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PARTNERSHIPS & ACCREDITATIONS

United States Dept. of Education

www.ed.gov
800.872.5327
400 Maryland Avenue, SW
Washington D.C. 20202

Veterans Administration

www.va.gov
810 Vermont Avenue, NW Washington
D.C. 20420

Arkansas Dept. of Career Education

www.arsinfo.org
501.682.2168
1616 Brookwood Drive
Little Rock, AR 72201

The Greater Hot Springs Chamber of Commerce

www.HotSpringsChamber.com
501.321.1700
659 Ouachita Avenue
Hot Springs, AR 71901

National Accrediting Commission of Career Arts & Sciences (NACCAS)

www.naccas.org
703.600.7600
4401 Ford Avenue, Ste. 1300
Alexandria, VA 22302

American Association of Cosmetology Schools

www.beautyschools.org
800-831-1086
9927 E. Bell Rd.
Suite 110
Scottsdale, AZ 85260

Arkansas Department of Health-Cosmetology Section

www.arkansas.gov/cos
501.682.2168
101 E. Capitol Ave., Ste. 108
Little Rock, AR 72201

CODE OF ETHICS

The school has as its principle objective the training of qualified cosmetologists to render the best possible service to patrons. The school strives continuously to improve its operations in order to keep abreast with ever-changing developments and new techniques in cosmetology. The school observes all rules and regulations issued by the Arkansas State Board of Cosmetology. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teacher refresher or advanced courses, workshops, and trade schools. This school takes part in educational conferences and regional meetings in order to advance in the cosmetology profession.

This school makes use of acceptable teaching techniques and training aids such as (textbooks, workshops, films, filmstrips, video, laser disc, and other audio-visual aids) in order to provide the best possible training for its students. The school maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools. This school refrains from any advertisements of criticism, which might reflect unfavorable on other schools in the cosmetology profession.

All programs & courses are taught in English as this catalog is written in English.

SCHOOL FACULTY

Andey Akard, Director, Financial Aid Administrator & Instructor
Andrea@HotSpringsBeautyCollege.com

Tracy Akard, Owner, Chief Financial Officer & Instructor
Tracy@HotSpringsBeautyCollege.com

Wentz Akard, Owner, Chief Executive Officer & Instructor
Andrea@HotSpringsBeautyCollege.com

Jessie Benedict, Instructor
Jessie@HotSpringsBeautyCollege.com

Ramona Simpson, Instructor
Ramona@HotSpringsBeautyCollege.com

FACILITIES. With an ample 8,000 square foot facility, the school is able to provide space for students to learn hands-on in a top-rate, pleasant environment. The main body of the school is the large clinic area with over 4,000 square feet, where students become confident applying the techniques that they have learned on real clients.

THE STUDENT SALON.

The student salon is furnished with state of the art equipment and private facial rooms necessary for the practical training of cosmetology, esthetics, and manicuring; all clinic work is under the absolute supervision of licensed, professional and exclusively trained instructors. The student salon offers personalized and affordable services for hair, skin and nails.

NONDISCRIMINATORY

POLICY. Hot Springs Beauty College is committed to the education of everyone who wishes to avail themselves to the efforts of this school. All courses are open to anyone, regardless of race, creed, color, country or origin, sex, age, religion, or ethnic origin on an equal basis.



MISSION STATEMENT.

Hot Springs Beauty College is devoted to a program, which provides quality training for our students in the principles and practices of Cosmetology. The school is dedicated to the personal guidance of its students and to provide adequate and appropriate preparation for employment in the beauty industry.

SCHOOL CALENDAR.

The school hours are Tues. through Fri. from 8:00 am to 3:45 pm, and the 1st and 2nd Sat. of every month from 7:45 am-1:00 pm. Students are allowed a ½ hour scheduled lunch throughout the week; no lunches are generally taken on Sat. The school is operated on a continuous basis throughout the year. The school is scheduled to be closed for the following holidays:

- + New Year's Day (January 1)
- + Spring Break (March 21-25)
- + Independence Day (July 4)
- + Summer Break (July 18-21)
- + Thanksgiving (November 23-24)
- + Christmas (December 26-29)

ENROLLMENT DATES 2017

New classes begin each month or approximately every 7-8 weeks. The start dates for 2017 are: January 24, March 28, May 16, June 27, August 22, October 17 & December 5.

ADMISSIONS REQUIREMENTS

Hot Springs Beauty College admits as regular students persons who are:
at least 16 years of age
AND
high school graduates or possess a high school equivalent (GED) or approved Home School Diploma.

To be eligible to enroll in the Instructor Training Program, applicants must:
be at least 21 years of age
AND
high school graduates or possess a high school equivalent (GED) or approved Home School Diploma **AND**
hold a current Arkansas Cosmetology license.

TRANSFER ADMISSIONS.

Students transferring from other cosmetology schools will be pro-rated tuition costs according to the number of hours accumulated. The school does not recruit students already attending or admitted to another school of cosmetology.

COSMETOLOGY

CLOCK HOURS: 1500

APPROX. MONTHS: 12

APPROX. WEEKS: 49

The complete course of study is divided into several areas of concentration. A student must complete 1500 hours of theory and practical training, complete all assigned projects, and pass all theory and practical exams. Tests on the subject matter are given on a regular basis.

To be eligible for graduation and the Arkansas State Board exam, all requirements must be completed and all tuition and supplies paid. Hot Springs Beauty College will issue a certification of completion to each student.

COURSE OUTLINE • • • •

HYGIENE & SANITATION	80 Hours
RELATED SCIENCES	120 Hours.
HAIRDRESSING	1000 Hours.
MANICURING	100 Hours.
COSMETIC THERAPY	100 Hours.
SALESMANSHIP & SHOP MANAGEMENT	100 Hours

COURSE OBJECTIVE • • • •

Upon completion of the course, graduates will obtain the basic principles (both practical skills & theoretical knowledge) of Cosmetology necessary to pass the Arkansas State Board Examination. Graduates will be knowledgeable of Cosmetology's related sciences and small-business operation so that they are competitive and successful in the industry.

COSMETOLOGY TUITION

\$13,500	TUITION
\$100	REGISTRATION FEE
\$400	TECHNOLOGY FEE
\$1,495	E-BOOKS & SUPPLIES
\$15,495	TOTAL

Terms can be arranged for the cost of tuition. The school will accept \$750.00 down and twelve (12) monthly payments of \$1078.75 beginning the 1st of every month. Payment can be made by cash, check, money order, credit card, Title IV or loans. Students are responsible for paying the total tuition and fees and for paying applicable loans plus interest. The school charges by payment period. The school does not accept part-time Cosmetology students.

All books, kits, and uniform materials, are bought by the student and are NOT RETURNABLE.

COSMETOLOGY KIT

Students are required to have a professional kit for their first day of attendance. This kit may be purchased directly from Hot Springs Beauty College for \$700. This supplies fee is separate from tuition. A list of contents of this kit is available prior to enrollment. It is also possible to view a similar student kit upon request.

OTHER FEES

STATE BOARD FEES: The student will pay a fee directly to state board upon completion of this course for the cost of the state board examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly. **OVERTIME FEES:** If a course is not completed within the contract time period, the student will be charged \$9.00 per hour. **UNIFORMS:** All students are required to wear a school-issued uniform t-shirt. This t-shirt may be purchased at the time of enrollment or at any time before class begins for \$15.00. All students must be in t-shirt uniform by the end of their first scheduled week.

MANICURING

CLOCK HOURS: 600

APPROX. MONTHS: 5

APPROX. WEEKS: 20

This course will be presented using demonstration, explanation, and student practice. All practical and clinical work will be in conjunction with theory classes taught by lecture and supplemented by the use of audio/visual aids, guest speakers, field trips, and other related techniques.

The goal of this course is to develop in each student theoretical, hands-on knowledge, and skills in the actual practice of manicuring and pedicuring necessary for successful entry and continual employment in the manicuring profession and also, to develop the technical skills and the knowledge in the diagnosis of the hands and nails.

COURSE OUTLINE • • • •

HEALTH, SANITATION & INFECTION CONTROL	75 Hours.
RELATED SCIENCES	75 Hours.
MANICURING & PEDICURING	200 Hours.
ADVANCED TECHNOLOGY:	200 Hours.
CAREER DEVELOPMENT	50 Hours.

COURSE OBJECTIVE • • • •

To gain knowledge and skills in the area of nail technology and design. To demonstrate practical skills in all phases of manicuring and pedicuring and the art of artificial nail design. To develop professional habits to utilize in the workplace.

MANICURING TUITION

\$5,250	TUITION
\$100	REGISTRATION FEE
\$200	TECHNOLOGY FEE
\$1,250	BOOKS & SUPPLIES
\$6,800	TOTAL

Terms can be arranged for the cost of tuition. The school will accept \$200.00 down and five (5) monthly payments of \$1200 beginning the 1st of every month. Payment can be made by cash, check, money order, credit card, Title IV or loans. Students are responsible for paying the total tuition and fees and for paying applicable loans plus interest. The school charges by payment period. The school does not accept part-time Manicuring students.

All books, kits, and uniform materials, are bought by the student and are NOT RETURNABLE.

MANICURING KIT

Students are required to have a professional kit for their first day of attendance. This kit may be purchased directly from Hot Springs Beauty College for \$650. This supplies fee is separate from tuition. A list of contents of this kit is available prior to enrollment. It is also possible to view a similar student kit upon request.

OTHER FEES

STATE BOARD FEES: The student will pay a fee directly to state board upon completion of this course for the cost of the state board examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly. **OVERTIME FEES:** If a course is not completed within the contract time period, the student will be charged \$9.00 per hour. **UNIFORMS:** All students are required to wear a school-issued uniform t-shirt. This t-shirt may be purchased at the time of enrollment or at any time before class begins for \$15.00. All students must be in t-shirt uniform by the end of their first scheduled week.

ESTHETICS

CLOCK HOURS: 600

APPROX. MONTHS: 5

APPROX. WEEKS: 20

This complete course of study is divided into several areas of concentration. A student must complete 600 hours of theory and practical training complete all assigned projects, and passes all theory and practical exams. Tests on the subject matter are given on a regular basis. All practical & clinical work will be in conjunction theory classes taught by lecture, supplemented by the use of audio/visual aids, guest speakers, field trips, and other related techniques.

The goal of this course is to develop in each student theoretical, hands-on knowledge and skills in the actual practice necessary for successful entry and continual employment in the profession. We will also help to develop the technical skills and knowledge for diagnosis as it is related to the skin and its diseases.

COURSE OUTLINE • • • •

Professional & Personality Development	[20 hours]
Bacteriology	[35 hours]
Chemistry	[40 hours]
Physiology	[35 hours]
Safety Precautions	[20 hours]
Intro Skin Care	[45 hours]
Skin Care	[150 hours]
Makeup Application	[50 hours]
Eyebrows	[40 hours]
Hair Removal	[40 hours]
Management	[20 hours]
Salesmanship	[15 hours]
State Laws, Rules & Regulations	[10 hours]
Testing Evaluation	[15 hours]
Instructor Discretion	[65 hours]

COURSE OBJECTIVE

• • • •

The Esthetics program provides the theory and practical application necessary to obtain an Arkansas State Esthetician License. The primary objective of the program is to prepare students for employment in all areas of spa and medical spa culture, including core business skills.

ESTHETICS TUITION

\$5,250	TUITION
\$100	REGISTRATION FEE
\$200	TECHNOLOGY FEE
\$1,250	BOOKS & SUPPLIES
\$6,800	TOTAL

Terms can be arranged for the cost of tuition. The school will accept \$200.00 down and five (5) monthly payments of \$1200 beginning the 1st of every month. Payment can be made by cash, check, money order, credit card, Title IV or loans. Students are responsible for paying the total tuition and fees and for paying applicable loans plus interest. The school charges by payment period. The school does not accept part-time Esthetics students.

ESTHETICS KIT

All books, kits, and uniform materials, are bought by the student and are NOT RETURNABLE.

There is no kit to purchase for the Esthetics program. All products and supplies used for practical purposes are provided by the school.

OTHER FEES

STATE BOARD FEES: The student will pay a fee directly to state board upon completion of this course for the cost of the state board examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly. **OVERTIME FEES:** If a course is not completed within the contract time period, the student will be charged \$9.00 per hour. **UNIFORMS:** All students are required to wear a school-issued uniform t-shirt. This t-shirt may be purchased at the time of enrollment or at any time before class begins for \$15.00. All students must be in t-shirt uniform by the end of their first scheduled week.

INSTRUCTOR

CLOCK HOURS: 600
APPROX. MONTHS: 5
APPROX. WEEKS: 20

This course is divided into several areas of concentration, each of which requires a specific number of hours. The student must complete 600 hours of theory and practical training, complete all assigned projects, and pass all theory and practical exams. Tests on the subject matter are given on regular basis.

To be eligible for graduation and the Arkansas State exam, all requirements must be completed and all tuition and supplies paid. Hot Springs Beauty College will issue a certification of completion to each student.

COURSE OUTLINE • • • •

REQUIRED PREP TRAINING: Teaching of theory and practical, Subject matter selection, Class lecture , Preparing and Grading Exams, Lesson Planning. 50 Hours.

CLASS ATTENDANCE: Attend class conducted by a licensed instructor. 100 Hours.

CONDUCTING THEORY CLASS: Teach theory class from prepared lesson plans (will be conducted with supervision). 50 Hours.

CONDUCTING PRACTICAL CLASS: Conduct clinic floor, Instruct in areas of practical work. 300 Hours.

METHODS OF KEEPING STUDENT RECORDS: Procedures of the school, Procedures of student's records. 10 Hours.

INSTRUCTOR DISCRETION. 90 Hours.

COURSE OBJECTIVE • • • •

To learn skills and qualities needed to be an educator in behavior, attitude and image. To gain effective learning in the educational methods, aids and evaluation methods to assist learners in their education.

INSTRUCTOR TUITION

\$3,600	TUITION
\$100	REGISTRATION FEE
\$160	BOOKS & SUPPLIES
\$3,890	TOTAL

Terms can be arranged for the cost of tuition. The school will accept \$250.00 down and four (4) monthly payments of \$910 beginning the 1st of every month. Payment can be made by cash, check, money order, credit card, Title IV or loans.

Students are responsible for paying the total tuition and fees and for paying applicable loans plus interest.

The school charges by payment period. The school does not accept part-time students.

All books, kits, and uniform materials, are bought by the student and are NOT RETURNABLE.

INSTRUCTOR KIT

There is no required kit for this course.

OTHER FEES

STATE BOARD FEES: The student will pay a fee directly to state board upon completion of this course for the cost of the state board examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly. **OVERTIME FEES:** If a course is not completed within the contract time period, the student will be charged \$9.00 per hour. **UNIFORMS:** All students are required to wear a school-issued uniform t-shirt. This t-shirt may be purchased at the time of enrollment or at any time before class begins for \$15.00. All students must be in t-shirt uniform by the end of their first scheduled week.

APPLYING FOR FINANCIAL AID

To apply for federal student aid, you need to complete the FAFSA or Free Application for Federal Student Aid. Completing and submitting the FAFSA is free and easier than ever, and it gives you access to the largest source of financial aid to pay for college or career school.

You can complete the FAFSA application online at www.fafsa.ed.gov. You can also download a paper copy at the same website to fill out and submit.

Our financial aid office is experienced and can assist you in completing your application. You can call us to make an appointment at 501.624.4258 or email Andrea @HotSpringsBeautyCollege.com.

FINANCIAL AID INFORMATION ONLINE

Fill Out the FAFSA.....	fafsa.gov
Basic FAFSA Info.....	StudentAid.gov/fafsa
How Aid is Calculated.....	StudentAid.gov/how-calculated
Types of Financial Aid.....	StudentAid.gov/types
Who Can Get Aid.....	StudentAid.gov/eligibility
Dependency Status.....	StudentAid.gov/fafsa/filling-out/dependency
Finding Scholarships.....	StudentAid.gov/scholarships
Loan Repayment.....	StudentAid.gov/repay
Loan Interest Rates & Fees.....	StudentAid.gov/interest
Income-Based Repayment.....	StudentAid.gov/ibr

SCHOLARSHIPS & FEE WAIVER POLICY

The school offers scholarships based on overall academic performance & attendance while enrolled at Hot Springs Beauty College.

ALL TESTS & ALL DAILY WORKSHEETS MUST BE COMPLETED FOR A STUDENT TO BE ELIGIBLE FOR THESE AWARDS. Additionally, students with hours transferred from another school, the award amount will be prorated based upon the number of hours accumulated at Hot Springs Beauty College.

A student with transfer hours greater than 500 will not be eligible for this award.

- For students who graduate the COSMETOLOGY PROGRAM and complete with an overall attendance average of 97% or higher will receive a \$250 cash award upon completion of the program.
- For students who graduate the COSMETOLOGY PROGRAM and complete with an overall grade average of 97% or higher will receive a \$250 cash award upon completion of the program.
- For students who graduate the MANICURING OR ESTHETICS PROGRAM and complete with an overall attendance average of 97% or higher will receive a \$150 cash award upon completion of the program.
- For students who graduate the MANICURING OR ESTHETICS PROGRAM and complete with an overall grade average of 97% or higher will receive a \$150 cash award upon completion of the program.

GRADUATION. Each student must complete the minimum curriculum requirements and attend school to comply with the absence requirements. A student must achieve an average grade of at least 70% during the course to be considered passing which included all practical and written projects and exams. Upon completion, the student will receive a diploma given that all financial obligations to the school have been satisfied.

PLACEMENT. The school maintains a close relationship with the Cosmetology industry and has a proven history of success in placement. However, we cannot guarantee employment to graduates. The school will provide placement assistance by identifying employment opportunities and advising on the appropriate means of attempting to realize these opportunities.

CERTIFICATES. Upon completion of the prepared course of study, each student is awarded a certificate or diploma certifying to the fact the schools requirements has been met.

GRADING POLICY

A.....	90-100%
B.....	80-89%
C.....	70-79%
D.....	Below 70%

The student grade is based upon performance in class, written exams, and exercised clinic worksheets. There are 3 grades that are considered unsatisfactory. Students are expected to maintain Satisfactory Academic Progress. Written policy is given at student orientation. Grades will be determined on the following basis: A. Clinic Work –50% B. Theory Work – 50%.

To be eligible for graduation and the Arkansas State Board Exam, all requirements must be completed and all tuition and supplies be paid. Hot Springs Beauty College will issue certification of completion to each student.

STUDENT ACCESS TO PERSONAL RECORDS

Students viewing of their own confidential records will be allowed during school hours after submitting a written request to administration. Neither the file nor its contents may be removed from the office. Any student who disagrees with all or part of their file may bring it to the attention of the administration. If no satisfactory results are achieved, student may submit a statement to be permanently placed in the student's file.

RELEASE OF INFORMATION

Students or parent or guardian of dependent minor students and proper authorities of government agencies have the right to inspect, review, and challenge information contained in the educational records of the school. Per request, written consent from the student or parent or guardian of dependent minor student is required before records may be disclosed to a third party with the exception of the National Accreditation Commission of Career Arts and Sciences or government agencies so authorized by law.

MAKEUP EXAMS

It is the School's policy that any student that misses an exam, it will be made up on the first day of the student's return to school. Students will be given a maximum of three (3) days to makeup the examination.

IT IS THE STUDENT'S RESPONSIBILITY TO SCHEDULE MAKEUP EXAMS.

SATISFACTORY ACADEMIC PROGRESS POLICY

It is required of all students attending HOT SPRINGS BEAUTY COLLEGE to maintain specified grade levels, as well as proceed through the course at a pace leading to completion in the specified time frame. For the purpose of determining satisfactory progress, the course is broken down into segments. A segment is defined as the time beginning at enrollment to the first satisfactory progress evaluation and then from each evaluation to the next evaluation, therefore until graduation. Students must meet BOTH the attendance and academic requirements of at least one evaluation by the midpoint of the course to be considered making satisfactory progress as of the midpoint of the course.

COURSE WITHDRAWALS, INCOMPLETENESS, REPETITIONS AND NON-CREDIT REMEDIAL COURSES HAVE NO EFFECT ON A STUDENT'S SATISFACTORY ACADEMIC PROGRESS STATUS SINCE HOT SPRINGS BEAUTY COLLEGE DOES NOT OFFER THESE COURSES.

EVALUATION PERIODS	GRADE REQUIREMENTS	MAXIMUM TIME FRAME
<p>Students are evaluated for Satisfactory Academic Progress as follows:</p>	<p>Students receive numeric grades in their theory and practical work as well as clinic work. Although all work is evaluated on a regular basis, a student's academic and clinical work will be evaluated at each segment. In order to be achieving satisfactory progress, a student must maintain a cumulative combined average of 70% or above in each segment. The grading system is as follows:</p>	<p>A student must complete the program in a period of time not to exceed 1.5 times the length of the course. Therefore, at the conclusion of each segment, it will be determined whether the student's current attendance rate equals at least 67% of the hours in that segment for which he/she was contracted. Periods during which the student has formally requested and received a leave of absence will not be considered in that figure. A leave of absence will not extend the student's contract period & maximum time frame by the same number of days in the leave of absence.</p>
<p>Cosmetology: 450, 900 and 1200 actual clock hours.</p>	<p>A.....90% to 100%</p>	
<p>Esthetics: 300 & 600 actual clock hours.</p>	<p>B.....80% to 89%</p>	
<p>Manicuring: 300 & 600 actual clock hours.</p>	<p>C.....70% to 79%</p>	
<p>Instructor: 300 & 600 actual clock hours</p>	<p>D.....69% and below</p>	
<p>Transfer students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.</p>		

SATISFACTORY ACADEMIC PROGRESS POLICY

MAXIMUM TIME FRAME. Students in the Cosmetology program will have a maximum time frame of seventeen (17) months of which to complete certification. Evaluations for Cosmetology students will be monitored according to the established periods. A student must complete the minimum number of clock hours indicated with a 70% average in theory, practical and clinical performances.

WEEKS	MONTHS	HOURS
22	5.5	450
42	10	900
57	13.25	1200
72	17	1500

Students enrolled in the Manicuring, Esthetics & Instructor Courses will have a maximum time frame of seven (7) months in which to complete certification. Evaluation will be monitored according to established evaluation schedules. The student must complete the minimum number of clock hours indicated per period with an average of at least 70% in theory, practical and clinical performance.

WEEKS	MONTHS	HOURS
8	2	168
14	3.5	300
28	7	600

Students are provided a written document at the time of evaluation.

APPEAL PROCEDURE. A student may appeal the evaluation of satisfactory progress and the termination of financial aid, based on extenuating circumstances such as the death of a relative, a serious injury or illness to the student or other allowable special circumstances. To do so, the student must request an appeal form from the office and submit it with information regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation within five (5) days of receiving the notice of unsatisfactory progress. When completed and submitted, the form must be accompanied by documentation which verifies the extenuating circumstance. The appeal will be reviewed and a determination by the staff will be made within seven (7) days and written documentation recorded in the student's file. If, as a result of a determination by the staff, the student is found to be making satisfactory progress and probation is lifted, financial aid disbursements will resume if previously suspended and the student will be placed on thirty (30) day appeal probation. Failure to achieve at least 67% attendance average and 70% academic and clinical averages during the appeal probation period will result in termination of financial aid and may result in dismissal from the course.

REINSTATEMENT. In the event that a student who has been dismissed wishes to re-enter the School, the reason for dismissal will be reviewed. The student will be reevaluated and reinstated under a new contractual agreement and the student will re-enter in the same progress status as when they left. The student must complete an evaluation period reflecting at least a 67% attendance and 70% academic average before any financial aid funds will be disbursed. This reinstatement procedure applies to dismissals caused by lack of satisfactory progress at the time of a temporary interruption. This policy will only be granted once.

STATUS DETERMINATION

The school will specify the conditions under which each student is determined:

SATISFACTORY PROGRESS. Students who meet the minimum requirements of 67% average for attendance and 70% average for academic, and clinical grades shall be considered making satisfactory progress until the next scheduled evaluation. Only students who maintain satisfactory progress are eligible to receive Title IV assistance.

WARNING. Students who do not meet the above academic, clinical, and/or attendance requirements at the end of the segment will be placed on warning until the next segment. During this period, the student will be considered to be making satisfactory progress and financial aid will be disbursed. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If the student meets the academic, clinical, averages at the end of the warning segment, they'll be removed from the warning until the next satisfactory progress evaluation.

PROBATION. Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

REFUND POLICY

An applicant not accepted for training by the School is entitled to a refund of all monies paid. If a student (or in the case of a student under legal age, his/her parent or legal guardian) cancels his/her contract in writing within three business days and requests his/her money collected by the School, all monies collected will be refunded except a non-refundable registration fee. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the School Director in person. This policy applies regardless whether or not the student has actually begun training.

The School charges by payment period.

Refunds are calculated based on the student's **scheduled** hours. A student on an approved leave of absence notifies the School that he/she will not be returning, the date of withdraw shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning to the School.

For students who enroll & begin classes, the following schedule is used:

.01% to 4.9% Completed,
School Retains 20%

5% to 9.9% Completed,
School Retains 30%

10% to 14.9% Completed,
School Retains 40%

15% to 24.9% Completed,
School Retains 45%

25% to 49.9% Completed,
School Retains 70%

50% and over Completed,
School Retains 100%

Enrollment is defined as the time elapsed between the starting date and the date of the student's last day of physical attendance in the school.

Students who terminate prior to course completion will be charged a \$150.00 Drop Fee.

Any monies due the applicant or student will be refunded within 45-days of formal cancellation by the student or formal termination by the school.

Students who receive assistance from **Title IV Programs (Federal Pell Grant)** and withdraw from school prior to completing more than 60% of the payment period are subject to the return of Title IV funds requirements of the US Department of Education.

Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30-days

RETURN TO TITLE IV REFUND POLICY

Students who receive financial assistance from Title IV programs (Federal Pell Grant) and withdraw from school prior to completing more than 60% of the payment period are subject to the return of Title IV Funds requirements of the U.S. Department of Education.

The return to Title IV Funds procedure is as follows:

1. Determine the percentage of the payment period the student completed. To determine the percentage, the number of clock hours up to and including the student's last date of attendance is divided by the number of hours in the payment period. Do not count excused absences as completed hours.

A) if this percentage is greater than 60%, 100% is used in Step 3 below.

B) if this percentage is 70% or greater, the institution will determine clock hours completed in the payment period divided by the clock hours scheduled to be completed as of the date the student withdrew.

C) if this percentage is less than 70% from Step 1 above, the actual percentage calculated is used in Step 3 below.

D) if this amount is 70% or greater, the institution will determine the clock hours scheduled to be completed as of the date that the student withdrew divided by the clock hours in the payment period. This amount will be used in Step 3 below.

2. Determine the amount of aid earned by the student. The amount of aid the student earned for the payment period is determined by multiplying the percentage derived from Step 1 (a-d), by the total amount of Title IV aid that was or could have been disbursed as of the student's withdraw date.

3. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdraw disbursement for the difference. If more aid was received than was earned, the difference is refunded back to Title IV programs.

4. Allocate responsibility for returning unearned aid between the School and the student. Students who receive living expenses would be responsible for payment of unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant program, the initial amount to be returned will be reduced by 50%.

5. Distribute the unearned aid back to the Title IV programs. Refunds less than \$25 will not be made to Title IV programs. By signing the enrollment agreement, the student authorizes the institution to retain any amount of the refund that would be allocated to the Title IV, HEA loan programs. Please be advised that this is only the return on Title IV funds. Once the School determines that amount of Title IV aid that the school may retain, the School will then calculate the institutional/state/

ABSENCES

A student is allowed 9% absences, which is 135 hours for the Cosmetology Course and 54 hours for the Manicuring, Esthetics (Skin Care) and Instructor Programs.

Cosmetology students are allowed to miss up to 5 scheduled Fridays and Saturdays, Esthetics, Manicuring & Instructor students are allowed up to 2 missed Fridays and Saturdays.

Students who miss more than the allowed Friday absences will be charged \$25 per missed Friday.

Students who miss more than the allowed Saturday absences are subject to termination from the program.

LEAVE OF ABSENCE

Leave of absence will be granted one leave of absence per enrollment period not to exceed (30) thirty days) to the terms of the contract for the following document reasons only:

- A. Student hospitalization or serious illness
- B. Student immediate family hospitalized
- C. Time lost due to death in student's family.

The above extensions will be made at no charge to the student. Should the student fail to return, the termination date would be the scheduled date of return.

Proper documentation must be provided to the school by the student prior to a leave of absence being granted.

FORMAL TERMINATION

may be done with a written cancellation, which will be effective only upon the deposition of such notice in the U.S. mail postage paid and registered and/or certified and addressed to the school. Termination shall occur upon the effective date of such notice and such termination date shall be utilized to determine enrollment time or the school may do formal termination. Formal termination by the school shall occur no more than 30 days from the last day of physical attendance.

This school reserves the right to withhold certification of hours acquired by any student who has not paid the tuition in full upon completion of courses. Hours will not be certified until all monies owed the school are paid in full as stated by the Arkansas State Board of Cosmetology.

Any monies due the applicant or student will be refunded within 30 days of formal cancellation by the student or formal termination by the school.

A student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal shall be the earlier date of expiration of the leave of absence OR the date the student notifies the institution that he/she will not be returning to the school.

The school monitors students' attendance on a monthly basis for unofficial withdraw.

If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a pro-rated refund of tuition. If a course is cancelled subsequent to a student enrollment, the school shall at its option: Provide a full refund of all monies paid, **OR** Provide completion of course.

Refunds to veterans will be made in compliance with Veterans Administration regulation.

This refund policy is established in conformance with applicable federal state law.

Refund of Title IV funds is as follows: Pell, then state.

Title IV funds are as follows: Pell, State grant, VA, then student.

RE-ENTRY STUDENTS

This School allows a student in good standing that temporarily withdraws the loss of hours. The student will be charged a re-entry fee of \$150.00.

TRANSFER STUDENTS

Students transferring from other cosmetology schools will be pro-rated according to the number of hours accumulated. The school does not recruit students already attending or admitted to another school of cosmetology.

FRIDAY & SATURDAY ABSENCES POLICY

Students enrolled in the Cosmetology program are allowed a maximum of five (5) missed Fridays and five (5) missed Saturdays, students in Esthetics, Manicuring or Instructor Program are allowed a maximum of two (2) missed Fridays and two (2) missed Saturdays.

After a student has reached the maximum days, the student will be charged \$25 for each additional scheduled Friday & Saturday that is missed.

This fee is in addition to any overtime hours that the student may accumulate.

The \$25 fee is due before the student clocks in for their next scheduled day. Checks will not be accepted for this fee. Cash, credit card, or money order only.

If a student is anticipating being absent for a Friday and/or Saturday, and the student believes that they have an extenuating circumstance for missing, the student can submit **in writing** their petition to the school explaining the reason for their absence and why it should be excused. This is to be done prior to the student's Friday and/or Saturday absence.

The student should submit this petition for any Friday and/or Saturday that is missed. The school will not go back and excuse prior absences after the student has reached limit.

Partial days and early clock outs will be counted as absences under this policy. If you leave early (prior to 3:45 on a Friday & prior to 1:00 on Saturday), you will be considered absent under this policy.

If a student misses a scheduled Friday and/or Saturday that was not anticipated and the student feels as though there were last-minute extenuating circumstances, the student will still be required to pay the \$25 fee upon their return to school, before clocking in.

The student may submit, in writing, to Andey, School Director, the reason for their absence. It is at the discretion of the School Director to excuse the absence and/or refund the \$25 fee.

Missed Fridays & Saturdays will be prorated for transfer students based on the amount of transfer hours. It is calculated at 10% of the Fridays scheduled.

You can submit your petition either in person or via email to: Andrea@HotSpringsBeautyCollege.com. If you choose to email, you must ensure that your email was received either by: using a return receipt, having Andey reply to your email or by calling and speaking with Andey to verify that your email was received.

TIME CLOCK PROCEDURE

All students are required to clock in upon arrival at the school, and out any time that the student takes a break or leaves the building for any reason. A student should not be outside of the school building while "on the clock".

Students are not allowed to clock in or out for other students. Instructors or staff are not allowed to clock any student in or out if the student is not present.

If a student forgets to clock in or out for any reason, paper is provided directly under the time clock that should be used to explain your clocking problem and then left in the bin provided and the problem will be corrected by administration. Any clocking problem not reported after two school days will not be adjusted.

BREAK POLICY

All students are allowed scheduled breaks at 10:00am and 2:00pm Tuesday-Friday.

No breaks or lunch are taken on Saturdays. Breaks are 15-minutes in length.

Students taking a break inside or outside are required to clock-out while on break.

Lunch is 30-minutes in length and is generally taken around noon, provided the student does not have a client, in which case the student will take a lunch after or before their client arrives.

All students are required to take a 30-minute lunch break.

TABLET POLICY

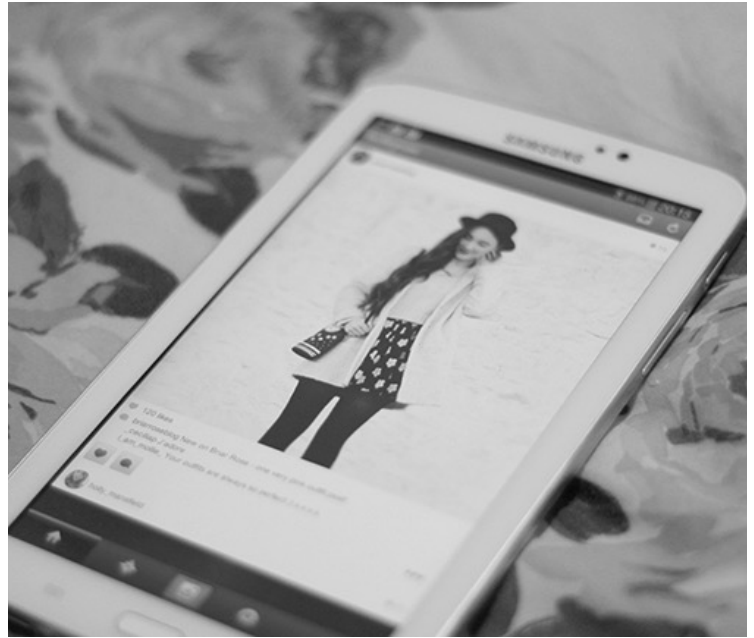
All enrolled students receive an Wifi-ready tablet. This tablet is the property of the student and is included in the cost of tuition.

Students are required to come to class with their tablet each & every day.

Any student who does not bring their tablet to school will be unable to complete their worksheet assignments and cannot participate fully in class assignments; for this reason **students with no tablet will be sent home for the day.**

The school is not responsible for the tablet and will not troubleshoot or otherwise “fix” the students’ device. This should be between the student and tablet manufacturer.

If a student loses or breaks their tablet, they will be provided 3-school days to provide a fully-functional replacement. All devices should be internet-capable, able to download apps on the Android market, at least 7” screen size and have a camera.



INCLIMATE WEATHER POLICY

The school is operated on a continuous basis throughout the year. When & if extenuating circumstances occur (such as inclimate weather), Hot Springs Beauty College will operate according to the Hot Springs School District open/close policy.

Additionally, the School maintains a text permission list if the school is to be closed unexpectedly, the first line of notice is the text list followed by Facebook post.

ANNUAL CAMPUS CRIME REPORT

Reports are submitted annually, via a web-based data collection, by all postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs). This data collection is required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *Higher Education Opportunity Act* <http://ope.ed.gov/security/>.

COUNSELING ON STUDENT PROGRESS

Counseling is available to each student on a regular basis to evaluate progress, grades, attendance, and to provide motivation and direction.

The administration maintains an open-office policy and staff is available during school hours. Questions can sometimes not be immediately addressed but the staff makes every effort to address student concerns and questions.

SMOKING POLICY

Hot Springs Beauty College is a non-smoking campus. If a student would like to smoke during school hours, the student MUST clock out to smoke in the designated smoking area across the street from the school. All smokers will be allowed (2) smoke breaks per day. If a student is caught smoking on campus, has not clocked out to smoke OR if the student is gone more than 15 minutes for a smoke break, the student will be dismissed for the day.

If a student continues to violate the smoking policy, the student will be sent home for 3 days for the 1st infraction. Any violations following the three day suspension will be reviewed by the school director and disciplinary action will be handled on an individual basis.

DRUG & ALCOHOL POLICY

Drugs and Alcohol are not permitted on the premises or at any Hot Springs Beauty College function. Students found or suspected to be under the influence of drugs/alcohol will not be allowed to remain in school or at the school function that day and may be subject to dismissal.

The drug policy is reviewed in detail with all students during orientation. THERE WILL BE NO TOLERANCE. Personal belongings (on the premises) such as lockers, purses, backpacks, etc., and vehicles are subject to random search by staff and/or Hot Springs Police Department and their K-9 unit.

PRESCRIPTION MEDICATIONS

Medications must be taken under the supervision of the school director. Prescription drugs will be maintained and dispensed by the school director. The school must be advised if it is necessary to take any medication. It is illegal to take a prescription that not prescribed. This will not be tolerated by the school and disciplinary action will be taken.

Any issues that arise regarding these rules and regulations will go directly to the floor supervisor and/or school director.

STUDENT HEALTH POLICY ON DRUG ABUSE

Hot Springs Beauty College recognizes that drug addiction is an illness often preceded by misuse or abuse of drugs. Because the school wishes to intervene in the disease process, a drug prevention program is designed to inform the student about the misuse of drugs and the consequences of using drugs at school.

Drugs defined by the school will include alcohol, prescription drug abuse as well as any other mood-altering substances.

It is the policy of this school to allow NO use of any illicit drugs at the school. If any student shows outward signs of use of any drug at the school, the student will be suspended for the day & encouraged to take a voluntary drug test. If the drug test comes back positive, they will be referred to a treatment at QUAPAW HOUSE, INC. located at 115 Market St. in Hot Springs, 501-624-1360, for evaluation for possible addiction. The referral will remain confidential. In cases where the student or employee will not cooperate in taking steps to intervene in harmful involvement with drugs that student's position in the school may be in jeopardy. Continued use will bring dismissal &/or loss of any federal funds that the student may have been receiving.

Any attempt to sell or distribute drugs at the school will bring immediate dismissal and possible prosecution by the authorities.

DRESS CODE

It is mandatory that all students come to school with hair styled and makeup on prior to clocking in for the day.

STUDENTS ARE REQUIRED TO BE IN DRESS CODE PRIOR TO CLOCKING IN FOR THE DAY

No exceptions are made.

TOPS

Students are allowed to wear school-issued, HSBC shirts. Shirts will be available to students to purchase during school hours. NO STAINS, TEARS, FADED or OTHERWISE MESSY SHIRTS.

Solid Black Pants (Must be pressed & hold a crease. No Wrinkles. Must be Professional).

Solid Black Capri Pants. (Must be worn below the knee when seated; mid-calf when standing).

Solid Black Skirts (No shorter than 3 inches below the knee).

BOTTOMS

SHOES

Solid Black Professional Shoes Only with Rubber Soles. Boots are acceptable if they have rubber soles.
Not Acceptable: Open Toe or Open Back shoes or Multi-color

HAIR

Natural colors. Natural textures. Clean. Style your hair like you paid for it.

Not Acceptable: Fashion Colors at discretion of Director. No dirty hair. No dreadlocks. No unnatural colors, hair pieces or wigs.

PIERCINGS

No facial piercings or clear placeholders are acceptable.

SATURDAYS

Students are allowed to wear jeans on Saturdays.
Not Acceptable: Holes, fringe, colored denim, fades, etc.

STATE BOARD EXAM INFO

After successful completion 1200-hours or 480-hours for Esthetics & Manicuring, of your course, you will be eligible to take the Arkansas State Board Exams.

There are two parts that you must take and pass in order to obtain an Arkansas license.

WRITTEN EXAM: You will complete an Examination Application and submit your money order to take the PRACTICAL Exam. We submit this form on your behalf if you are within three days of the submission deadline. IF YOU ARE 3 DAYS OR LESS TO THE DEADLINE, you will be responsible for hand-delivering the information to the Health Department in Little Rock.

COST: \$60. **HOW IT IS SCHEDULED:** By Submitting the Examination Application to State Board. Either mailed or hand-delivered. You will receive an email within a few days of submitting your application and provided the information to call PSI to schedule a test day at your convenience. **WHEN IT'S GIVEN:** 5-7 Days Per Week. **WHERE IT'S GIVEN:** At Any PSI location. The nearest location is located in North Little Rock at Barrett Aviation, 8318 Remount Road. **PASSING GRADE:** 70%

PRACTICAL EXAM: You will complete an Examination Application and submit your money order to take the PRACTICAL Exam. We submit this form on your behalf if you are within three days of the submission deadline. IF YOU ARE 3 DAYS OR LESS TO THE DEADLINE, you will be responsible for hand-delivering the information to the Health Department in Little Rock. **COST:** \$65. **HOW IT IS SCHEDULED:** By Submitting the Examination Application to State Board. Either mailed or hand-delivered. You will receive an admissions notice about a week prior to the exam that you must take with you. **WHEN IT'S GIVEN:** Monthly. **WHERE IT'S GIVEN:** in Little Rock at 101 E. Capitol **PASSING GRADE:** 75%

HELPFUL RESOURCES

Find the complete CIB as well as exam dates and deadlines at:

www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/Cosmetology/Pages/Examination.aspx

PSI Exams for written locations & information:

www.PSIExams.com

PRACTICAL EXAM SUPPLIES:

GENERAL SUPPLIES

- Water spray bottle
- Barbacide spray bottle
- Hand Sanitizer
- Paper towels in bag
- Mannequin
- Mannequin stand
- Clips & Combs in baggie
- Trash Bag Labeled To Be Disinfected Bag Labeled
- Soiled Linens Bag Labeled

THERMAL CURLING

- Dry Cloth Drape
- Neck strip or towel
- Curling iron
- End paper to test temp
- Carbon comb

HAIR CUTTING

- Razor
- Shears
- Cutting combs
- Broom & dustpan (small)

NEW CLIENT SET UP

- Barbacide
- Paper Towels in Bag
- Chemical Drape
- New Towel or Neck Strip

CHEMICAL WAVING

- End papers
- Rods (10-15)
- Comb
- Simulated Waving Lotion
- Cotton or protective cream
- Gloves

PATCH TEST & STRAND TEST

- Cotton
- Foils
- Protective cream (Labeled)
- Simulated Color Product (Labeled)

Foil WEAVING

- Clips
- Protective cream (Labeled)
- Gloves
- Bowl & Brush & Product (Labeled)
- Foils
- Foiling Comb

1" COLOR RETOUCH

- Protective cream (Labeled)
- Gloves
- Bowl & Brush & Product (Labeled)

VIRGIN RELAXER

- Protective cream
- Gloves
- Bowl & Brush & Product (Labeled)
- Comb

FIRST AID KIT

- Antiseptic
- 2 Baggies
- Band aids
- Gloves

STUDENT BEHAVIOR

- >> Students must be physically able to perform all services or they are subject to dismissal.
- >> All practical work done on mannequins must be seen, checked, and initialed by an instructor.
- >> All services by students are to be checked by an instructor.
- >> Any instructing by a fellow student is not permitted. An instructor will occasionally assign a student to assist another student. Students will not ask another student to perform any type of service for them.
- >> Any refusal by a student to take a patron between 9:15am and 3:00pm will result in the student being clocked out for the day, unless the reason for the student declining the client is acceptable to administration. Since we stress customer care, discussion regarding clients should not take place in front of the client.
- >> When working on a client, the student is expected to give the customer undivided attention. Students should not visit with other students while with customer.
- >> No headphones or personal radios are permitted.
- >> Students' personal hair care needs will be done at the convenience of the school and should have prior approval by the clinic instructor.
- >> Students are expected to maintain a high standard of personal hygiene, sanitation, and sterilization while in school.
- >> Students should not use the back door as an exit or entrance for any other reason other than emergency evacuation.
- >> Hair and makeup should be done prior to clocking in for the day. School hours/theory time will not be used for personal grooming unless it is part of the instruction.
- >> Students are required to pay for supplies used on his/her hair. The school does not charge students a service fee.
- >> Immediate family services are discounted on Tuesday, Wednesday, and Thursday. Chemical services are not included in the 1/2 price (perms, color, etc.) Only the student of the family member can perform the service in order to receive the discount.
- >> Visitors (i.e. friends and family members) are welcome in the school. However, visits with them should be conducted in the reception area only. Students with children are not permitted to bring them to school unattended for all or part of the day. Students are welcome to perform services on their children, given that they are supervised by a third party at all times.
- >> Students are expected to conduct themselves in a mature and business-like manner at all times.
- >> When a student takes a leave, drops or graduates from the program, the student is responsible for collecting their supplies, books, and equipment.
- >> Weapons of any kind are not permitted on the premises.
- >> Working stations are expected to be kept clean and neat at all times. Students should pick up supplies immediately after use and return them to the dispensary.
- >> The senior room is for specialty classes such as "Design Forum" and "Fun Forum" etc. and for the strict use of seniors that are off of the floor.
- >> Any student found stealing supplies, equipment, or money from either the school or other students will be expelled and the reason for expulsion will be recorded.
- >> A student will be dismissed for a disrespectful attitude toward any instructor including: loud talking, uncomplimentary remarks, etc. to the fellow students or patrons concerning the instructors or their training.
- >> Each student is held responsible for his/her own equipment, books, supplies, and other personal property. Students are assigned a locker where personal property can be kept. Purses are to be kept in the locker.
- >> The school is not responsible for any student items after they have been issued to a student. If a student fails to collect their books, supplies, or equipment after 30 days of leaving the program, the items become the property of Hot Springs Beauty College.
- >> Cell phones are permitted only when a student is clocked out and not visible from the clinic floor. A student seen/heard using a cell phone at an unpermitted time will be sent home without exception.
- >> Eating & drinking is permissible only in the designated break area.
- >> If a student leaves before 3:45, they should notify an instructor and sign the early out book in the instructor's office.
- >> If a student wishes to leave for a scheduled appointment and return to school, permission may be granted at the Director's discretion.
- >> A student not returning from lunch for any reason must notify an instructor before they are scheduled to return.

DISCIPLINARY ACTION

>>**1st infraction** of the rules and regulations will result in probation.

>>**2nd infraction** will result in suspension not to exceed three days.

>>**After the 3rd infraction**, the student is subject to dismissal.

A student may be expelled from the school after the 1st infraction of the rules and regulations at the discretion of the administration after counseling with the student and determining that the student's behavior pattern cannot conform to the school's rules and regulations.

