarding disabilities and the ability to choose to whom this information may be disclosed, except as disclosures are required or permitted by law; Information available in accessible formats, when providing such information could be a reasonable accommodation, or as otherwise required by applicable law.

#### **People with disabilities at THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL have the responsibility to:**

Meet qualifications and uphold school standards for courses, programs, services, activities, and facilities; Voluntarily identify oneself to the Director as an individual with a disability when an accommodation is needed and to seek information, counsel, and assistance as needed; make a request for reasonable accommodations; provide written documentation from a licensed health care provider qualified in the area of the disability that describes the nature of the disability, indicating how it would limit participation in the student's educational program at THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL.

#### **THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL has the right to:**

Request current documentation for assessing the need for reasonable accommodations; deny a request for accommodations if appropriate documentation is not provided or if the documentation received does not support the need for accommodations; decide on reasonable accommodations that may be different from but equally effective as those requested by the student; Refuse an unreasonable accommodation that would impose an undue burden on, or would fundamentally alter, THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL or its programs or activities.



**THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL has the responsibility to:**

Present information to people with disabilities in accessible formats upon request when doing so would be a reasonable accommodation, or is otherwise required by applicable law; provide reasonable accommodations for learners with disabilities in courses, programs, services, activities, and facilities; maintain confidentiality of records and communication, except where permitted or required by law. Make information available in accessible formats, when providing such information could be a reasonable accommodation, or as otherwise required by applicable law.

**PROCEDURE FOR ACCOMMODATION**

Students may begin the procedure for requesting an accommodation at any time after being admitted to the The Beauty Institute Schwarzkopf Professional.

Step One: Self-Disclosure. Contact the InstituteDirector and self-disclose the desire to request for accommodation.

Step Two: Documentation. We require written documentation from a certified diagnosing professional that is dated *no more than three years prior to the anticipated THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL enrollment date.* THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL may request more current information on an alleged disability at its discretion. Documentation should state the nature of the disability, its likely duration, the kind and extent of learning impairment caused by the disability, and suggested means of accommodation that THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL might undertake.

Step Three: Accommodation.THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL is committed to providing equal access to educational programs for all students. Once we receive documentation of a student's disability and the possible accommodations suggested by the diagnosing professional, we will endeavor to meet the student's needs in a prompt, reasonable, and effective manner. Students should keep in mind that different accommodations may require different amounts of time to arrange, from several days to several weeks. Once a student and the InstituteDirector reach agreement on a reasonable accommodation, *and prior to enrollment at the THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL,* the student must sign an Agreement of Accommodation form.

Step Four: Communication. The InstituteDirector will notify the student instructor(s) of the accommodation that THE BEAUTY INSTITUTE SCHWARZKOPF PROFESSIONAL will provide so that he or she can help to ensure its success.