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STAFF

Owners: Kevin and Gina Hand

Staff

Kevin Hand, Owner/Chief Financial Officer
Physical Plant Manager

Gina Hand, Owner/Chief Administrative Officer, Cosmetology Instructor
Instructor's license from Denham Springs Beauty College, Denham Springs, LA

Frances Hand, Cosmetology Instructor, Former Owner
Instructor's license from Burlingame Beauty School, Denham Springs, LA

Shanna Forstall, Director of Education and Admissions, Cosmetology Instructor
Instructor's license from Compass Career College, Hammond, LA

Deidra Johnson, Cosmetology Instructor
Instructor's license from D'Jay's School of Beauty, Baton Rouge, LA

Nicole Morgan, Cosmetology Instructor
Instructor's license from Compass Career College, Hammond, LA

Dianna Steagall, Cosmetology Instructor
Instructor's license from Denham Springs Beauty College, Denham Springs, LA

Amy Graham
Financial Aid Advisor

Caroline Mons
Administrative Assistant

Nikki Forstall
Receptionist

All instructors are licensed by the Louisiana State Board of Cosmetology.

(Staff listing as of 6/1/2022.)

OWNERSHIP

Denham Springs Beauty College has a long history in the community. Frances Hand attended Burlingame Beauty School where she completed the Cosmetology course. Upon graduation and licensure, Ms. Hand enrolled in the instructor's course and became a full-time cosmetology instructor.

In 1972 Ms. Hand purchased the school and changed the name to Denham Springs Beauty College. Ms. Hand continued instructing while operating the business. Ms. Hand's daughter-in-law Gina joined the school in 2002 earning her cosmetology license and instructor's license. Gina served in various capacities such as teaching, financial aid, and then Assistant Administrator.

In December 2018, Ms. Frances sold the school to her son Kevin and daughter-in-law Gina. Kevin is the Chief Financial Officer and Plant Manager while Gina is the Chief Administrative Officer, overseeing the day-to-day operations.

MISSION STATEMENT

The mission of Denham Springs Beauty College is to equip students with the theory and practical skills to become licensed cosmetologists in the state of Louisiana and prepare them for an entry level position in the beauty industry.

ACCREDITATION AND LICENSURE

Denham Springs Beauty College is accredited by the Council on Occupational Education. The school was initially accredited in 1989 by the Southern Association of Colleges and Schools. In 1994 the Council on Occupational Education became independent from SACS and Denham Springs Beauty College continued its accreditation with COE.

Denham Springs Beauty College is licensed by the Louisiana State Board of Cosmetology to offer post-secondary education.

FACILITIES

Denham Springs Beauty College is a one-story building with approximately 8,800 square feet and can accommodate up to 80 students. The front section of the building consists of the student clinic, administrative offices, and restrooms. The rear educational building includes 5 classrooms, instructor workroom, utility room, two restrooms, and a break room.

ADMISSIONS POLICY

In order to enroll at Denham Springs Beauty College, a person must be at least 16 years old and have a high school diploma or its equivalent. To apply, a prospective student must pay an application fee and provide copies of his/her social security card, picture identification, and proof of education (diploma or transcript).

The school accepts diplomas from a list provided by the Louisiana State Board of Cosmetology of approved high schools. Online or distance education schools must be accredited by an accrediting agency approved by the U.S. Department of Education. Home schooled students must have completed a home school program approved by the Louisiana Department of Education. A foreign diploma must be evaluated and translated by a member of The Association of International Credentials Evaluator (www.aice-eval.org) or The National Association of Credential Evaluation Services (www.naces.org).

The school is not authorized under federal law to enroll non-immigrant foreign students. Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at the school.

For more information regarding admissions, please contact the Director of Admissions at 225-665-6188.

VACCINATION POLICY

Denham Springs Beauty College does not require proof of vaccinations as part of the enrollment process.

NON-DISCRIMINATION POLICY

Denham Springs Beauty College does not discriminate on the basis of race, gender, ethnicity, color, national origin, age, religion, handicap or sexual orientation. This policy applies to students as well as employment opportunities.

DISABILITIES AND ACCOMMODATION

Denham Springs Beauty College (“the School”) does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School’s educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“Section 504”) and the Americans with Disabilities Act (42 U.S.C. § 12182) (“ADA”), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA Compliance Coordinator: Shanna Forstall, 225-665-6188; shanna@dsbeautyschool.org

Requests for Accommodation

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Request for Accommodations form. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student’s disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional

Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The School may request additional documentation or testing as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Disability Discrimination

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Gina Hand, Owner/Administrator, 225-665-6188; gina@dsbeautyschool.org. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The School will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

TRANSFER POLICY

Denham Springs Beauty College may accept students wishing to transfer from another cosmetology school within the state. To do so, the student must first fulfill any financial/contractual agreement with the previous school. Once the previous school provides the necessary documentation to the Louisiana State Board of Cosmetology stating the student has fulfilled the contractual agreement, the student may then apply at DSBC. Transfer applicants will be reviewed on a case-by-case basis. The number of transfer hours accepted will be at the discretion of the administration. Tuition will be adjusted based upon the number of transfer hours.

In accordance with the Louisiana State Board of Cosmetology Administrative Code, a manicuring student who wishes to transfer to the cosmetology program may transfer up to 250 hours. The number of transfer hours accepted will be at the discretion of the administration. Tuition and fees will be adjusted accordingly.

Students wishing to transfer from another state must first contact the Louisiana State Board of Cosmetology and submit any required documentation. Transfer students will be granted credit as advised by the Louisiana State Board of Cosmetology. The number of transfer hours accepted will be at the discretion of the administration. Tuition and fees will be adjusted accordingly.

Students transferring out of Denham Springs Beauty College must notify the administration, complete required paperwork, and pay any tuition and fees in accordance with the student's contract. The administration will notify the Louisiana State Board of Cosmetology when the student has fulfilled the contractual agreement.

RE-ENROLLMENT

Students who withdrew or were terminated prior to course completion may apply for re-enrollment. The student must follow the same application process as newly enrolling students. Re-enrollment is not guaranteed and will be reviewed on a case-by-case basis. If accepted, students re-enrolling will be charged at the current tuition rate for the remaining hours and for any hours that were not paid for during the previous enrollment.

The student will re-enter in the same academic standing as when the student withdrew, which may affect the student's eligibility for financial aid. The administration will determine at which phase of the course the student will re-enter. The number of hours and progress during the prior enrollment as well as length of time elapsed since last attendance will determine if the student will be required to repeat any phase of the course.

Students re-entering the school more than six months after withdrawing will be charged at the current tuition rates for any remaining hours. Tuition paid during the first period of enrollment will be credited to their account.

HOURS OF OPERATION

Denham Springs Beauty College operates on a 12-month basis with new classes starting every ten weeks. The cosmetology course is offered on a full-time day-time basis.

School hours are:

Tuesday – Friday, 9:00 am to 3:00 pm

Saturday, 8:00 am to 12:00 pm

Holidays and class start dates are listed on the academic calendar. The dates of the holidays are decided at the discretion of the administration.

INCLEMENT WEATHER

In the event of school closure due to inclement weather, the school will send a text and email, notify local television stations of such closure and post a notice on the school's Facebook page. The administration will attempt to give as much advance warning as is possible. Each student's contract end date will be adjusted accordingly.

ACADEMIC CALENDAR: 2022-2023

August 9, 2022	August class begins
October 18, 2022	October class begins
November 24-26, 2022	Closed: Thanksgiving Holidays
November 29, 2022	Classes resume
December 22-24, 2022	Closed: Christmas Holidays
December 27, 2022	Classes resume
December 31, 2022	Closed: New Year's Eve
January 3, 2023	Classes resume
January 3, 2023	January class begins
March 14, 2023	March class begins
May 23, 2023	May class begins
July 1-10, 2023	Closed: Summer break
July 11, 2023	Classes resume

TUITION

Denham Springs Beauty College currently offers a 1,500 clock hour cosmetology course. The course includes both theory and practical. The school has a fully functional student clinic providing students the opportunity to practice their skills in a salon-like atmosphere.

Tuition and fees are as follows:

Non-refundable	
Application fee	\$100.00
Chromebook, MindTap	500.00
Kit	1,000.00
Tuition	<u>15,000.00</u>
Total	\$16,600.00

Clock hours required 1,500 hours

All tuition/fees paid by 1,300 hours

The application fee is non-refundable and will be applied to a class up to six months after the initial application. The school accepts cash, personal checks and money orders. Once issued, kit items, chromebook, and MindTap are the responsibility of the student and are non-refundable. Students who wish to purchase kit items, Chromebook/computer, or MindTap themselves should notify the Financial Aid Advisor during the enrollment process and those fees will be adjusted.

All monies owed to the school must be paid by 1,300 hours. Failure to pay all tuition and fees by the time the student reaches the listed number of hours may result in suspension until the balance is paid.

Students exceeding the contractual time limit for the course will be charged an additional \$25 per day for each day the school is open, regardless of the student's attendance, until the student completes the required hours. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the administration will make a fair and reasonable settlement.

Other Fees:

Students are responsible for paying the following exam fees:

LA State Board of Cosmetology theory exam fee	\$83.00 (paid online to testing company)
Theory exam retake fee	\$83.00
LA State Board of Cosmetology practical exam fee, State laws, and initial license	\$75.00 (paid to LSBC – money orders only)
Practical exam retake fee	\$25.00

FINANCIAL AID

Denham Springs Beauty College provides several financial options for its students. The school currently participates in the Title IV program offering PELL grants, Parent PLUS loans, and federal student loans to qualifying students. Students can fill out the FAFSA application form online at www.studentaid.gov. Please contact the Financial Aid Advisor at 225-665-6188 for more information on financial aid.

1. PELL grant: This grant is awarded to students with financial need and does not have to be repaid. The amount of your Federal PELL Grant depends on your cost of attendance, expected family contribution, enrollment status and whether you attend for a full academic year or less. Students may apply online at www.studentaid.gov. Grants are disbursed by payment period as the student maintains satisfactory progress. Please refer to the section on Satisfactory Academic Progress for more details.
2. Federal Direct Student Loans: Students who need additional financial assistance for tuition may apply for a student loan. Student loans are borrowed money that must be repaid with interest. Students may apply online at www.studentaid.gov. There are two types of student loans:
 - Direct Subsidized Loans – loans that are made to eligible undergraduate students who demonstrate financial need to help cover the costs of college.
 - Direct Unsubsidized Loans – loans that are made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.

Loan payments are disbursed directly to the school by payment period as the student maintains satisfactory academic progress. Please refer to the section on Satisfactory Academic Progress for more details. The school does not recommend or endorse any lenders. There are several repayment options available for students when they begin repayment six months after completion of school or from the date of withdrawal.

The National Student Loan Data System (NSLDS) is the Department of Education's central database for student aid. Student financial aid information is submitted to the NSLDS. The information is accessible by guaranty agencies, lenders, and institutions as authorized users of the data system. Student borrowers may access information about a student loan at www.nsls.ed.gov.

In compliance with Louisiana revised statutes 37:2951: Before occupational licensing boards may issue a license to a new or renewal applicant, the board must verify with the Louisiana Office of Student Financial Assistance whether an applicant for licensure has defaulted on a student loan.

3. Parent PLUS Loans: These are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify. This is a loan in the parent's name that is to be repaid with interest.

Loan payments are disbursed directly to the school by payment period as the student maintains satisfactory progress. Please refer to the section on Satisfactory Academic Progress for more

details. This is also a federally funded loan in which repayment begins six months after the student completes school or from the date of withdrawal. Parents may apply online at www.studentaid.gov

4. TOPS and TOPS TECH: TOPS is a program of state scholarships for Louisiana residents who attend one of the Louisiana public colleges and universities, schools that are a part of the Louisiana Community and Technical College System, approved Proprietary and Cosmetology schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities. Eligibility for this scholarship is not based on financial need but is based on academic criteria established by LOFSA.

Students who have qualified for TOPS or TOPS TECH may apply those funds toward payment of tuition. These payments are disbursed quarterly directly to the school as the student maintains satisfactory academic progress. Please refer to the section on Satisfactory Academic Progress for more details. A student must be enrolled on the following dates of each academic year to receive TOPS payments: March 1, June 1, September 1, and December 1. TOPS payments are requested after enrollment and SAP have been verified for each quarter.

5. Private education loans: Denham Springs Beauty College does not offer any private education loans.
6. LEAP and SLEAP: The school also offers the LEAP and SLEAP grants provided by the State of Louisiana. The school is an approved institution providing educational services to students qualifying for assistance from the Louisiana Rehabilitation Services.

All required documentation necessary for complete processing of a student's financial aid must be turned in within 30 days of enrolling. Failure to provide required paperwork or not providing it on time will result in the student not receiving any aid. These students will have to make arrangements for payment of all fees and tuition or take a leave of absence until payment is made. It is the student's responsibility to ensure that all paperwork is completed in a timely manner. The school currently uses a third-party servicer, Deborah John and Associates, to process federal funds.

Cash Payments

Students who do not qualify for any type of assistance or choose to pay all of the tuition are required to make monthly payments to the school, unless other arrangements have been made. Payments must be made between the 1st and 10th of each month. Failure to make a payment may result in suspension until the student can resume monthly payments. All monies owed by the student must be paid in full by the time the student reaches 1,300 hours. Failure to pay all tuition and fees by these hours may result in the student taking a leave of absence until all tuition and fees are paid.

Entrance/Exit Counseling

Direct loan recipients will be advised of their rights and responsibilities with regard to their student loans. Entrance counseling must be done prior to disbursement of loan payments and can be done at the time of signing the master promissory note. The master promissory note and entrance counseling can be done at the student loan website, www.studentaid.gov or you can download the MystudentAid app.

Upon graduation or withdrawal, student loan recipients will also be required to complete exit counseling where they will be advised of repayment options, default consequences, debt management and other issues.

A sample loan repayment table from the Dept. of Education's Direct Loan Entrance Counseling Guide is listed below.

Sample Monthly Payment Amounts for Direct Program Loans												
Traditional Repayment Plans												
Initial Debt	Non-Consolidation Standard			Consolidation Standard			Extended Fixed					
	Monthly	Years ¹	Total	Monthly	Years	Total	Monthly	Years	Total			
\$5,000	\$53	10	\$6,364	\$53	10	\$6,364	N/A	N/A	N/A			
\$10,000	\$106	10	\$12,728	\$79	15	\$14,234	N/A	N/A	N/A			
\$25,000	\$265	10	\$31,820	\$165	20	\$39,597	N/A	N/A	N/A			
\$50,000	\$530	10	\$63,639	\$292	25	\$87,689	\$292	25	\$87,689			
\$100,000	\$1,061	10	\$127,279	\$537	30	\$193,256	\$585	25	\$175,377			
Initial Debt	Non-Consolidation Graduated				Consolidation Graduated				Extended Graduated			
	Initial	Final	Years	Total	Initial	Final	Years	Total	Initial	Final	Years	Total
\$5,000	\$30	\$90	10	\$6,715	\$30	\$90	10	\$6,715	N/A	N/A	N/A	N/A
\$10,000	\$60	\$180	10	\$13,431	\$48	\$144	15	\$15,306	N/A	N/A	N/A	N/A
\$25,000	\$150	\$450	10	\$33,578	\$129	\$227	20	\$41,684	N/A	N/A	N/A	N/A
\$50,000	\$300	\$900	10	\$67,157	\$234	\$410	25	\$93,104	\$234	\$410	25	\$93,104
\$100,000	\$600	\$1,800	10	\$134,313	\$430	\$753	30	\$207,886	\$467	\$820	25	\$186,207

Academic Year/Award Year

Financial aid is awarded by academic year. An academic year is defined as July 1 of a year to June 30 of the next year. An academic year for clock hour programs is defined as 900 clock hours and 35 weeks. Since the cosmetology course is 1,500 clock hours, a student will attend 1 full academic year (900 hours/35 weeks) and a partial academic year (600 hours/23 weeks). Thus, students will apply for financial aid twice. When completing the FAFSA, the award is calculated on a full academic year. The total amount of award a student will receive will be based on one full academic year from one FAFSA and one partial academic year from the other FAFSA. The academic year and financial aid award will vary for transfer and re-enrolling students based upon the number of hours needed to complete the course.

Verification

The Department of Education selects some financial aid applicants for verification. This is a process to verify the student's and parent's information on the financial aid application. Students will be notified if they are selected for verification and will be informed of the required documentation. The required documentation includes, but is not limited to, federal tax returns and a verification worksheet provided by the school. All documentation must be accurately verified before federal funds can be disbursed. Students who fail to provide the required documentation will not receive federal funds and will have to make payment arrangements. Deadlines may apply so it is important to provide the documentation promptly when notified.

Disbursements of Title IV Funds

A student must maintain satisfactory progress to continue receiving federal funds such as PELL or direct loans (Title IV). Please see the Satisfactory Academic Progress policy for more details. PELL grants, direct student loans, and PLUS loans are disbursed by payment period as the student maintains satisfactory academic progress. The payments are divided into 4 payment periods: 1-450 hours, 451-900 hours, 901-1,200 hours, and 1,201-1,500 hours. Payment periods for transfer and re-enrolling students will be determined by the number of hours needed to complete the course.

RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

The student has the right to receive information on financial assistance available, including information on all federal, state, local, private, and institutional financial aid programs. The student has the right to receive information on how the school selects financial aid recipients. The student has the right to information concerning procedures and deadlines for submitting applications for each available financial aid program. The student has the right to information on how the school determines whether a student is making satisfactory progress, and what happens if the student is not making satisfactory progress. The student has the right to information concerning the location, hours, and counseling procedures of the school's financial aid office.

The student has the right to know the school's refund policy. Students receiving Title IV funds will have refunds calculated by the Return to Title IV Funds regulations. Any funds exceeding the cost of institutional fees will be refunded to the student within 14 days of the date the credit balance occurred on the student's account. Please refer to the section on the Refund Policy for more information.

The student bears the responsibility to complete the Free Application for Federal Student Aid correctly and truthfully to insure proper processing of information. Students are encouraged to examine the financial aid application to discuss their eligibility with the school administration or financial aid officer at any time. Students must maintain satisfactory academic progress in order to receive federal aid. Please see the Satisfactory Academic Progress policy for more information.

FINANCIAL AID DISCLOSURES

During the 19/20 academic year, 31% of first-time students received PELL grants and 35 of 19/20 graduates completed with federal student loans debt with an average loan debt of \$4,827. 21% of our 17/18 graduates completed within 100% of the scheduled time and 78% completed within 150% of scheduled time. A student must have almost perfect attendance in order to complete within 100% of the scheduled time. If a student takes a leave of absence at any point during the program, they are considered to not have finished within 100% of the scheduled time. The job placement rate for cosmetology students who had taken and passed the licensure exam was 88%.

Fall 2019 Enrollment:

99% female 1% male

94% White/Caucasian 3% African American 0% Hispanic 1% Asian 1% 2 or more races

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. Data related to our school, as well as those across the nation, can be found at nces.ed.gov/collegenavigator.com.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school, with the exception of a non-refundable application fee in the amount of \$100.00. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, with the exception of the non-refundable application fee, even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$100 (not to exceed 15% of the contract price of the program) will be made.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 10%	10%
10.1% to 25%	50%
25.1% to 49%	75%
50% or more	100%

Any monies due the applicant or student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

Students who withdraw or terminate prior to course completion are charged an administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g.: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

When a student withdraws, the institutional refund policy will apply to determine the amount earned by the school and owed by the student. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Student Loan Program; second to subsidized Federal Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable

program. Any post-withdrawal disbursements will be applied to outstanding institutional charges first. If a credit balance is created after institutional charges have been paid, the student will have the option to return those funds to the applicable program or receive a refund check.

ATTENDANCE

Regular attendance is necessary for maximum benefit of the course. Denham Springs Beauty College offers courses on a full-time, day-time basis only. The school is open 26 hours per week.

School hours: 9:00 am – 3:00 pm Tuesday – Friday
8:00 am – 12:00 pm Saturday

Time allowed to complete the course

Students can complete 1,500 hours in 58 weeks attending 26 hours per week. Students are allowed up to 62 weeks to complete the course which includes 104 hours of excused absences. The time allowed to complete the program for transfer or re-enrolling students will be based upon the number of hours needed to complete the program.

Students will be evaluated for Satisfactory Academic Progress at the end of each payment period: 1-450 hours, 451-900 hours, 901-1,200 hours, and 1,201-1,500 hours. Payment periods will vary for transfer or re-enrolling students based upon the number of hours needed to complete the course.

Overtime Charges

A student's contract graduation date is included in the student's contract. Failure to complete the course by the contracted end date will result in overtime fees of \$25 per day past the contract graduation date that the school is open, regardless of the student's attendance, and may result in dismissal from school. Holidays and scheduled breaks are factored into the calculation of the contract end date. If the school closes due to weather or other emergency, the contract end date will be adjusted accordingly.

Clocking Procedures

Students are required to clock in and out in order to receive hours for the day. Students must be in school uniform in order to clock in. Students can begin clocking in at 8:45 am Tuesday – Friday and 7:45 am Saturday with the deadline for clocking in being 9:00:00 am Tuesday – Friday and 8:00:00 am Saturday. Students are to be in their assigned area once clocked in.

The maximum number of hours a student can accumulate is 26 hours per week. Due to the restriction upon the number of hours a student may accrue in a week, the time clock begins calculating time no earlier than 9:00 am Tuesday-Friday and 8:00 am Saturday, as well as stops at 3:00 pm Tuesday – Friday and 12:00 pm Saturday. Students receive credit for actual hours/minutes clocked. The time clock does not round up/down. Students must clock out for 30 minutes for lunch. If the student is clocked out for less than 30 minutes, the time clock will automatically adjust their time for 30 minutes.

A student must clock out any time s/he leaves the school grounds. Failure to do so may result in disciplinary action or dismissal from school. If it is discovered that a student is clocked in and has left school grounds, s/he will be clocked out and will not be allowed to return for the remainder of the day. Students are not allowed to sit in their cars while clocked in. A student must submit a correction notice approved by their instructor if s/he fails to clock in/out correctly.

Absenteeism and Tardies

In the event of absence or tardy, students are required to call the school by 9:00 am Tues-Friday and 8:00 am Saturday and speak to his/her instructor. Students are not to send messages through other students.

A student may be allowed to clock in late due to an emergency if the student has called in by the times listed above. Students are to request permission for late arrival by 11:00 am for medical appointments, court appearances, or other verifiable appointments and provide a written excuse prior to clocking in. Students are to enter class quietly and discreetly.

Students are issued up to 15 late passes allowing them to clock in up to 15 minutes after the clock-in deadline. The number of late passes for re-rolling or transfer students will be adjusted based upon the number of contracted hours. Students will not be allowed to clock in late after all late passes have been used.

Excessive absences may result in a student having to repeat a phase of the course. Students are required to provide a valid excuse for absences, i.e. doctor excuse. Students are expected take tests and turn in assignments when due and may receive a grade of zero for a test or an assignment if the student is absent on the due date. Students may make arrangements with the instructor to turn in an assignment or take a test early.

Providing a doctor's excuse, etc. for absences does not extend a student's contract graduation date. Time has been built into the contracted graduation date to allow for an occasional absence for illness or doctor's appointments. Exceeding the contract graduation date will result in overtime charges.

A student who is absent for 10 consecutive school days, without an approved leave of absence, will be dropped from the course. An administrative fee of \$100 will be charged and the refund policy will be applied. Students who are terminated may not be allowed to re-enroll.

Bereavement

The school will grant three days of unscheduled/approved absence to a student who provides documentation of the death of an immediate family member. An immediate family member is defined as a parent, spouse, child, grandchild, sibling, or grandparent.

Lunch and Breaks

Students are allowed one 10-minute break each morning and one 10-minute break each afternoon. Students are required to clock out for a 30-minute lunch break Tuesday-Friday. Leaving to pick up lunch, eating lunch, and cleaning up are all to be done within 30 minutes. Students are required to be completely finished with lunch by the end of the 30-minute break. If a student does not clock out for the full 30 minutes, the time clock will automatically adjust a student's lunch break for 30 minutes. If a student fails to clock out for lunch, 30 minutes will be deducted and it will be counted as a correction to the student's time. Students who fail to return from lunch on time will not be allowed to clock in for the remainder of the day. The 30-minute lunch break will be deducted regardless of the time the student clocks in at the beginning of the day or clocks out at the end of the day.

SATISFACTORY ACADEMIC PROGRESS

Students are evaluated at the end of each payment period as defined by the Department of Education. The SAP policy is consistently applied to all students. The typical payment periods are 1-450 hours, 451-900 hours, 901-1,200 hours and 1,201-1,500 hours. The payment periods may vary for transfer or re-enrolling students based upon the number of hours needed to complete the course.

In order to be considered making satisfactory academic progress, a student must:

- Maintain at least 85% attendance
- Maintain at least 70% grade average
- Complete the program within the maximum allowable time frame

SAP Warning

Students will be evaluated at the end of each payment period. A student failing to meet the minimum requirements by the end of a payment period will be placed on SAP warning. A student who is placed on SAP warning will continue to be eligible for Title IV funds during the warning period. The student will have until the end of the next payment period to meet the satisfactory academic progress requirements. If the student meets the minimum requirements, s/he will be removed from SAP warning.

Students failing to meet the minimum requirements at the end of the SAP warning period may file an appeal as described in the SAP Appeal section. Failure to improve attendance and/or grades to satisfactory by the end of the SAP warning period will result in loss of eligibility to receive Title IV funds. A student cannot receive two consecutive SAP warnings.

If the student's attendance is below the minimum required percentage at the end of a payment period and it will be physically impossible to improve attendance to the minimum requirement by the end of the next payment period, there will be no SAP warning period and the student will lose eligibility for Title IV funds. The student may file an appeal as described in "SAP Appeal Process."

SAP Appeal Process

If a student fails to make satisfactory academic progress at the end of the SAP Warning period or if it will be physically impossible to improve attendance to the minimum requirements (as described above), the student will be notified and may appeal the determination that s/he is not making satisfactory progress. The student must submit to the director a written appeal with necessary documentation within 14 calendar days of the date the student was notified. A student must have a legitimate reason or extenuating circumstances that resulted in the student's inability to maintain satisfactory progress. Extenuating circumstances include but are not limited to: lengthy illness/injury of the student, excessive absences to care for an ailing family member, death of immediate family member, or other mitigating circumstances. The student must provide valid documentation verifying the extenuating circumstances. The student must also provide an explanation as to what has changed in the student's circumstances that will allow the student to demonstrate SAP at the next evaluation.

Only one appeal is allowed during a student's attendance. If the appeal is approved, the student will be placed on SAP probation. If a student is denied the appeal, s/he will be notified in writing. The student will be advised of the reason and counseled on how to return to satisfactory progress or may be dismissed from school. Failure to file an appeal or to file it within 14 days may result in dismissal from school.

SAP Probation

If a student successfully appeals the unsatisfactory SAP, the student will be placed on SAP probation and will be eligible for Title IV funds for the probationary period. The student will be advised of the probationary status and counseled as to the requirements to return to satisfactory progress. The student may be placed on an academic plan and the conditions for meeting SAP will be specified. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Failure to improve attendance and/or grades to satisfactory by the end of the SAP probation period will result in loss of eligibility for any remaining Title IV funds and may result in dismissal from school.

Course Interruptions, Incompletes, withdrawals, Re-Enrollment

A student returning to school after an approved leave of absence will be considered to have the same attendance status s/he had on the last date of attendance. Authorized leave of absences will have no bearing whatsoever on the student attendance or academic progress.

Students who withdraw prior to course completion and wish to re-enroll will return to the program in the same SAP status in which s/he left (if on warning, will return on warning; if on probation, will be on probation) until the next evaluation period. Eligibility for Title IV funds will be determined by the SAP status upon re-enrolling.

Generally, students who re-enroll needing 900 hours or less will have their attendance divided into two payment periods, i.e. 1-450 and 451-900 or 1-250 and 251-500. There is no SAP warning period granted to re-enrolling students with 900 hours or less due to the shortened length of the course and limited number of evaluation periods. If at the end of the first payment period the student has not made satisfactory academic progress, the student may file an appeal as described under "SAP Appeal Process."

Transfer Students

A transfer student is treated as if s/he is a new student with regard to SAP. Based upon the number of transfer hours accepted, the length of the payment periods may be shorter. For example, if a student transfers 900 hours from another school and will only complete 600 hours at DSBC, the payment periods may be 1-300 hours and 301-600. There is no SAP warning period granted to transfer students with 900 hours or less due to the shortened length of the course and limited number of evaluation periods. If at the end of the first payment period the student has not made satisfactory academic progress, the student may file an SAP appeal as described under "SAP Appeal Process."

Maximum Time Frame

Students are expected to complete the course within 118% of the program length, which is 68 weeks of attendance. A student with perfect attendance 26 hours per week can complete the course in 58 weeks of attendance. The maximum time frame for transfer students or re-enrolling students will be based upon 118% of the contracted hours (minimum 85% attendance requirement). Students failing to complete the course within the maximum time frame will lose eligibility for financial aid. Students may complete the course on a cash-pay basis. Students failing to complete the program within the maximum time frame may file an appeal as described in "SAP Appeal Process."

GRADING SCALE

90-100	A
80-89	B
70-79	C
Below 70	failing

TEXTBOOKS

MindTap Milady's Standard Cosmetology, 13th edition.; ISBN-13: 978-1-305-63202-8: list price \$257.95

APPROVED CURRICULUM

Anatomy and Physiology	50 hours
Bacteriology and Sanitation	100 hours
Dermatology of Skin and Scalp	125 hours
Scalp Treatments	50 hours
Hair Dressing, Pressing, Thermal wave, Wigs	150 hours
Permanent Waving, Relaxing	160 hours
Facials, Make-up, Waxing	75 hours
Contour Shaping	75 hours
Manicuring and Pedicuring	60 hours
Facial Massage	35 hours
Shampooing and Rinsing	50 hours
Color/ Highlighting, Chemistry	200 hours
Fingerwaves, pincurls, combout	250 hours
Hair Styling	65 hours
Salon Management	20 hours
Safety, State Board Regulations	<u>10 hours</u>
TOTAL HOURS	1,500 hours

COSMETOLOGY COURSE OBJECTIVES

We use the Milady Standard Cosmetology curriculum exclusively for the cosmetology course. We have adopted the objectives that are listed in the Milady Standard Cosmetology Curriculum Guide.

Upon completion of the cosmetology course, a graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for the value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decision, and procedures.

DRESS CODE

The Louisiana State Board of Cosmetology requires that all cosmetology schools have an established dress code. The dress code for Denham Springs Beauty College is as follows:

1. Each student must be in proper dress or forfeit hours for the day.
2. Students must have hair and makeup done prior to entering the building.
3. Students are to maintain a professional image.
4. Students are to wear solid black scrubs from Design Resources in Baton Rouge with the school logo monogrammed.
5. Skirts or dresses are allowed and must be to the knee or longer and solid black.
6. All jackets, sweaters, undershirts, etc. must be solid black. Jackets from Design Resources are preferred.
7. Shoes must be completely enclosed and completely black. White soles with white logo and white shoe strings are acceptable.
8. Solid black socks or panty hose are required.
9. ID badges are to be worn at all times, must be in good condition, and cannot be modified. There is a fee for replacing lost or damaged ID's.

KIT, SUPPLIES AND STATIONS

Each student must report to school with his/her books, kit, and supplies. The school is not responsible for kits/supplies once they are issued. All supplies should be marked clearly with the student's name. Students are responsible for replacing lost or broken equipment. Kits and supplies should be locked in a station or locker when the student is not at school. Students are required to take their kit with them during a leave of absence. Each student is responsible for keeping his/her station and work area clean at all times.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. A student should submit to the administration a written request that identifies the records the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the administration, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the administration will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure with consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials; a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The school may share information with parents without the student's consent under the circumstances listed below:

1. The School may disclose education records to parents if the student is a dependent for income tax purposes;
2. The School may disclose education records to parents if a health or safety emergency involves their son or daughter;
3. The school may inform parents if the student who is under 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance;
4. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

The school may disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place birth, honors and awards, and dates of attendance. The parent or student must notify the school in writing if they do not want this information disclosed.

The administration takes the privacy and security of student information seriously and has taken steps to ensure that records are secure, whether physical files or digital files. More information regarding the security of the technical infrastructure is available in the Physical Plant and Technical Infrastructure Plan as well as the Information Security Program. Copies are available upon request.

GRADUATION REQUIREMENTS

Students must complete all practical and theory course requirements and clock hours in order to graduate. Any student who does not complete all the theory and practical requirements but completes the required number of hours must fulfill those requirements before s/he is considered to have completed the course. Any student that must attend additional hours in order to complete all requirements will be charged an hourly fee. All tuition and fees must be paid before a student can graduate.

Students may take the theory portion of the state board licensure exam upon reaching 1,000 hours and completing all theory requirements. Students who have not completed all theory requirements by 1,000 hours may be required to take a leave of absence until those requirements are fulfilled.

ACADEMIC TRANSCRIPTS

Each student will be given an official transcript upon graduation at no charge. A transcript request must be submitted along with a \$10 money order for each additional transcript. Students who withdraw owing a balance to the school must pay the balance, complete the transcript request form and submit \$10 money order before a transcript will be issued.

LICENSURE

Licensure by the Louisiana State Board of Cosmetology is required for anyone providing cosmetology. The licensure exam is comprised of two parts – theory and practical. Cosmetology students can take the theory portion of the licensure exam upon completion of 1,000 clock hours and fulfilling certain requirements. The practical exam is taken after a student completes all 1,500 clock hours and has paid all tuition and fees.

To sign up for the theory portion of the licensure exam, a student must fill out an application to take the national theory exam and submit to the administration to be mailed to the LA State Board of Cosmetology. The student will be notified by email of the process of scheduling, choosing a testing center and paying for the exam. The student will be issued a Preliminary Results Letter with the exam score as soon as the exam is completed.

A student must complete all 1,500 clock hours and pay all tuition and fees in order to apply to take the practical portion of the licensure exam. A student must fill out an application and submit a money order for the exam fee made out to the LA State Board of Cosmetology. An instructor or administrator will mail the application and notify the student as soon as the school receives the test date. The State Board will notify the school of the results of the exam and mail the initial license to the school. Staff will notify the student of exam results and receipt of license. The State Board of Cosmetology has a “no call” policy for students: students are not to call the state board to inquire about testing dates or test results. All correspondence should be done through the school.

If a student fails any portion of the test, s/he must fill out a retake application and pay the applicable fee. Students will be charged an hourly fee if they require additional instruction for retakes. Students caught cheating will not be allowed to receive a license.

PLACEMENT

While the school does not guarantee employment after completion of a course, students are provided direction regarding employment. The school posts job openings as they are made aware of them. Students are provided instruction regarding employment opportunities, assistance in preparing resumes, and professional development.

COMPLETION, PLACEMENT AND LICENSURE STATISTICS

2019-2020 statistics:

- 100% of the students who took the licensure exam passed the exam administered by the Louisiana State Board of Cosmetology and received a license in 2019/2020.
- 100% of the licensed students have found jobs in the cosmetology field.
- Due to COVID-19, licensure testing was suspended and temporary permits were issued to students who had passed the theory portion of the licensure exam and completed the required hours. 24% of the employed graduates were issued temporary permits until the practical exam testing resumed.
- As of July 1, 2020, 8 graduates were waiting to take the licensure exam.

The retention rate for the 2018 cohort was 91%.

WITHDRAWAL PROCEDURE

Students withdrawing from the school must notify the administration to begin the official process. The student must fill out required paperwork, complete all exit paperwork, and pay all applicable fees and tuition.

The withdrawal process begins when the school becomes aware that the student has withdrawn. For a student that begins the official withdrawal process, the date of determination that the student is withdrawing would be the date the student began the official process or the date of the student's notification of intent to withdraw, whichever is later.

If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. The date of the institution's determination that the student withdrew is no later than 14 days after the student's last date of attendance. The student will be charged \$100 withdrawal fee.

In either situation described above, the school would then determine the amount of tuition owed by the student. Return to Title IV calculations would be done for Title IV recipients according to the Refund Policy. Please refer to the Refund Policy for further information regarding the percentage of tuition owed and the Return to Title IV calculations.

For any student that withdraws and re-enrolls more than six months after the withdrawal date, the tuition and conditions of the prior contract will have expired and the student will enroll according to the current contract, fees, tuition, conditions, etc. Any hours acquired will expire six years from the last date of attendance. Any unexpired hours accumulated from the prior enrollment may be applied to the required 1,500 hours. Upon re-enrollment, the student will be charged at the current rate for any hours that were not paid for in the previous enrollment. Re-enrollment may be denied for a student who withdrew and is determined on a case-by-case basis.

LEAVE OF ABSENCE

Any student requesting a leave of absence must notify the administration in advance and complete the required paperwork. Students are allowed to take up to three leave of absences during their attendance. The minimum time frame for a leave of absence is 14 days. The total number of days of the leave of absences cannot exceed 180 days in any 12 month period. Any student exceeding 180 days will be dropped from enrollment. The student may apply to re-enroll. If approved the student will follow the policy for re-enrollment and will be in a new payment period for Financial Aid purposes.

An approved leave of absence is considered a temporary interruption in attendance. The student's contract end date will be adjusted accordingly. A leave of absence is not retroactive and will begin the date the student notifies the administration and completes the necessary paperwork. Approval of a leave of absence by telephone will be allowed only in the case of an emergency. Students are to take their kit and books with them while on a leave of absence. The school is not responsible for any items left at the school while a student is on a leave of absence.

A student who fails to return by the scheduled return date will be terminated the day following the expected return date. The last date of attendance will be the beginning date of the grace period for student loan recipients who do not return from leave. The leave of absence does not extend the grace period for these students.

STUDENT CLINIC

The school has a student clinic in which students provide services for the general public and is supervised by the Director of Education. This aspect of the education provides students with a valuable salon-like experience. Upon completion of the Basics classes, students will go through a Student Clinic Orientation and will begin offering salon services. The clinic experience equips students with the necessary skills to be successful in a salon. Denham Springs Beauty College is a vocational school with a large portion of the student's educational experience being in a work-like setting. Therefore, many days will feel like the student is at work. Students will have the responsibility much the same as a stylist in a salon – required to call in if unable to attend that day, required to perform clinic services as assigned, follow lunch/break schedule, maintain a clean and sanitary work area, etc. Failure or refusal to perform required services will result in disciplinary actions and possible termination.

PERSONAL SERVICES

Students are allowed to receive personal services with prior approval from their instructor on Tuesday, Wednesday, or Thursday. No personal services are allowed on Friday or Saturday. Students are required to pay for school products used for chemical services and must clock out for the entirety of the service.

CELL PHONE POLICY AND EAR BUDS

Cell phone use is prohibited during class and while in the student clinic. Failure to follow this policy may result in the student being asked to leave for the remainder of the day or a cell phone ban for that student. Students are allowed to use their cell phones while on break outside of the classroom and student clinic. The use of electronic devices during class is at the discretion of the instructor. Students are not to have earbuds in while in class or in the student clinic.

FOOD AND DRINK

In accordance with state regulations, eating and drinking are prohibited on the clinic floor. Students are allowed to have a soft drink or water in the classroom.

PROFESSIONAL CONDUCT

Students are expected to behave in a professional manner at all times. Misconduct and foul language will not be tolerated on the clinic floor or in the classroom. Any conflict between students or with any staff member is to be addressed professionally and discreetly. Students are expected to limit discussion regarding personal issues. Students are to keep their professional lives professional and their personal lives personal. Failure to follow this policy will result in disciplinary action and possible termination.

Students are not allowed to have visitors while on the clinic floor or during class. Students are not allowed to bring their children to school with them.

CHEATING

Cheating is not allowed under any circumstance. Students that are caught cheating will be subject to disciplinary action and possible termination.

SMOKING POLICY

Denham Springs Beauty College is a smoke-free campus. Smoking, using e-cigarettes, vaping, etc. are prohibited in the buildings and at any place on campus. Students must clock out and leave the school grounds in order to smoke.

UNLICENSED WORK

Students are authorized to work on clients while on school premises only and under the supervision of a licensed instructor. Students are not to provide any professional cosmetology services under any circumstance until licensed to do so.

Chapter 3, section 321 of the Louisiana Cosmetology Act

"A. Students. Students shall not be allowed to perform any professional cosmetology work for which the student does not possess a license, prior to completion of the curriculum, passing the examination administered by the board and receipt of an initial license. Any student found to be in violation of this rule will forfeit all hours completed in beauty school and any school knowingly permitting a serious violation of this Section shall be subject to suspension or revocation of its license.

B. Services. Students attending beauty school shall not provide cosmetology services whether for a fee or not in any licensed beauty salon or shop or in any premises which is not licensed unless the student possess a license to perform such services. This regulation applies even though the student's immediate family or the student themselves has an ownership interest in the beauty shop/salon in question, or jeopardy of the student losing a portion of or all their hours."

CAMPUS SECURITY

A safe campus environment is dependent upon the cooperation of students and staff. It is the responsibility of the students and staff to report a crime, suspicious activity or other emergencies on the campus to their instructor and/or administration. When making a report the following information should be provided:

1. Description of incident
2. Date, time and location of incident
3. Description of the persons or vehicles involved in the incident
4. Who else was notified regarding the incident

Upon receipt of the report, the administration will determine the appropriate response that may include disciplinary action against the offender(s) and/or notification of local law enforcement. Theft by any student or staff member will be reported to law enforcement and will result in termination.

The following criminal offenses were reported to Denham Springs Beauty College or the local police as having occurred on campus:

<u>Criminal Offenses</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
Murder	0	0	0
Rape	0	0	0
Sexual Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle	0	0	0
Hate Crimes*	0	0	0
Domestic violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

*Hate crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity, as prescribed by the Hate Crimes Statistics Act. (28 U.S.C. 534)

In addition to the above crimes, the following number of arrests were made during 2018/19:

Liquor law violations	0
Drug abuse violations	0
Weapons possessions	0

For the safety and security of our staff, students and customers, the campus is monitored by video cameras.

The health and safety of students, employees and clients is a priority and is discussed in more detail in the Campus Safety and Security Report. A copy of the handbook is available in the Financial Aid Office. Included in the handbook are policies related to crime awareness, prevention, and statistics, as well as procedures to report crime, how the reports are handled, and disciplinary actions that will be taken. The handbook also lists resources available to victims of crime.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency situation, the following procedures are to be utilized in order to initiate the appropriate and timely response.

1. The nature and specifics of the emergency should be given to an administrator or staff member.
2. In the event of the need to evacuate the building, administration and staff members will direct all students and clientele to the closest exit. Staff members are to check classrooms and restrooms for students/clients without jeopardizing their own safety and/or the safety of others
3. Students are asked to follow the directives of the school personnel and make sure they do not block access to the facility by emergency responders.
4. Students are required to stay with their classmates and supervising faculty member while the school is in an evacuated state.
5. The administration will follow the directives of the emergency responders.

POLICY ON ILLICIT DRUGS AND ALCOHOL

It is the policy of Denham Springs Beauty College to provide a program of substance abuse education that will further our efforts regarding the general health and safety of our employees and students. The objective of this program is to promote increased awareness about substance abuse and to maintain a learning institution free of drugs and alcohol.

Each employee and student is responsible for prohibition from illegal use, possession, sale, manufacturing or distribution of illicit drugs and alcohol while on the institution's property *or while involved in any of the institution's activities*. The school reserves the right to have inspections by law enforcement officials or drug dogs. Any person who is found to have illegal drugs or drug paraphernalia in their possession, whether in their station, locker, vehicle, or other personal belongings that are on the school property, will be turned over to the authorities for possible prosecution and will be terminated from school.

Any individual convicted of the unlawful possession, use, or distribution of illicit drugs or alcohol run a risk of various legal sanctions under local, state, and federal law. These sanctions include imprisonment, probationary periods, community service work programs, driver education programs, substance abuse programs, monetary penalties, and/or any combination of the above.

While the effects of illicit drugs and alcohol on the human body remain controversial, it is becoming more evident that many illnesses, health problems, and even fatalities are being linked to substance abuse. Studies have indicated that substance abuse can result in various damages to the liver, kidneys, heart, lungs, and brain. The abuse of drugs and alcohol may be linked to motor impairment, loss of memory, and impaired mental judgment. It can also affect the psychological aspect of the human body leading to depression, paranoia, abrupt personality changes and even suicide.

There are numerous community resources available for the counseling, treatment, and rehabilitation for any student or employee that may need those services. Below is a list of available programs:

1. Alcoholics Anonymous, 3955 Government Street, Baton Rouge, LA
2. TAU Program for Chemical Dependency, 8080 Margaret Ann Drive, Baton Rouge, LA
3. Denham Springs Addictive Disorders, 1318 Florida Blvd. SW, Denham Springs, LA

Violation of the above stated policy of the Denham Springs Beauty College on illicit drugs and alcohol will result in expulsion or termination of the student or employee. In addition, those in violation of this policy will be referred to the appropriate authorities for further prosecution.

The information below is from the website www.drugabuse.gov listing commonly abused drugs, street names and possible health effects.

Cocaine

Cocaine is a powerfully addictive drug made from the leaves of coca plant native to South America. Street names include blow, bump, C, candy, Charlie, coke, crack, flake, rick, snow, and toot. The common forms are white powder and whitish rock crystal and is snorted, smoked, or injected.

Short-term health consequences include narrowed blood vessels, enlarged pupils; increased body temperature, heart rate, blood pressure; abdominal pain and nausea; euphoria; insomnia, restlessness;

anxiety; erratic and violent behavior; panic attacks, paranoia, psychosis; heart attack; stroke; seizure; coma. Long-term health consequences include loss of sense of smell, nosebleeds, nasal damage, and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking. There is a risk of HIV, hepatitis, and other infectious diseases from shared needles. Pregnancy-related issues include premature delivery, low birth weight, deficits in self-regulation and attention in school-aged children prenatally exposed.

Heroin

Heroin is an opioid drug made from morphine; a natural substance extracted from the seed pod of the various opium poppy plant. Street names include brown sugar, china white, dope, H, horse, junk, skag, skunk, smack, and white horse. The common forms are white or brownish powder or black sticky substance known as “black tar heroin.” Heroin is injected, smoked, or snorted.

Short-term health consequences include euphoria; dry mouth; itching; nausea; vomiting; analgesia; slowed breathing and heart rate. Long-term health consequences include collapsed veins; abscesses; infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease. There is a risk of HIV, hepatitis, and other infectious diseases from shared needles. Pregnancy-related issues include miscarriage, low birth weight, neonatal abstinence syndrome.

Inhalants

Inhalants are solvents, aerosols and gases found in household products such as spray paints, markers, glues, and cleaning fluids; also, nitrites, which are prescription medications for chest pain. Street names include poppers, snappers, whippets, and laughing gas. The common forms are paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, lighter fluids, correction fluids, permanent markers, electronic cleaners and freeze sprays, glue, spray paint, hair or deodorant sprays, fabric protector sprays, aerosol computer cleaning products, vegetable oil sprays, butane lighters, propane tanks, whipped cream aerosol containers, refrigerant gasses, ether, chloroform halothane, and nitrous oxide. The substances are inhaled through the nose or mouth.

Short-term health consequences include confusion, nausea; slurred speech; lack of coordination; euphoria, dizziness; drowsiness; disinhibition; lightheadedness; hallucinations/delusions; headaches; sudden sniffing death due to heart failure; death from asphyxiation, suffocation, convulsions, or seizures; coma; or choking. Long-term health consequences include liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. Pregnancy-related issues include low birth weight, bone problems, delayed behavioral development due to brain problems, altered metabolism and body composition.

LSD

LSD is a hallucinogen manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. LSD is an abbreviation of the scientific name lysergic acid diethylamide. Street names include acid, blotter, blue heaven, cubes, microdot, and yellow sunshine. Common forms are tablet; capsule; clear liquid; small, decorated squares of absorbent paper to which liquid has been added. LSD is swallowed or absorbed through mouth tissues from paper squares.

Short-term health consequences include rapid emotional swings; distortion of a person’s ability to recognize reality, think rationally, or communicate with other; raised blood pressure, heart rate, body temperature; dizziness; loss of appetite; tremors; and enlarged pupils. Long-term health consequences

include frightening flashbacks, ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.

Marijuana (Cannabis)

Marijuana is made from the hemp plant, *Cannabis sativa*. The main psychoactive chemical in marijuana is delta-9-tetrahydrocannabinol, or THC. Street names include blunt, bud, dope, ganja, grass, green, herb, joint, Mary Jane, pot, reefer, sinsemilla, skunk, smoke, trees, and weed. The common forms of marijuana are greenish-gray mixture of dried, shredded leaves, stems, seeds, and/or flowers, resin or sticky, black liquid.

Short-term health consequences include enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; and anxiety. Long-term health consequences include mental health problems, chronic cough, frequent respiratory infections. In rare cases risk of recurrent episodes of severe nausea and vomiting. Pregnancy-related issues include babies born with problems with attention, memory and problem-solving.

MDMA (Ecstasy/Molly)

MDMA is a synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. MDMA is an abbreviation of the scientific name 3,4-methylenedioxy-methamphetamine. Street names include Adam, clarity, Eve, lover's speed, peace, and uppers. Common forms are colorful tablets with imprinted logos, capsules, powder, and liquid.

Short-term health consequences include lowered inhibition; enhanced sensory perception; increased heart rate and blood pressure; muscle tension; nausea; faintness; chills or sweating; sharp rise in body temperature leading to kidney failure or death. Long-term health consequences include long-lasting confusion, depression, problems with attention, memory and sleep, increased anxiety, impulsiveness, and less interest in sex.

Methamphetamine

Methamphetamine is an extremely addictive stimulant amphetamine drug. The street names include crank, chalk, crystal, fire, glass, go fat, ice, meth and speed. Common forms are white powder or pill; crystal meth looks like pieces of glass or shiny blue-white "rocks" of different sizes. Methamphetamine is swallowed, snorted, smoked, or injected.

The short-term health consequences include increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, or temperature; and irregular heartbeat. Long-term health consequences include anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problem (meth mouth), and intense itching leading to skin sores from scratching. There is a risk of HIV, hepatitis, and other infectious diseases from shared needles. Pregnancy-related consequences include premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; and heart and brain problems.

PCP

PCP is a dissociative drug developed as an intravenous anesthetic that has been discontinued due to serious adverse effects. Dissociative drugs are hallucinogens that cause the user to feel detached from reality. PCP is an abbreviation of the scientific name phencyclidine. Common street names include angel dust, boat, hog, love boat, and peace pill. The common forms are white or colored powder, tablet

or capsule, and clear liquid. PCP is injected, snorted, swallowed, or smoked (powder added to mint, parsley, oregano, or marijuana).

Short-term health consequences include delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, and anxiety. Low doses can cause slight increase in breathing rate, increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hand or feet; and problems with movement. High doses can cause nausea; vomiting; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; seizures, coma, and death.

Long-term health consequences include memory loss, problems with speech and thinking, loss of appetite, and anxiety. PCP has been linked to self-injury. There is a risk of HIV, hepatitis, and other infectious diseases from shared needles.

Synthetic Cannabinoids

Synthetic Cannabinoids are a wide variety of herbal mixtures containing man-made cannabinoid chemicals related to THC in marijuana but often much stronger and more dangerous. Sometimes misleadingly called "synthetic marijuana" and marketed as a "natural," "safe," legal alternative to marijuana. The street names include K2, spice, black mamba, bliss, Bombay blue, fake weed, fire, genie, moon rocks, skunk, smacked, Yucatan, and zohai. The common forms are dried, shredded plant material that looks like potpourri and is sometimes sold as incense. It is smoked or swallowed when brewed as a tea.

Short-term health consequences include increased heart rate; vomiting; agitation; confusion; hallucinations; anxiety; paranoia; and increased blood pressure. The use of synthetic cannabinoids has led to an increase in emergency room visits in some areas. The long-term health consequences are not known.

Synthetic Cathinones (Bath Salts)

Synthetic cathinones are an emerging family of drugs containing one or more synthetic chemicals related to cathinone, a stimulant found naturally in the khat plant. Examples of such chemicals include mephedrone, methylone and 3,4-methylenedioxypryovalerone (MDPV). Street names include bloom, cloud nine, cosmic blast, flakka, ivory wave, lunar wave, scarface, vanilla sky, and white lightning. The common forms of synthetic cathinones are white or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner, tablet, capsule or liquid. It is swallowed, snorted, or injected.

The short-term health consequences include increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; violent behavior; seating; nausea, vomiting; insomnia; irritability; dizziness; depression; panic attacks; reduced motor control; and cloudy thinking. The use of synthetic cathinones can result in death. There is a risk of HIV, hepatitis, and other infectious diseases from shared needles.

Tobacco

Tobacco is a plant grown for its leaves, which are dried and fermented before use. The common forms are cigarettes, cigars, bidis, hookahs, and smokeless tobacco such as snuff, spit tobacco and chew.

The short-term health consequences include increased blood pressure, breathing and heart rate. The long-term health consequences include greatly increased risk of cancer, especially lung cancer when

smoked and oral cancer when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; and pneumonia.

Alcohol

Ethyl alcohol, or ethanol is an intoxicating ingredient found in beer, wine and liquor. It is produced by the fermentation of yeast, sugars, and starches. Street names include booze, juice, sauce, and brew. The common forms are beer, wine, liquor, spirits, or malt beverages. It is ingested by drinking.

The short-term health consequences include injuries and risky behavior; including drunk driving and inappropriate sexual behavior; impaired judgement, coordination, and reflexes; slurred speech, and memory problems. Long-term health consequences include irregular heartbeat, stroke, high blood pressure; cirrhosis and fibrosis of the liver; mouth, throat, liver, and breast cancer. Pregnancy-related consequences include fetal alcohol spectrum disorders.

Louisiana Laws Regarding Controlled Substances

Controlled Dangerous Substance	Louisiana Revised Statue Number	Penalty For Possession	Penalty for Manufacture and/or Distribution
Marijuana (all parts of the cannabis plant)	R.S. 40:966	<p>1st Offense: up to 6 months in jail and/or up to a \$500.00 fine.</p> <p>2nd Offense: Imprisonment with or without hard labor for up to 5 years and/or up to a \$2000.00 fine.</p> <p>3rd Offense: Imprisonment with or without hard labor for up to 20 years.</p> <p>Large quantities: Imprisonment at hard labor for 5 - 40 years plus \$50,000 - \$1,000,000 fine.</p>	Imprisonment at hard labor for 5-30 years and a fine of up to \$50,000
Heroin or other narcotics listed in Schedule 1	R.S. 40:966	Imprisonment at hard labor for 4-10 years without probation or suspension of sentence and may pay a fine of up to \$5000.00	Imprisonment at hard labor for 5 - 50 years and may pay a fine of up to \$50,000.00
Ecstasy (MDMA)	R.S. 40:966	Imprisonment at hard labor for up to 10 years and may pay a fine of up to \$500.00	Imprisonment at hard labor for 5 - 30 years and may pay a fine of up to \$50,000.00
Hallucinogens (such as LSD, Mescaline, Peyote)	R.S. 40:966	Imprisonment at hard labor for not more than 10 years and may pay a fine of up to \$5000.00	Imprisonment at hard labor for 5 - 30 years and may pay a fine of up to \$50,000.00
Phencyclidine ("Angel Dust")	R.S. 40:966	Imprisonment with or without hard labor for 5 - 20 years and may pay a fine of up to \$5000.00	Imprisonment at hard labor for 5 - 30 years and may pay a fine of up to \$50,000.00
Opium, Opium derivatives & narcotics listed in Schedule II, e.g., Codeine & Morphine (excluding cocaine)	R.S. 40:967	Imprisonment with or without hard labor for up to 5 years and may pay a fine of up to \$5000.00	Imprisonment at hard labor for 2 - 30 years and may pay a fine of up to \$50,000.00

Cocaine (in any form)	R.S. 40:967	Imprisonment with or without hard labor for up to 5 years and may pay a fine of \$5,000. Increased penalties for large amounts.	Manufacturing: Imprisonment for 10 - 30 years and may be fined up to \$500,000. Distribution: Imprisonment for 2 - 30 years and may pay a fine up to \$50,000
Amphetamine, Methamphetamine or other stimulants listed in Schedule II	R.S. 40:967	Imprisonment with or without hard labor for 5 - 30 years and may pay a fine of up to \$600,000. Increased penalties for large amounts.	Manufacturing: Imprisonment at hard labor for 10-30 years and may pay a fine up to \$500,000.00. Distribution: Imprisonment for 2 – 30 years and fine up to \$50,000.
GHB (Gamma Hydroxybutyric Acid) and other depressants listed in Schedule II	R.S. 40:967	Imprisonment with or without hard labor for up to 5 years and may pay a fine of up to \$5000. Increased penalties for large amounts.	Imprisonment at hard labor for up to 10 years and may pay a fine of up to \$15,000
Any derivative of Barbituric Acid or other depressants listed in Schedule III	R.S. 40:968	Imprisonment with or without hard labor for up to 5 years and may pay a fine of up to \$5000	Imprisonment at hard labor for up to 10 years and may pay a fine of up to \$15,000
Phenobarbital (and other drugs listed in Schedule IV except Flunitrazepam)	R.S. 40:969	Imprisonment with or without hard labor for up to 5 years and may pay a fine of up to \$5000	Imprisonment at hard labor for up to 10 years and may pay a fine of up to \$15,000
Rohypnol (Flunitrazepam)	R.S 40:969	Imprisonment with or without hard labor for up to 10 years and may pay a fine of up to \$5000	Imprisonment at hard labor for up to 5-30 years and may pay a fine of up to \$50,000
Inhalants (model glue, paint thinner, etc.)	R.S. 14:93.1	Note: penalty is for the actual act of inhaling not simple possession. Imprisonment for up to 90 days and/or fined \$25 – \$100	

HARRASSMENT POLICY

It is the policy of Denham Springs Beauty College to ensure that all students and employees shall enjoy a safe work environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of the instructors, fellow students, or clients, whether in person, telephone, texting, written, or social media (Facebook, twitter, etc.). It is acknowledged that harassment, sexual or otherwise, is against the law and will not be tolerated by this organization. All complaints will be treated fairly and evenhandedly to prevent frivolous or malicious accusations.

Responsibilities of Student

1. Be sure beyond a reasonable doubt that the conduct you find offensive is discriminatory or harassing. Find witnesses or other substantiation.
2. Let the offending person(s) know you find the conduct offensive. If it does not stop or if it reoccurs, file a complaint with the director of the school.

Responsibilities of the Staff

1. Refrain from all forms of discrimination or harassment at all times.
2. If observing discriminatory or unreasonable conduct, ask the offending person(s) to stop immediately, explaining what the conduct is and how it offends.
3. If the conduct continues or recurs, file an official complaint with the director of the school.
4. The director will address the complaint by making a complete investigation and documenting the complaint and results of the investigation.
5. The investigators will make every reasonable effort to determine the facts and resolve the situation.

Sanctions

The organization has the right to apply any sanction or combination of sanctions to deal with unreasonable conduct or discrimination:

1. Counseling with the offender
2. Transfer
3. Probation with a warning of suspension or discharge for continuing or recurring offenses
4. Discharge for cause.

Definitions

These are terms that are likely to arise in connection with complaints of sexual or other forms of harassment.

Unreasonable conduct: Treating someone as if that person were inferior to you. This includes condescension (refusing to take someone seriously), verbal abuse (making negative or derogatory comments, profane/vulgar language), exclusion (overlooking or denying someone access to places, people, or information, especially when opportunities for advancement are involved), and tokenism, or “window dressing,” which consists of selecting one or few members of a group for very visible position.

Discrimination: Treating one employee or student differently merely on the basis of a protected characteristic, i.e., that person’s gender.

Harassment: Repeated, unwanted, or unwelcome verbalisms or behaviors of a sexist, racist, or ageist nature or with overtones related to a protected characteristic, e.g., sex, race, ethnicity, religion, age, disability, or military status.

Hostile Environment: Conduct that has the purpose or effect of unreasonable interfering with a person’s performance or creates an intimidating or offensive work environment.

Unwelcome Behavior: Conduct that the employee or student did not solicit or incite and that the employee or student regards as undesirable or offensive.

TITLE IX – SEXUAL HARRASSMENT POLICY

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. The statute states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.*

It is the goal of the administration to provide a safe environment for both students and employees that is free from discrimination or harassment based on sex. The 2020 amendments to Title IX define sexual harassment to include (but not limited to) certain types of unwelcome sexual conduct, sexual assault, dating violence, domestic violence, and stalking.

Sexual harassment is defined as conduct on the basis of sex which jeopardizes equal access to education and that satisfies one or more of the following:

- **Quid pro quo:** An employee of the institution offering aid, benefit, or service of the school in return for the individual's participation in unwelcome sexual conduct.
- **Unwelcome conduct:** Conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- **Sexual assault, dating violence, domestic violence, and stalking** as defined by under the Clery Act and the Violence Against Women Act.

Title IX further clarifies the stipulations of reporting be limited to:

- conduct that is alleged to have been perpetrated against a person in the United States;
- conduct that is alleged to have taken place on campus or within the institution's programs and activities; and
- at the time of filing or signing a formal complaint, the Complainant is participating in or attempting to participate in the institution's programs or activities.

Title IX also prohibits retaliation against any individual who reports discrimination or harassment, or who participates in an investigation or hearing into discrimination or harassment.

TITLE IX COORDINATOR

The Title IX Coordinator for the school is:

Shanna Forstall, Director of Education and Admissions
 923 Florida Blvd. SE
 Denham Springs, LA 70726
 225-665-6188
 shanna@dsbeautyschool.org

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest and oversees all Title IX processes. Any concerns that the Title IX Coordinator may be biased or have a conflict of interest should be directed to the Chief Administrative Officer. Reports of misconduct or discrimination committed by the Title IX Coordinator should also be directed to the Chief Administrative Officer.

All employees are considered Mandated Reporters of any knowledge they have that a student or employee is experiencing harassment, discrimination, and/or retaliation. Failure of a Mandated Reporter to report an incident of harassment or discrimination of which they become aware is a violation of the Title IX policy and can be subject to disciplinary action for failure to comply.

OVERVIEW OF THE TITLE IX PROCESS

1. Title IX Coordinator notified or complaint submitted
2. Supportive measures offered to complainant
3. Determination to proceed
4. Active investigation
5. Investigation Report completed and distributed to involved parties
6. Live hearing
7. Decision
8. Appeal

COMPLAINTS

Complaints or notice of alleged sexual harassment can be reported to the Title IX Coordinator by the alleged victim or a third party. The Title IX coordinator can be contacted in person, by mail, email, or phone. Complaints can be submitted during non-business hours by email or regular mail. Notice to the Title IX Coordinator constitutes actual knowledge and initiates the school's obligation to respond. Any person, not just the alleged victim, may report sex discrimination or harassment.

Any person wishing to file a formal complaint in person may fill out the institution's Title IX Formal Complaint form. The complaint must contain the complainant's actual or digital signature. If the complainant is not willing or able to sign the complaint, the Title IX Coordinator may sign the complaint in their stead. A person may make an anonymous complaint also. However, anonymous complaints may limit the school's ability to provide supportive measures.

The Title IX Coordinator will respect the complainant's wishes if they choose not to file a formal complaint. However, if the alleged victim chooses not to file a formal complaint, the Title IX coordinator may sign a formal complaint initiating the Title IX process if it is deemed necessary for protecting other students or employees.

Formal complaint allegations that do not meet the definition of sexual harassment or meet the reporting stipulations for Title IX will be dismissed for Title IX purposes. However, it may be deemed necessary to address the allegations under violation of other school policies.

SUPPORTIVE MEASURES

Upon notice of alleged harassment or discrimination, the Title IX Coordinator will promptly contact the complainant confidentially to offer appropriate and reasonable supportive measures. The Complainant has the option to notify police if the behavior warrants doing so. The complainant will be informed in writing of the supportive measures available and how to file a formal complaint if one has not already been filed. The Title IX Coordinator will respect the wishes of the complainant regarding supportive measures implemented.

Supportive measures are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The Title IX Coordinator will maintain

the privacy of the supportive measures, provided that privacy does not impair the school's ability to provide the supportive measures. Supportive measures may include:

- Referral to counseling, medical, and/or other healthcare services
- Visa and immigration assistance
- Student financial aid counseling
- Altering work arrangements for employees when possible
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Withdrawals or leaves of absence
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

DETERMINATION TO PROCEED

After notification of the allegations or a formal complaint is submitted, the Title IX Coordinator will determine if the allegations meet the criteria to proceed with an active investigation. The criteria to proceed are:

- The behavior impacted a person in the United States;
- Occurred while participating or attempting to participate in the institution's programs or activities; and/or
- the behavior meets the definition of sexual discrimination or sexual harassment.

Complaint meets the criteria

If the Title IX Coordinator determines the allegations meet the criteria:

- The Title IX Coordinator will assign an individual to investigate the complaint.
- The respondent is notified in writing of the complaint and informed of the process of the investigation.
- The respondent is offered supportive measures.
- Appropriate measures to minimize contact between the complainant and respondent may be taken by the institution when deemed necessary.
- Each party may have an advisor or advocate throughout the process.

Complaint does not meet the criteria

If the Title IX Coordinator determines that the allegations do NOT meet the criteria:

- The complaint will be dismissed.
- The Title IX Coordinator may determine the allegations should be addressed under another institutional policy.

Complaint Dismissal

The complaint may be dismissed for the following reasons:

- the complainant would like to withdraw the complaint and has notified the Title IX Coordinator in writing;
- the respondent is no longer enrolled or employed by the school;

- specific circumstances prevent the school from gathering evidence sufficient to reach a determination.

The Title IX Coordinator will send a written notification to all parties if a complaint is dismissed.

ACTIVE INVESTIGATION

The respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The assigned investigator will notify both parties in writing of the rights and options. The investigator will meet with each party separately and their respective advisors.

The investigator will interview witnesses separately. The investigator will collect evidence through interviews and review of documentation and materials. The burden of gathering evidence and burden of proof fall on the investigator. The investigator will maintain an unbiased approach during the investigation regarding each parties status as Complainant, Respondent or witness. Voluntary written consent must be given for the institution to access a party's medical, psychological, or other treatment records.

How long will it take?

All allegations are acted upon promptly once the Title IX Coordinator has received notice of a formal complaint. Complaints can take 60-90 business days to resolve, typically. There may be exceptions and extenuating circumstances that can cause a resolution to take longer. All parties involved will be notified in writing if there is a delay, cause of delay, and an estimate of the additional time needed.

Emergency Actions

The Investigator will conduct a risk analysis and may recommend emergency action to the Title IX Coordinator if there is an immediate threat to the physical health and safety of students or employees. Emergency actions may include temporary suspension, removal from the school premises, temporary leave of absence. The respondent will be notified in writing of the emergency action and has the right to challenge the emergency action immediately after such action. Failure to respond in a timely manner will result in objections to removal being waived. There is no appeal process for emergency removal decisions. Violation of an emergency removal will be grounds for discipline, including expulsion or termination.

The Title IX Coordinator will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to:

- Removing a student from a specific class
- Temporarily re-assigning an employee
- Restricting a student's or employee's access to or use of facilities or equipment
- Allowing a student to withdraw or take a leave of absence without financial penalty
- Authorizing an administrative leave for an employee

INVESTIGATION REPORT

Once the investigation has been completed, the investigator will write an Investigation Report that summarizes the investigation and includes all evidence. An electronic or hard copy of the report will be submitted to the Title IX Coordinator, complainant, respondent, and their advisors, if chosen. The parties will be given 10 days to respond to the document prior to finalizing the report.

The investigator must finalize the Investigation Report at least 10 days prior to a live hearing. The investigator will send an electronic or hard copy of the final Investigation Report to the parties and respective advisors.

PRIVACY

Every attempt will be made to protect the privacy of all individuals involved in a Title IX process. The identities of the complainant, respondent, witnesses, etc. will not be shared except as necessary and permitted under FERPA or by law. Only employees deemed necessary will have access to any written reports or correspondence. Parents/guardians will be contacted only when the health or safety of a student is at risk, preferably with the student being consulted before doing so.

LIVE HEARING

The complainant and respondent may choose an advisor for the hearing. If one is not chosen an advisor will be appointed. The Title IX Coordinator will notify the parties and advisors in writing of the date, time, and place of the live hearing. Prior to the hearing the parties will be advised of the specific procedures for the live hearing, including time limits, rebuttal, and cross-examination. The live hearing may be in a physical location or virtually.

The Title IX Coordinator will appoint a Hearing Officer to oversee the live hearing where parties can ask questions of each other and witnesses through their advisors. The Hearing Officer will examine the evidence, determine responsibility based on a preponderance of the evidence, and compose a Written Determination of Responsibility. The Hearing Officer will make an unbiased determination without regard to a person's status as Complainant, Respondent, or witness.

Cross-examination at a live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If requested, the parties may be located in separate rooms with technology enabling the parties to see and hear each other. Only relevant cross-examination and other questions may be asked of a party or witness. If a party or witness does not submit to cross-examination at the hearing, the Decision-maker may have to disregard any statement made by the party in reaching a determination.

The institution will implement rape shield protections for the Complainant to prevent irrelevant questions or evidence about a complainant's prior sexual behavior unless such information is offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

Equal opportunity will be given to both parties to present fact and expert witnesses and other inculpatory and exculpatory evidence. The institution will not prohibit parties from discussing the allegations or gather evidence. An audio or audiovisual recording or transcript will be created by the institution.

HEARING DECISION

The Written Determination of Responsibility report will be sent simultaneously to both parties along with information on how to file an appeal. If found responsible, sanctions will be imposed on the Respondent and remedies will be issued to the Complainant and Title IX Coordinator.

APPEAL

The Complainant or the Respondent may appeal the hearing officer's determination within 10 school days. The grounds for appeal are:

- Procedural irregularity that affected the outcome;
- New evidence not reasonably available that could affect the outcome;
- Conflict of interest or bias by the school's participants that affected the outcome.

Any party wishing to appeal must submit a completed Title IX appeal form to the Title IX Coordinator. The Title IX Coordinator will notify the other party of the appeal allowing them to submit a written response statement within 7 days. The Title IX Coordinator will appoint an appeal decision-maker who will review the evidence, make a determination using the preponderance of the evidence standard, and compose an Appeal Determination.

REMEDIES

If a Respondent is found responsible, the Hearing Officer will issue remedies for the Complainant. The remedies will maintain the Complainant's equal access to education and may include supportive measures. The remedies may also include sanctions imposed upon the Respondent.

SANCTIONS

The sanctions imposed on a Respondent found responsible for the alleged behavior will be determined by the Hearing Officer and may include, but not limited to, any of the following:

- Suspension
- Expulsion
- Termination, if employee
- Placed on a leave of absence for a specific time period or until the Complainant is no longer enrolled

FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action. Witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to disciplinary action.

REPORTING TIME LIMITATIONS

The current sexual harassment law in Louisiana will be the standard the institution will follow when addressing alleged sexual harassment or sexual discrimination. A sexual harassment claim in Louisiana must be brought within 18 months of the alleged event. However, if the Respondent is no longer subject to the institution's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. The Title IX Coordinator will offer supportive measures to the Complainant, which may include notifying law enforcement if the allegation warrants such notification, and the Complainant chooses to do so. The Title IX Coordinator will document the allegations for future reference and take any appropriate actions.

RETALIATION

Retaliation toward a person involved in any aspect of a Title IX complaint, allegation, investigation, hearing, or appeal should be reported immediately to the Title IX Coordinator and will be investigated promptly. The institution prohibits the retaliatory actions such as intimidation, threats, coercion, harassment, or discriminating against a person for the purpose of interfering with the person's involvement in the grievance process. Any person found to engage in retaliation will be subject to disciplinary action, including but not limited to suspension or expulsion/termination. The exercise of rights protected under the First Amendment does not constitute retaliation.

INFORMAL RESOLUTION

The Title IX Coordinator may offer the option of an informal resolution, such as mediation or restorative justice. Both parties must give voluntary, informed, written consent to attempt an informal resolution. Any party has the right to withdraw from the informal resolution prior to agreeing to a resolution and resume the grievance process for the formal complaint.

FEDERAL TIMELY WARNING OBLIGATIONS

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the institution must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to students or employees. The Complainant's identity will not be disclosed if a timely warning is issued.

TRAINING

The Title IX Coordinator and other individuals involved in the Title IX process, such as the investigator, decision-maker, and hearing officer are required to complete Title IX training. The training materials will be posted on the institution's website and made available for members of the public to inspect.

REPORTING CRIME STATISTICS

Under the *Clery Act* the institution is required to annually report crime statistics that occurred in the institution's Clery Geography in the following categories:

- Criminal Offenses: Criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault, including rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
- Hate crimes: any of the above-mentioned offenses and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias;
- VAWA offenses: any incidents of domestic violence, dating violence and stalking; and
- Arrest and Referrals for disciplinary action for weapons: carrying, possessing, etc. Law violations, drug abuse violations and liquor law violations.

The school will protect the confidentiality of victims and other necessary parties. When completing publicly available recordkeeping, including *Clery Act* reporting and disclosures, the school will not include any personally identifying information about the victim. Furthermore, the school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

Definitions of VAWA offenses:

Dating violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic violence: violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

Sexual assault: when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Consent: both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity.

BYSTANDER INTERVENTION

Safe and positive options for bystander intervention.

Bystander intervention involves a person who notices a problematic situation, takes on personal responsibility and takes action to intervene, with the goal of preventing the situation from escalating.

- Make your presence as a witness known.
- Move near the person being harassed.
- Ask the person being harassed if they want support.
- Pull in others to assist you.
- If possible, create distance or a barrier between the person being harassed and the harasser.
- Guide the person being harassed to a safer space/place.
- Follow up with the individual being harassed after the incident is over, see if they need anything else.

Risk reductions

Risk reduction refers to options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Know your sexual intentions and limits. You have the right to say “NO” to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.

Communicate with your partner. Do not assume that someone will “get the message” without you having to say anything. It’s okay to say “NO” to unwanted activities and important to give clear consent to activities in which you would like to engage. Avoid giving “mixed messages”.

Be clear up front about your limits in such situations.

Listen to your gut feelings.

- If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.
- If you feel you are being pressured or coerced into sexual activity, you have a right to state your feelings and leave the situation.
- If you are concerned about the other person becoming angry, it is okay to make up an excuse to leave or create time to get help.
- Attend large parties with friends you trust. Agree to “look out” for one another.
- Leave with the group, not alone.
- Avoid leaving with people that you don’t know very well.

- Attend a workshop on sexual assault risk reduction or take a self-defense course.

RESOURCES

[National Sexual Assault Hotline](#): National hotline, operated by [RAINN](#), that serves people affected by sexual violence. It automatically routes the caller to their nearest sexual assault service provider.

Hotline: 800.656.HOPE

[National Sexual Violence Resource Center](#): This site offers a wide variety of information relating to sexual violence including a large legal resource library.

[National Organization for Victim Assistance](#): Founded in 1975, NOVA is the oldest national victim assistance organization of its type in the United States as the recognized leader in this noble cause.

[National Online Resource Center on Violence Against Women](#): VAWnet, a project of the National Resource Center on Domestic Violence hosts a resource library home of thousands of materials on violence against women and related issues, with particular attention to its intersections with various forms of oppression.

[U.S. Department of Justice: National Sex Offender Public Website](#): NSOPW is the only U.S. government Website that links public state, territorial, and tribal sex offender registries from [one national search site](#).

[The National Center for Victims of Crime](#): The mission of the National Center for Victims of Crime is to forge a national commitment to help victims of crime rebuild their lives. They are dedicated to serving individuals, families, and communities harmed by crime.

[National Street Harassment Hotline](#): Created by Stop Street Harassment, Defend Yourself, and operated by RAINN, the National Street Harassment Hotline is a resource for those affected by gender-based street harassment. Support is available in English and Spanish: call 855.897.5910 or [chat online](#).

[Sex Offender Registry](#): A list of registered sex offenders in Denham Springs and Livingston Parish can be obtained at the Livingston Parish Sheriff's Office website [www.lpsso.org](#).

COMPLAINT PROCEDURE

Denham Springs Beauty College has a complaint procedure should students have concerns or complaints concerning an allegation that the institution acted inappropriately or did not act to investigate or correct charges of either (or both) mismanagement of Title IV funds and/or false or misleading advertising or recruitment of students who are candidates for Title IV funding. To the extent possible, students should seek a resolution of such matters through the institution's internal complaint procedure before involving others. Should the institution and respective governing board/agency/commission not be able to resolve the problem, the student should contact the Louisiana Postsecondary Review Commission at (504) 342-3986 and the accrediting commission of the Council on Occupational Education at (800) 917-2081; 7840 Roswell Rd, Bldg 300 Suite 325, Atlanta, GA 30350; www.council.org.

Steps in filing a complaint:

1. All complaints will initially be submitted to the Director of Education in writing on the Student Complaint Form provided by Denham Springs Beauty College. This form includes the student's name, complete address, social security number, telephone number and details of the complaint and requested resolution of the issue of complaint. The Director of Education will respond to the complaint within 15 working days of receipt of the form. If resolution or investigation will take longer than 15 working days, the student will be provided an interim reply.
2. If the response from the Director of Education does not resolve the issue satisfactorily, the student may then file the complaint with the owners of Denham Springs Beauty College. The owners will respond within 20 working days of receipt of the form with a final or interim reply.
3. If the response from the owners does not resolve the issue satisfactorily, the student may then contact the appropriate governing board or agency to address the issue. Should the institution or the respective governing board/agency/commission not be able to resolve the problem, the student should contact the Louisiana Postsecondary Review Commission at (504)342-2986 and the accrediting commission of the Council on Occupational Education at (800) 917-2081.
4. All students are assured by Denham Springs Beauty College that no retaliation or adverse action will be taken against any student for filing complaints. Furthermore, a person not directly involved in the alleged problem will make final determinations for those complaints filed.

INCENTIVE COMPENSATION

Employees of Denham Springs Beauty College are in no manner compensated for recruiting students.

COMMUNITY INVOLVEMENT

Denham Springs Beauty College has been a part of the Denham Springs community for 50 years. School staff members speak at career days at local schools, civic organizations and clubs. Stylists and salon owners regularly speak to the students regarding job openings. Local stylists have also taught classes and given demonstrations about current trends and techniques.

VOTER REGISTRATION

Voter registration information is available at www.sos.louisiana.gov. Voter registration forms are available in the Financial Aid Office.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. Unauthorized distribution of copyrighted material, including unauthorized per-to-peer file sharing, may subject the students to civil and criminal liabilities. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For detail, see Title 17, United States Code, 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov.

Any student or staff member who is found to have committed copyright infringement utilizing the school’s information technology system will receive disciplinary action or termination.

CONSTITUTION DAY

September 17 has been designated as Constitution Day. Denham Springs Beauty College celebrates Constitution Day on September 17 or the nearest school day. One of the many websites with more information about Constitution Day is www.constitutioncenter.org.

COMPENSATION AND PHYSICAL DEMANDS OF THE INDUSTRY

In order to be a successful cosmetologist, you must enjoy interacting with diverse people. You must be aware of your clients' preferences and respectful of any special needs they may have. You must be a good listener, possess the ability to follow instructions and have confidence in your talent, abilities and ideas.

Cosmetologists should be able to tolerate the long intervals of standing (as well as repeated bending) required to perform this work and exposure to the chemicals necessary for performing services in a salon. You must be comfortable in a team setting and understand what it takes to work with a group of peers toward a common goal.

You must also continue to work to develop your skill sets and build a clientele in order to grow and advance your career. This includes staying updated on the latest products and developing your sales techniques to recommend products and services that will meet your clients' needs and keep them coming back to you.

You should accept nothing less than optimum working conditions. The salon should be immaculate, well ventilated and adequately lit. You will share in the responsibility of keeping all areas, not just your personal workspace, neat and clean. And, you will be responsible for the proper sanitizing of all your tools and implements after each use. Be sure you fully understand the procedures and policies required by your employer. This includes but is not limited to schedule, education and training, record keeping, code of ethics, dress code, retail sales and sanitation.

Your job will most likely require the use of chemicals, many of them harsh. Be sure to receive adequate product knowledge and training in the proper use and application of all chemicals. Your job may also require you to stand for long periods of time. Be sure to learn how you can protect yourself from fatigue and other potential work-related injuries. The hours you will be required to work will, for the most part, depend on the needs of the business and applicable legal standards. Be sure you understand the requirements.

Cosmetologists and manicurists can become involved in competitions, photo shoots, trade show and industry platform presentations, educational presentations and more. Should you desire, you can become affiliated with a distribution or manufacturing company and assist them with education, product training, marketing, sales and more. Also, should you desire, you can own your own salon/spa. Plus, no one is stopping you from trying to build a career in the entertainment industry—television programs, music videos and movies could not be made without the skills of hairdressers, nail technicians and makeup artists! Like any career, in order to be successful, one must have ambitions and pursue goals in a methodical and ethical manner.

(From the American Association of Cosmetology Schools, "Cosmetology as a Career")

According to the Bureau of Labor Statistics report in May 2020, the national average annual income for cosmetologists was \$32,740. More information regarding occupational information for Cosmetologists (SOC 39-5012) and Manicurists/Pedicurists (SOC 39-5092) can be found at www.onetonline.org.

Any student who does not follow the policies in this catalog may be counseled, suspended, placed on probation, terminated by the management, or receive other disciplinary action. Student policies are subject to change at the discretion of the administration.