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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

### National Accrediting Commission of Career Arts & Sciences (NACCAS)

www.naccas.org  
703.600.7600  
3015 Colvin Street  
Alexandria, VA 22314

### American Association of Cosmetology Schools

www.beautyschools.org  
800.831.1086  
9927 E. Bell Rd. Suite 110  
Scottsdale, AZ 85260

### Arkansas Dept. of Health-Cosmetology Section

<https://www.healthy.arkansas.gov/programs-services/topics/cosmetology>  
501.682.2168  
4815 W. Markham  
Little Rock, AR 72205

## 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

**Andrea Causey**  
Owner & Instructor

**Jessie Benedict**  
Lead Instructor &  
Financial Aid Administrator

**Greg Doughty**  
Instructor

**Jessica Parker**  
Instructor

**Hillary Tague**  
Instructor

**Kristin Babb**  
Part-Time Instructor

## 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, Manicuring, Esthetics and Instructor training. The school is dedicated to the personal guidance of its students and to provide adequate and appropriate preparation for employment in the beauty industry.

## **Facilities**

With an ample 7,000 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, pregnancy, gender identity, sexual orientation, age, religion, or ethnic origin on an equal basis. We can and will provide reasonable accommodation for any one in need based on medical or religious purposes.

All reports of acts against this policy by any student and/or staff should be immediately reported to the School Director. No employee or students will be punished for such report or participating in any lawsuit or investigation opposing discrimination. The School will protect the identity of all who report such incidents to the greatest extent possible.

All discrimination complaints will be addressed by the School Director promptly and given a thorough and impartial investigation. Prompt and effective corrective actions will be taken when necessary.

Any staff or student believed to be in opposition to this policy after such thorough investigation will be dismissed.

## **Disability Accommodations**

It is the policy of Hot Springs Beauty College that no person shall, on the basis of race, color, national origin, religion, age, sex, sexual orientation, disabilities, genetic information, and/or veteran status, be denied employment with or admission to the school; or be excluded from participation in, denied the benefits of, or subject to discrimination under, any program or activity that the School sponsors or conducts.

## **Request for Reasonable Accommodation(s)**

Individuals with disabilities wishing to request an accommodation must use the form on our website at [hotspringsbeautycollege.com/disclosures](https://hotspringsbeautycollege.com/disclosures) do so. The form may be downloaded or requested by contacting the ADA Compliance Coordinator, Andrea Causey, at [andrea@hotspringsbeautycollege.com](mailto:andrea@hotspringsbeautycollege.com) or at 501-802-0938.

## **Student Body Diversity**

Of the students enrolled at the time the data was collected (06/30/2023):

- 05.00% were Male
- 95.00% were Female
- 28.33% were self-identified members of a major racial or ethnic group
- 86.66% were Pell grant recipients

## **Disbursement of Books & Supplies**

Students are provided a textbook & iPad on their first day of class. Kit items are disbursed to Cosmetology students on week 9 or when they transition from the Freshman classroom. Esthetics & Manicuring kits are provided with the first week of training. Students choosing to self purchase items can find information on our website at [HotSpringsBeautyCollege.com/disclosures](https://HotSpringsBeautyCollege.com/disclosures).

## School Calendar

The School hours are Monday through Friday from 8:30 am to 3:00 pm. Students are allowed a ½ hour scheduled lunch throughout the week. The school is operated on a continuous basis throughout the year. The school is scheduled to be closed for the following holidays:

Holiday	2024 Dates
New Year's Day	January 1
Spring Break	March 18 & 19
Memorial Day	May 27
Summer Break	July 1-5
Labor Day	September 2
Thanksgiving	November 28 & 29
Winter Break	December 23-27

## Enrollment Start Dates

Cosmetology		Esthetics	Manicuring	Instructor
January 8, 2024	July 8, 2024	--n/a--	--n/a--	April 1, 2024
February 5, 2024	August 5, 2024			
March 4, 2024	September 9, 2024			
April 1, 2024	October 7, 2024			
May 6, 2024	November 4, 2024			
June 3, 2024	December 9, 2024			

## Admissions Requirements

Hot Springs Beauty College admits as regular students into the Cosmetology, Esthetics & Manicuring Courses persons who are at least 16 years of age **AND** provide either a high school diploma or its equivalent (GED), a Home School Diploma or a transcript showing high school completion.

To be eligible to enroll in the Instructor Program, applicants must be at least 21 years of age **AND** provide either a high school diploma or its equivalent (GED), a Home School Diploma or a transcript showing high school completion **AND** hold a current Arkansas Cosmetology license.

Hot Springs Beauty College does not require proof of any vaccinations as a part of our admissions requirements.

## Transfer Students

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.

## Prior Credit

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs.

## Re-entry Students

Students who drop from this school and wish to re-enroll at a later date are accepted on a case-by-case basis. All prior balances and outstanding fees must be paid prior to re-enrollment. Re-entry students are subject to the enrollment fee of \$100.

## Vaccinations Policy

This school does not require vaccinations or record thereof to be admitted or to attend.

### **ARKANSAS STATE REQUIREMENTS FOR LICENSURE AS A COSMETOLOGIST**

The state of Arkansas requires the following conditions to be met to obtain a Cosmetology license:

- Successful Completion of the Required Course Hours (1500 clock hours)
- Successful completion of the written exam administered by the State (70%)
- Successful completion of a comprehensive practical examination taken at the School (75%)
- You must be 18-years of age to hold a Cosmetology license in Arkansas.

### **ARKANSAS STATE REQUIREMENTS FOR LICENSURE AS A MANICURIST**

The state of Arkansas requires the following conditions to be met to obtain a Manicurist license:

- Successful Completion of the Required Course Hours (600 clock hours)
- Successful completion of the written exam administered by the State (70%)
- Successful completion of a comprehensive practical examination taken at the School (75%)
- You must be 18-years of age to hold a Cosmetology license in Arkansas.

### **ARKANSAS STATE REQUIREMENTS FOR LICENSURE AS AN ESTHETICIAN**

The state of Arkansas requires the following conditions to be met to obtain an Esthetics license:

- Successful Completion of the Required Course Hours (600 clock hours)
- Successful completion of the written exam administered by the State (70%)
- Successful completion of a comprehensive practical examination taken at the School (75%)
- You must be 18-years of age to hold a Cosmetology license in Arkansas.

### **ARKANSAS STATE REQUIREMENTS FOR LICENSURE AS AN INSTRUCTOR**

The state of Arkansas requires the following conditions to be met to obtain an Instructor license:

- Successful Completion of the Required Course Hours (600 clock hours)
- Successful completion of the written exam administered by the State (70%)
- Successful completion of a comprehensive practical examination taken at the School (75%)
- You must be 21-years of age to hold a Cosmetology license in Arkansas.

## **HEALTH/SAFETY CONCERNS & PHYSICAL RISKS**

In the Cosmetology profession, safety requirements include proper handling of chemicals, proper use of electricity and proper sanitation guidelines to help you maintain a healthy body and mind. The Cosmetology profession is a physically and mentally demanding profession that requires dexterity and patience and long hours standing and heavy use of the hands and arms. There is always a possibility of chemical allergies, foot, leg, hand and back problems.

## **OCCUPATIONAL OPPORTUNITIES & COMPENSATION FOR LICENSED PROFESSIONALS**

Professional licensed Cosmetologists, Estheticians, Manicurists & Instructors are compensated via commission, salary, salary + commission, or work for themselves by renting a space in a salon. Unusual or odd hours may be required.

With a Cosmetology license you can become a hair stylist, makeup artist, manicurist, platform artist, salon owner, lash extension technician, sales consultation, educator, product line representative or developer and so much more. With an Esthetics License, you can become a Makeup Artist, Esthetician, Platform Artist, Salon Owner, Sales Consultant, Educator, Product Line Developer and much more. With a license in Manicuring, you can become a manicurist, pedicurist, product sales person, product developer, educator, platform artist and more. With an Instructor license you can instruct classes in a Cosmetology establishment.

# Cosmetology Program

Department of Education CIP Code: 12.0401

CLOCK HOURS: 1500

APPROX. MONTHS: 12

APPROX. WEEKS: 50

This course is presented using demonstration, explanation, and student practice. All practical and clinical work are done 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 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.

## Cosmetology Course Outline

Hygiene & Sanitation	80 Hours	Related Sciences	120 Hours
Hairdressing	1,000 Hours	Manicuring	100 Hours
Cosmetic Therapy	100 Hours	Salesmanship & Shop Management	50 Hours
Professional Ethics	49 Hours	Domestic Violence & Sexual Assault	1 Hour

## Cosmetology 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 Program Tuition & Fees

\$17,250	TUITION
\$100	ENROLLMENT FEE
\$1,400	KIT
\$500	TECHNOLOGY FEE
\$1,850	<u>E-BOOKS &amp; SUPPLIES</u>
<b>\$21,100</b>	<b>TOTAL</b>

Terms can be arranged for the cost of tuition. The school will accept \$750.00 down and twelve (12) monthly payments of \$1,570.83 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. Tuition must be paid as agreed at the time of enrollment. If not paid on or before the due date, the following penalties will apply: If late 10-19 days with payment, a \$25 fee will apply. If late 19-59 days with payment, a \$50 fee will apply. If late 60 days or more with payment, students are subject to termination.

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

**All books, kits, tablets, and uniform materials, are bought by the student and are NOT RETURNABLE or REFUNDABLE.**

## 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 \$1,400. This kit 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. The student kit is not returnable or refundable. The exact items in the kit are subject to change due to manufacturer's availability.

## Other Fees

State Board Exam Fees	Overtime Fees	Uniform Costs
The student will pay a fee directly to Prov upon reaching 1200-clock hours for the cost of the state board written examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly.	If a course is not completed within the contract time period, the student will be charged \$11.50 per hour.	All students are required to wear a school-issued uniform t-shirt or jacket. These may be purchased at the time of enrollment or at any time before class begins for \$15.00, and the jacket for \$35.00.

# 2024 Pell Grant Cost of Attendance

For Institutions that charge by payment period

Course: Cosmetology

CIP: 12.0401

PPL: 50 Weeks

	Hours	Hours Per Week	# of Weeks	# of Months
Cosmetology Program	1500	30	50	12
Academic Year Length	900	30	26	7

Fees listed below are for the academic year

### Dependent students living @ home with parent

Tuition & Fees	\$10,350
Books/Supplies/Equipment	\$2,250
Professional Licensure	0
Food Allowance	\$2,086
Housing Allowance	\$8,421
Mis. Personal Expenses	\$441
Transportation	\$3,003
<b>TOTAL</b>	<b>\$26,551</b>

<b>Living Expenses</b>	
Food Allowance	\$298/mo
Hous. All. Off-Campus	\$1795/mo
Hous. All. At Home	\$1203/mo
<b>Mis. Personal Expenses</b>	<b>\$63/mo</b>
<b>Transportation Expenses</b>	
On Campus Program	\$429/mo

### Students living off campus

Tuition & Fees	\$10,350
Books/Supplies/Equipment	\$2,250
Professional Licensure	0
Food Allowance	\$2,086
Housing Allowance	\$12,565
Mis. Personal Expenses	\$441
Transportation	\$3,003
<b>TOTAL</b>	<b>\$30,695</b>

<u># of Weeks in AY for Program</u>	<u>26</u>	=	1
# of Weeks for Which Costs Apply	26		
<u># of Hours in AY for Program</u>	<u>900</u>	=	1
# of Hours for Which Costs Apply	900		

### Dependent Students Living @ Home With Parent

$$\$26,551 \times 1 = \$26,551$$

### Students Living Off-Campus

$$\$30,695 \times 1 = \$30,695$$



## Manicuring Program Department of Education CIP Code: 12.0410

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

This course is presented using demonstration, explanation, and student practice. All practical and clinical work are done 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.

### Manicuring Course Outline

Health, Sanitation & Infection Control	75 Hours	Related Sciences	75 Hours
Advanced Nail Technology	200 Hours	Manicuring & Pedicuring	200 Hours
Career Development	49 Hours	Domestic Violence & Sexual Assault	1 Hour

### Manicuring 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.

### Manicuring Program Tuition & Fees

\$6,900	TUITION
\$100	ENROLLMENT FEE
\$200	TECHNOLOGY FEE
\$1,200	KIT
\$1,600	<u>BOOKS &amp; SUPPLIES</u>
<b>\$10,000</b>	<b>TOTAL</b>

Terms can be arranged for the cost of tuition. The school will accept \$200.00 down and five (5) monthly payments of \$1,820 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. Tuition must be paid as agreed at the time of enrollment. If not paid on or before the due date, the following penalties will apply: If late 10-19 days with payment, a \$25 fee will apply. If late 19-59 days with payment, a \$50 fee will apply. If late 60 days or more with payment, students are subject to termination.

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

**All books, tablets, kits, and uniform materials, are bought by the student and are NOT RETURNABLE or REFUNDABLE.**

### 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 \$1,200. 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 Exam Fees	Overtime Fees	Uniform Costs
The student will pay a fee directly to Prov upon reaching 480-clock hours for the cost of the state board written examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly.	If a course is not completed within the contract time period, the student will be charged \$11.50 per hour.	All students are required to wear a school-issued uniform t-shirt or jacket. These may be purchased at the time of enrollment or at any time before class begins for \$15.00, and the jacket for \$45.00.

## 2024 Pell Grant Cost of Attendance

For Institutions that charge by payment period

Course: Manicuring

CIP: 12.0410

PPL: 20 Weeks

	Hours	Hours Per Week	# of Weeks	# of Months
Manicuring Program	600	30	20	5
Academic Year Length	900	30	26	7

Fees listed below are for the academic year

### Dependent students living @ home with parent

Tuition & Fees	\$6,900
Books/Supplies/Equipment	\$3,000
Professional Licensure	0
Food Allowance	\$1,490
Housing Allowance	\$6,015
Mis. Personal Expenses	\$315
Transportation	\$2,145
<b>TOTAL</b>	<b>\$19,865</b>

<b>Living Expenses</b>	
Food Allowance	\$298/mo
Hous. All. Off-Campus	\$1795/mo
Hous. All. At Home	\$1203/mo
<b>Mis. Personal Expenses</b>	<b>\$63/mo</b>
<b>Transportation Expenses</b>	
On Campus Program	\$429/mo

### Students living off campus

Tuition & Fees	\$6,300
Books/Supplies/Equipment	\$3,000
Professional Licensure	0
Food Allowance	\$1,490
Housing Allowance	\$8,975
Mis. Personal Expenses	\$315
Transportation	\$2,145
<b>TOTAL</b>	<b>\$22,825</b>

<u># of Weeks in AY for Program</u>	<u>26</u>	=	1.3
# of Weeks for Which Costs Apply	20		
<u># of Hours in AY for Program</u>	<u>900</u>	=	1.5
# of Hours for Which Costs Apply	600		

### Dependent Students Living @ Home With Parent

$$\$19,865 \times 1.3 = \$25,825$$

### Students Living Off-Campus

$$\$22,825 \times 1.3 = \$29,673$$

## Esthetics Program

Department of Education CIP Code: 12.0409

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 pass 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.

### Esthetics Course Outline

Professional Development	20 Hours	Intro to Skin Care	45 Hours	Salesmanship	15 Hours
Bacteriology & Sanitation	35 Hours	Makeup	50 Hours	State Laws & Rules	10 Hours
Chemistry	40 Hours	Brows & Lashes	40 Hours	Testing Evaluation	15 Hours
Physiology	35 Hours	Hair Removal	40 Hours	Instructor's Discretion	64 Hours
Safety Precautions	20 Hours	Management	20 Hours	Skin Care	150 Hours
Domestic Violence & Sexual Assault	1 Hour				

### Esthetics 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 Program Tuition & Fees

\$6,900	TUITION
\$100	ENROLLMENT FEE
\$1,200	KIT
\$200	TECHNOLOGY FEE
\$1,600	E-BOOKS & SUPPLIES
<b>\$10,000</b>	<b>TOTAL</b>

Terms can be arranged for the cost of tuition. The school will accept \$200.00 down and five (5) monthly payments of \$1,820 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. Tuition must be paid as agreed at the time of enrollment. If not paid on or before the due date, the following penalties will apply: If late 10-19 days with payment, a \$25 fee will apply. If late 19-59 days with payment, a \$50 fee will apply. If late 60 days or more with payment, students are subject to termination.

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

**All books, tablets, kits, and uniform materials, are bought by the student and are NOT RETURNABLE or REFUNDABLE.**

### Esthetics 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 \$1,200. 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 Exam Fees	Overtime Fees	Uniform Costs
The student will pay a fee directly to Prov upon reaching 480-clock hours for the cost of the state board written examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly.	If a course is not completed within the contract time period, the student will be charged \$11.50 per hour.	All students are required to wear a school-issued uniform t-shirt or jacket. These may be purchased at the time of enrollment or at any time before class begins for \$15.00, and the jacket for \$45.00.

## 2024 Pell Grant Cost of Attendance

For Institutions that charge by payment period

Course: Esthetics

CIP: 12.0409

PPL: 20 Weeks

	Hours	Hours Per Week	# of Weeks	# of Months
Esthetics Program	600	30	20	5
Academic Year Length	900	30	26	7

Fees listed below are for the academic year

### Dependent students living @ home with parent

Tuition & Fees	\$6,900
Books/Supplies/Equipment	\$3,000
Professional Licensure	0
Food Allowance	\$1,490
Housing Allowance	\$6,015
Mis. Personal Expenses	\$315
Transportation	\$2,145
<b>TOTAL</b>	<b>\$19,865</b>

<b>Living Expenses</b>	
Food Allowance	\$298/mo
Hous. All. Off-Campus	\$1795/mo
Hous. All. At Home	\$1203/mo
<b>Mis. Personal Expenses</b>	<b>\$63/mo</b>
<b>Transportation Expenses</b>	
On Campus Program	\$429/mo

### Students living off campus

Tuition & Fees	\$6,900
Books/Supplies/Equipment	\$3,000
Professional Licensure	0
Food Allowance	\$1,490
Housing Allowance	\$8,975
Mis. Personal Expenses	\$315
Transportation	\$2,145
<b>TOTAL</b>	<b>\$22,825</b>

<u># of Weeks in AY for Program</u>	<u>26</u>	=	1.3
# of Weeks for Which Costs Apply	20		
<u># of Hours in AY for Program</u>	<u>900</u>	=	1.5
# of Hours for Which Costs Apply	600		

### Dependent Students Living @ Home With Parent

$$\$19,865 \times 1.3 = \$25,825$$

### Students Living Off-Campus

$$\$22,825 \times 1.3 = \$29,673$$

## Instructor Program

CLOCK HOURS: 600

APPROX. MONTHS: 5

APPROX. WEEKS: 20

This course is presented using demonstration, explanation, and student practice. All practical work is done in conjunction with theory classes taught by lecture and supplemented by the use of audio/visual aids.

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.

### Instructor Course Outline

Required Prep Training	50 Hours	Conducting Theory Class	50 Hours
Class Attendance	100 Hours	Keeping Records	10 Hours
Conduct Practical Class	300 Hours	Instructor Discretion	89 Hours
Domestic Violence & Sexual Assault	1 Hour		

### Instructor Course Objective

The objective of the Instructor course is to learn the 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 Program Tuition & Fees

\$4,200	TUITION
\$100	ENROLLMENT FEE
\$200	TECHNOLOGY FEE
\$300	BOOKS & SUPPLIES
<b>\$4,800</b>	<b>TOTAL</b>

Terms can be arranged for the cost of tuition. The school will accept \$250.00 down and four (4) monthly payments of \$830 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. Tuition must be paid as agreed at the time of enrollment. If not paid on or before the due date, the following penalties will apply: If late 10-19 days with payment, a \$25 fee will apply. If late 19-59 days with payment, a \$50 fee will apply. If late 60 days or more with payment, students are subject to termination.

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

**All books, tablets, kits, and uniform materials, are bought by the student and are NOT RETURNABLE or REFUNDABLE.**

### Instructor Program Kit

There is no kit for this program.

### Other Fees

State Board Exam Fees	Overtime Fees	Uniform Costs
The student will pay a fee directly to Prov upon reaching 480-clock hours for the cost of the state board written examination. This fee varies and can be obtained by contacting the Department of Health – Cosmetology Section directly.	If a course is not completed within the contract time period, the student will be charged \$11.50 per hour.	All students are required to wear a school-issued uniform t-shirt or jacket. These may be purchased at the time of enrollment or at any time before class begins for \$15.00, and the jacket for \$45.00.

## 2024 Pell Grant Cost of Attendance

For Institutions that charge by payment period

Course: Instructor

CIP: 12.0413

PPL: 20 Weeks

	Hours	Hours Per Week	# of Weeks	# of Months
Instructor Program	600	30	20	5
Academic Year Length	900	30	26	7

Fees listed below are for the academic year

### Dependent students living @ home with parent

Tuition & Fees	\$4,200
Books/Supplies/Equipment	\$500
Professional Licensure	0
Food Allowance	\$1,490
Housing Allowance	\$6,015
Mis. Personal Expenses	\$315
Transportation	\$2,145
<b>TOTAL</b>	<b>\$14,665</b>

<b>Living Expenses</b>	
Food Allowance	\$298/mo
Hous. All. Off-Campus	\$1795/mo
Hous. All. At Home	\$1203/mo
<b>Mis. Personal Expenses</b>	<b>\$63/mo</b>
<b>Transportation Expenses</b>	
On Campus Program	\$429/mo

### Students living off campus

Tuition & Fees	\$3,900
Books/Supplies/Equipment	\$500
Professional Licensure	0
Food Allowance	\$1,490
Housing Allowance	\$8,975
Mis. Personal Expenses	\$315
Transportation	\$2,145
<b>TOTAL</b>	<b>\$17,625</b>

<u># of Weeks in AY for Program</u>	<u>26</u>	=	1.3
# of Weeks for Which Costs Apply	20		
<u># of Hours in AY for Program</u>	<u>900</u>	=	1.5
# of Hours for Which Costs Apply	600		

### Dependent Students Living @ Home With Parent

$$\$14,665 \times 1.3 = \$19,065$$

### Students Living Off-Campus

$$\$17,625 \times 1.3 = \$22,913$$

## Applying for Federal Financial Aid

To apply for federal student aid, students and prospective students are required to complete the FAFSA or Free Application for Federal Student Aid. Completing and submitting the FAFSA is free and, and it gives students or prospective students access to the largest source of financial aid to pay for college or career school.

The FAFSA application can be completed online at [www.studentaid.gov](http://www.studentaid.gov). Or a paper copy can be downloaded at the same website to fill out and submit.

Our financial aid office is experienced and can assist in completing the FAFSA application. Contact Andrea Causey at [Andrea@HotSpringsBeautyCollege.com](mailto:Andrea@HotSpringsBeautyCollege.com) or (501) 802-0938.

## Types of Aid Available

This school can accept federal financial aid in the form of Pell grant and federal direct subsidized and federal direct unsubsidized loans and state financial aid from the Arkansas Rehabilitation Services. We are also approved to accept Veteran's Administration (VA) Education & Training Benefits.

**Pell grant** is a type of federal financial aid usually available only to undergraduate students who have not received a bachelor's degree. This type of aid does not have to be repaid, except under certain circumstances. The amount of aid is dependent on student need, school cost of attendance and more as determined by the FAFSA.

**Federal Direct Subsidized Loans** are available to undergraduate students who demonstrate financial aid as determined by the FAFSA. Students must repay student loans.

**Federal Direct Unsubsidized Loans** are available to undergraduate and graduate students regardless of financial need. Interest accrues during the time that the student is enrolled in school and this type of debt must be repaid.

**Arkansas Rehabilitation Services (ARS)** offers Vocational Rehabilitation (VR) funding to students who are eligible based on their criteria for evaluating a student's disability. Further information on receiving this type of aid and applying can be found at [www.dws.arkansas.gov/ar-rehabilitation-services/field-services/vr-adult](http://www.dws.arkansas.gov/ar-rehabilitation-services/field-services/vr-adult) or by calling the Garland County field office at (501) 623-4479.

**Veteran's Administration (VA) Education & Training Benefits** is aid available to veteran's, service members and qualified family members. Information about eligibility and applying for VA aid can be found at [www.va.gov/education](http://www.va.gov/education).

## Helpful Federal Financial Aid Websites

Complete the FAFSA.....	<a href="http://www.StudentAid.gov/h/apply-for-aid/fafsa">www.StudentAid.gov/h/apply-for-aid/fafsa</a>
How Aid is Calculated.....	<a href="http://www.StudentAid.gov/how-calculated">www.StudentAid.gov/how-calculated</a>
Types of Financial Aid.....	<a href="http://www.StudentAid.gov/types">www.StudentAid.gov/types</a>
Who Can Get Aid.....	<a href="http://www.StudentAid.gov/eligibility">www.StudentAid.gov/eligibility</a>
Dependency Status.....	<a href="http://www.StudentAid.gov/fafsa/filling-out/dependency">www.StudentAid.gov/fafsa/filling-out/dependency</a>
Finding Scholarships.....	<a href="http://www.StudentAid.gov/scholarships">www.StudentAid.gov/scholarships</a>
Loan Repayment.....	<a href="http://www.StudentAid.gov/repay">www.StudentAid.gov/repay</a>
Loan Interest Rates & Fees..	<a href="http://www.StudentAid.gov/interest">www.StudentAid.gov/interest</a>
Income Based Repayment...	<a href="http://www.StudentAid.gov/ibr">www.StudentAid.gov/ibr</a>
Loan Terms & Conditions.....	<a href="http://www.StudentAid.gov/understand-aid/types/subsidized-unsubsidized">www.StudentAid.gov/understand-aid/types/subsidized-unsubsidized</a>
Maintaining Eligibility.....	<a href="http://www.StudentAid.gov/understand-aid/eligibility/staying-eligible">www.StudentAid.gov/understand-aid/eligibility/staying-eligible</a>

## **Entrance Counseling**

Students receiving direct subsidized and/or direct unsubsidized loans for the first time are required to complete loan entrance counseling at [www.studentaid.gov/entrance-counseling](http://www.studentaid.gov/entrance-counseling) prior to receiving their first loan disbursement. Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default.

## **Exit Counseling**

Exit counseling is a required component of receiving federal student loans. Upon leaving school, whether drop, withdrawal or graduating, students must complete loan exit counseling at [www.StudentAid.gov/exit-counseling](http://www.StudentAid.gov/exit-counseling) to ensure that they understand student loan obligations and that they are prepared for prepayment.

## **Financial Aid Disbursements**

Information on receiving federal aid disbursements can be found at <https://studentaid.gov/complete-aid-process/receive-aid>. ARS disbursements are made by ARS to the school on a monthly basis based on the student's actual hours attended the month prior. VA funding disbursements will depend on the VA program for which the student qualifies.

A credit balance obtained by Title IV federal aid will be given to the student via check in person within 10 days of the credit.

## **Scholarships & Fee Waiver Policy**

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

ALL TESTS & ALL CLINIC 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.

## **Certificates**

Upon completion of the prepared course of study, each student is awarded a certificate or diploma certifying to the fact the school's requirements have been met.



## Graduation Requirements

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.

## Annual Report Statistics 2021

### Campus Wide (All Programs 2022)

Graduation.....	62.71%
Placement.....	91.89%
Licensure.....	100.00%

<u>Cosmetology Program</u>	<u>Esthetics Program(2019)</u>	<u>Manicuring Program</u>	<u>Instructor Program (2021)</u>
Graduation..... 61.11%	Graduation..... 70.0%	Graduation..... 80%	Graduation.....100%
Placement..... 90.9%	Placement..... 71.4%	Placement.....100%	Placement.....100%
Licensure..... 100%	Licensure.....100%	Licensure.....100%	Licensure.....100%

## Grading Policy

A.....	90-100%
B.....	80-89%
C.....	70-79%
D.....	69% and below

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.

## Makeup Exam Policy

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.

## 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.

## Student Access to Personal Records/Student Right of Privacy

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), this School has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law, and explains certain procedures for the School's full compliance with the law.

Students, or guardians of a dependent minor student may inspect and review their education records upon written request to the School Director (or designate). Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information form each time the student or guardian needs to access personal student information, which is available in the Director's office, identifying as precisely as possible the records they wish to inspect. The School Director (or designate) will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/ or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The School reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the School will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The School reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to the School, or if there is an unresolved disciplinary or academic dishonesty action against the student.  
included.

The School will disclose to third parties information from a student's education/ financial records only with the written consent of the student, except in cases allowable under FERPA such as Title IV information required to be submitted to NSLDS, authorized agencies, lenders and institutions (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended. A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a School official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the School official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the School official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the School official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The School's policy statement implementing FERPA is maintained by, and available for review in the Director's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the Director's Office. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; (800) 872-5327.

## Absences

A student is allowed 9% absences, which is 135 hours for the full Cosmetology Course and 54 hours for the full Manicuring, Esthetics and Instructor Programs. Transfer students are prorated and allowed 9% of the total contract.

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

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

The school monitors for unofficial withdraws. Students who are absent for 14-consecutive calendar days will be terminated from the program.

## Friday Attendance Policy

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

After a student has reached the maximum days, the student will be charged \$25 for each additional scheduled Friday 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 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 absence.

The student should submit this petition for any Friday 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 3:00 on a Friday), you will be considered absent under this policy.

If a student misses a scheduled Friday 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 the 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 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](mailto:Andrea@HotSpringsBeautyCollege.com). If you choose to email, you must ensure that your email was received either by: using a return receipt, having the School Director reply to your email or by calling and speaking with the Director to verify that your email was received.

## Call-In Policy

All students are asked to notify an instructor if they are going to be absent for any reason. This can be done in person, by telephone, by text at 501-802-0938 or voicemail, or by email to [Andrea@HotSpringsBeautyCollege.com](mailto:Andrea@HotSpringsBeautyCollege.com).

## **Tardy Policy**

School begins at 8:30am Monday, Tuesday, Wednesday, Thursday & Friday. No student is allowed to clock-in after 8:30am for any reason and will be counted absent for that day.

## **Excused/Unexcused Absences Policy**

This school does not recognize unexcused vs excused absences. All absences are the same and not counted toward the student's total clock hours. Failure to attend for a 14-day consecutive period will result in termination from the program.

## **Makeup Hours Policy**

Students are allowed to make up any missed hours by staying from 3:00-3:30pm Monday through Friday. This time is counted toward the total hours and offsets any hours missed.

## **Time Clock Policy**

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 a scheduled break at 10:00am Monday-Friday. Breaks are 15-minutes in length. Students working with a client at the scheduled break time will be allowed to take their break after completing the client, as coordinated and agreed with an Instructor. Students who do not take their scheduled break 5-minutes after the scheduled break time begins and do not have a valid excuse or permission from an Instructor will forfeit their break time.

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 as coordinated and agreed with the Instructor.

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

## **Inclement Weather Policy**

The school is operated on a continuous basis throughout the year. When & if extenuating circumstances occur (such as inclement weather), Hot Springs Beauty College will operate according to the judgement of the School Owner.

The School maintains a Remind App list. If the school is to be closed unexpectedly, the first line of notice is the Remind App Notification list followed by Facebook post.

## 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 one (1) smoke break per day at the scheduled break time at 10:00am. 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.

## Kit Policy

It is the policy of this School and the State of Arkansas that student kits be kept at all times at the school. Students are required to have all kits & kit items in working order and at their station at all times. At no time during their enrollment are students to take kit materials outside of the school for any reason. No kit item is to leave the building during a student's enrollment. Students found to be in violation of this policy will be dismissed for the day and not allowed to return until the kit items are returned to the school. Kit items are not replaceable by the School or refundable. Should these items be lost, stolen or broken, it is the student's responsibility to replace items within one school day.

## Student Parking Policy

Students park in the lower parking lot at the east end of the building and in the parking lot directly across Cones Road. The school does not charge students for parking or assign parking spaces.

## 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.

## VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 (c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill ® (Ch. 33) or Vocational Rehabilitation Employment (Ch. 31) benefits while payment to the institution is pending from VA. (G.I. Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA).) This educational institution will not prevent the student's enrollment, assess a late penalty fee to the student, require the student to secure alternative or additional funding or deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to produce the VA Certification of Eligibility (COE) by the first day of class, provide a written request to be certified and provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Tablet Policy

All enrolled students receive a Wifi-ready tablet. This tablet is the property of the student and is included in the cost of tuition. Tablets are non-refundable and non-returnable.

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.

## Formal Termination

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 or delivered to the School Director in person. 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.

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.

If 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.

The school charges \$150 for early termination of the course.

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

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.

## Satisfactory Academic Progress Policy (SAP)

This policy is made available to applicants prior to enrolling. 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 this School does not offer these courses.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<b>Cosmetology</b>	<b>Esthetics</b>	<b>Manicuring</b>	<b>Instructor</b>
450, 900 and 1200 actual clock hours.	300 actual clock hours.	300 actual clock hours.	300 actual clock hours.
<b>Transfer students</b>			
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.			

## Satisfactory Academic Progress Policy (SAP) Continued

### GRADE REQUIREMENTS

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 policy is as follows:

- A.....90% to 100%
- B.....80% to 89%
- C.....70% to 79%
- D.....69% and below

### MAXIMUM TIME FRAME

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 extend the student's contract period & maximum time frame by the same number of days in the leave of absence.

Students in the Cosmetology (full time, 30 hours per week, 1500 total clock-hours, 900-clock hour academic year) 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 are provided a written document at the time of evaluation

Students enrolled in the Manicuring, Esthetics & Instructor Courses (full time, 30 hours per week, 600 total -clock hours and 600-hour academic year) 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

Students in all programs who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## **Satisfactory Academic Progress Policy (SAP) Continued**

### **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.

**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.

A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.



## **Standards of Progress for VA Students**

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 70% academic average and 67% attendance will be considered making satisfactory progress until the next scheduled evaluation.

For a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on **probation** for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation.

### **Suspension/Withdrawn/Termination (VA)**

If the student fails to meet minimum requirements in either academics or attendance, the school's certifying official submitting a 22-1999b effective on the last day of probation.

### **Reinstatement of VA Student's Educational Benefits**

Once VA student's educational benefits has been suspended and after 30 days and the students is meeting the minimum standards of progress, the school's certifying official by submitting a 22-1999.

The school may terminate you from school attendance, but you must meet the minimum standards discussed above in order to receive payment for your VA benefits.

## **Progress Records in Accordance with 38 CFR § 21.4253 (d)(4) (VA)**

Adequate records are kept by the School to show the progress of each veteran or eligible person. The records are sufficient to show continued pursuit at the rate for which enrolled and the progress being made. They include final grade in each subject for each term, quarter, or semester; record of withdrawal from any subject to include the last date of attendance for a resident course; and record of reenrollment in subjects from which there was a withdrawal; and may include such records as attendance for resident courses, periodic grades and examination results.

The school maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the School for previous education and training, with the training period shortened proportionately. The record is cumulative in that the results of each enrollment period (term, quarter or semester) are included so that it shows each subject undertaken and the final result, i.e., passed, failed, incomplete or withdrawn.

The School has a standard of attendance, it maintains records of attendance for veterans and eligible persons enrolled in resident courses.

## **Drug & Alcohol Policy**

Drugs and Alcohol are not permitted on the premises, in the building or parking lot 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.

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

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.

## **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

## **Tobacco Use on Campus**

The Arkansas Clean Air on Campus Act of 2009 prohibits smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, by students, faculty, staff, contractors, and visitors, on all property owned or operated by the School. Littering campus with remains of tobacco or smoking-related products is prohibited.

## **Prescription Medications**

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.

## **Marijuana/Cannabis on Campus**

Students who attend a college or university in the United States that receives federal funds and/or students receiving federal financial aid are barred from using cannabis.

Marijuana is a schedule 1 drug and remains illegal on the federal level. This School receives federal funds to support the work the school is doing. This includes federal financial aid that students receive to help cover the cost of school. Because this School accepts federal funds, we must remain compliant with the Drug-Free Schools and Communities Act, which means that use and/or possession of cannabis, in any form, or possession of any paraphernalia, will not be tolerated on campus.

Students in possession of cannabis on campus (this includes the inside facility as well as all parking lots) will be immediately terminated.

## **Student Concerns & Grievance Policy**

Students are encouraged at all times to communicate their concerns to members of the Administration & Faculty. Suggestions, concerns and complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure should be followed:

1. Make an appointment to discuss the matter with your Instructor. If not resolved;
2. Make an appointment to discuss the matter informally with the School Director. If not resolved;
3. Request and complete a Student Complaint Form and submit it to the School Director. The School Director will verify that the student has made an attempt to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed upon resolution will be documented in the Student Complaint Form and communicated to the student. If not resolved;
4. The student may submit a complaint to the Arkansas Department of Health- Cosmetology Section and/or NACCAS only after the student has exhausted the institution's internal complaint process.

The NACCAS complaint form can be found at : [www.naccas.org/complaints](http://www.naccas.org/complaints)

Arkansas Dept of Health- Cosmetology section receives complaints at: [healthy.arkansas.gov/programs-services/topics/cosmetology-massage-therapy-complaint-form](http://healthy.arkansas.gov/programs-services/topics/cosmetology-massage-therapy-complaint-form).

## **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/>.

## **Student Conduct in Reporting a Crime**

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or campus Security Authorities (Director). Upon request, campus Security Authorities will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The School seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible.

You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network at 1-800-656-4673 or their website at [www.rainn.org](http://www.rainn.org). The school does not offer on-campus counseling services.

In the event that a student has been apprehended for the violation of a law in the community, state or nation, the School will not request nor agree to special consideration for that individual because of his or her status of a student. The school will cooperate fully with the law enforcement and other agencies in the enforcement of the law.

## Misconduct Prevention & Response

If a final determination is made that any student is found to be abusing alcohol, using, possessing, manufacturing or distributing controlled substances in violation of the law on School property or at any School events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from the School. School imposed sanctions are in addition to any legal actions taken by local, state or federal authorities.

This school is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational programs and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, this School is committed to ensuring that all its students have equal opportunity to benefit from our program and activities and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. This school has developed a Title IX policy and the associated processes at <http://hotspringsbeautycollege.com/wp-content/uploads/Title-IX-Policy-2021.pdf> to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or their parties—are promptly investigated and, where a violation is found, that the School takes action to end the conduct, prevent its reoccurrence and address its effects.

Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conducts of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably inferred with a person's work or educational performance, or creates intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to the Campus Security Authorities (Director).

Responsible employees must promptly report sexual harassment that they observe or learn about.

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. The School takes all such complaints seriously.

The School strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to the Schools Title IX coordinator. However, a student may also bring such complaints to any staff member whom he or she is comfortable. Likewise, an employee may bring any such complaint to any staff member. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

Title IX Coordinator:

Andrea Causey  
Hot Springs Beauty College  
100 Cones Road  
Hot Springs, AR 71901  
Phone: 501-624-4258  
Email: [Andrea@HotSpringsBeautyCollege.com](mailto:Andrea@HotSpringsBeautyCollege.com)

If you believe that you have been sexually assaulted, your first priority should be to get to a place of safety. The School strongly advocates that a victim of sexual assault report the incident in a timely manner.

Please familiarize yourself with the Title IX Policy & Procedures found on our website at <http://hotspringsbeautycollege.com/wp-content/uploads/Title-IX-Policy-2021.pdf>

## **Leave of Absence Policy**

Leave of absence can be granted once per enrollment not to exceed (30) thirty days. A leave of absence may be granted for the following reasons only:

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

A student will not be granted a leave of absence if the leave of absence, together with any additional leaves of absence previously granted, exceed a total of 180 calendar days in any 12-month period.

A student must request the leave of absence in writing and proper documentation must be provided to the School Director by the student prior to a leave of absence being granted. The documentation should clearly state the student's reason for requesting the leave of absence and the student's signature. The School holds a standard form for this purpose and will make available to the student upon request.

Should the student be unable to request the leave of absence before beginning the leave due to unforeseen circumstances, the School will document the reason for this unforeseen circumstance and will obtain proper documentation from the student as soon as it is possible. The student's begin date for the leave of absence in this circumstance will be the first date that the student was unable to attend.

The above extensions will be made at no charge to the student. The student's contract will be extended by the number of days taken during the leave of absence. An addendum to the student's enrollment contract will be signed by the School and the student and recorded in the student's file. A student granted a leave of absence in accordance with the School's policy is not considered to have withdrawn and no refund calculation is required. Should the student fail to return, the termination date would be the last day of the student's attendance. Students who take a leave of absence not approved by the School will be withdrawn.

## **Amended Leave of Absence Policy in Response to COVID-19**

In the event of a student requiring testing or quarantine due to possible exposure to COVID-19, a leave of absence can be granted for the duration of the time that the student is awaiting results or the duration of the quarantine.

An official notice from a hospital or medical professional is required as proof of testing.

Proof of possible exposure necessitating a quarantine must be official notice from a daycare, school or other party explaining the circumstance.

This amended LOA can extend the existing LOA policy by up to 90 days for a maximum total of up to 120 days.

This policy was adopted on June 25, 2020 and will expire upon the COVID-19 pandemic becoming a non-threat.

A student granted a leave of absence is not considered to have withdrawn, as such no refund calculation is required.

## **Leave of Absence Policy for Pregnancy, Childbirth, False Pregnancy, Termination of Pregnancy or Recovery Therefrom**

For students experiencing pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom can be granted a leave of absence for as long as their physician deems medically necessary in written form.

Documentation required must include the student's name and dates of leave that the physician recommends in official writing from the physician.

This LOA can extend the existing LOA policy by up to 150 days for a maximum total of up to 180 days.

A student granted a leave of absence is not considered to have withdrawn, as such no refund calculation is required.

## Student Orientation

Students enrolled in all programs are required to attend student orientation on their first day of attendance. This orientation will cover the contents of this catalog in addition to other State, accrediting agency and federally mandated disclosure requirements.

## Unauthorized Distribution of Copyrighted Material

The School does not condone and will not tolerate the unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution using the School's information systems will receive an advisement up to and including dismissal from the School. School sanctions are additional to any action taken by local, state, or federal authorities. 18 USC § 2319 provides for the following legal sanctions:

Offense	Penalty
Misdemeanor Infringement: Unauthorized duplication of copyrighted work(s) with value less than \$2,500	Up to 1 year in prison Up to \$100,000 fine or both.
Felony Infringement: At least 10 copies of copyrighted work or copying multiple works with a retail value of at least \$2,500 (first offense)	Up to 5 years in prison Up to \$250,000 fine or both.
Felony Infringement: At least 10 copies of copyrighted work or copying multiple works with a retail value of at least \$2,500 (subsequent offenses)	Up to 10 years in prison Up to \$250,000 fine or both.

# Dress Code

STUDENTS ARE EXPECTED TO COME TO SCHOOL WITH THEIR HAIR & MAKEUP READY FOR THE DAY

A CLEAN, NEAT,  
PROFESSIONAL  
APPEARANCE IS  
EXPECTED AT ALL  
TIMES WE ARE IN THE  
INDUSTRY OF IMAGE.

## SCHOOL SHIRTS

WE WEAR OFFICAL SCHOOL-ISSUED T-SHIRTS. VARIOUS STYLES AND SIZES ARE AVAILABLE AND CAN BE PURCHASED FOR \$15 FROM THE SCHOOL DIRECTOR.

SHIRTS SHOULD NOT BE STAINED, BLEACHED, HAVE HOLES, RIPS, TEARS, MARKS, BE DISCOLORED OR FADED.

MIDRIFF SKIN SHOULD NEVER BE VISIBLE. UNDERSHIRTS CAN BE WORN, AND SHOULD BE SOLID BLACK IN COLOR.

## OUTER WEAR

JACKETS ARE ALLOWED DURING SCHOOL HOURS IF: THERE IS NO HOOD, NO HEAVY OR PUFFY JACKETS, MUST BE SOLID BLACK IN COLOR AND FREE OF RIPS, STAINS, TEARS, HOLES, NOT DISCOLORED OR FADED.

## SHOES

WE WEAR CLOSED-TOE SHOED. SHOES SHOULD NOT HAVE AN OPEN BACK OR OPEN TOE, OR SLIP ON STYLE.

## HAIR

WE ARRIVE AT SCHOOL WITH OUR HAIR FIXED. IT IS EXTREMELY UNPROFESSIONAL TO COME TO SCHOOL WITH WET OR MESSY HAIR.

STUDENTS SHOULD NOT EXPECT TO BE ALLOTTED CLOCK-HOURS TO FIX AND STYLE THEIR OWN HAIR.

NATURAL HAIR COLORS ARE ACCEPTABLE. FASHION COLORS ARE TEMPORARY AND QUICKLY FADE AND GIVE WAY TO NEW-GROWTH WITHIN DAYS. FOR THIS REASON, **FASHION COLORS ARE AT THE APPROVAL OF THE DIRECTOR ONLY.**

AS PROFESSIONALS, WE SHAMPOO OUR HAIR ON A REGULAR BASIS, AND DO NOT MAINTAIN GREASY-APPEARING HAIR.

WIGS AND HAIRPIECES SHOULD APPEAR NATURAL.

## MAKEUP

IT IS VERY UNPROFESSIONAL TO APPLY MAKEUP AT YOUR STATION OR DURING CLASS TIME. A STUDENT SHOULD NEVER APPLY THEIR OWN MAKEUP ON CLOCK-TIME. ON OCCASION, STUDENTS MAY BE GIVEN PERMISSION TO APPLY MAKEUP TO ANOTHER STUDENT. THIS WILL OCCUR INFREQUENTLY.

## FACIAL PIERCINGS

A SIMPLE, SMALL NOSE PIERCING IS ALLOWED.

Your participation in the dress code is rewarded on a monthly basis. If you comply for 30-days straight and complete your floor assignments, you can be **PROFESSIONAL OF THE MONTH.**

## Student Behavior & Conduct

- ☆ Students must be physically able to perform all services or they are subject to dismissal for the day.
- ☆ 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.
- ☆ 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.
- ☆ 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 3:00, 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, and is only permitted after 9:30am.

☆ A student not returning from lunch for any reason must notify an instructor before they are scheduled to return.

☆ 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 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.

## **Disciplinary Action**

1<sup>st</sup> infraction of the rules and regulations, policies or code of conduct will result in a written warning.

2<sup>nd</sup> infraction of the rules and regulations, policies or code of conduct will result in suspension not to exceed three days.

3<sup>rd</sup> infraction of the rules and regulations, policies or code of conduct 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 Director after counseling with the student and determining that the student's behavior pattern cannot conform to the school's rules and regulations.

## State Board Exam Info

Two licensing exam parts are required for licensure in the State of Arkansas. Students are eligible to apply and take their written examinations when they reach 1200-clock hours for the Cosmetology program and 480-clock hours in the Esthetics, Manicuring or Instructor's programs.

### WRITTEN EXAM

You will complete an Examination Application and submit to the Health Department-Cosmetology Section to take the written exam. This form can be found online or can be requested from the School Director. This form requires information and approval from the school and cannot be completed by the student alone.

The current cost of the exam is \$78 and is paid at the time of scheduling directly to Prov. This amount is subject to change without notifying the School. Students can contact Prov Testing directly ([www.provexam.com](http://www.provexam.com)) or the Arkansas Health Department Cosmetology Section (<https://www.healthy.arkansas.gov/programs-services/topics/cosmetology>).

When the Exam application is submitted students should receive an email stating that they are eligible to schedule the exam online or by phone with Prov. If students have not received an email within 10-days of submitting the Examination Application form, contact the Department of Health Cosmetology section directly.

A credit card is required to pay for this exam either online or over the phone.

The written exam is given approximately 5-7 days per week at the availability of the testing center.

The written exam can be taken at any Prov testing location or online anywhere that has WiFi. The nearest testing center is located at National Park College, 101 College Drive, Hot Springs, AR 71913.

The student is required to show a government-issued picture ID at the time of the exam. A 70% or higher cumulative score is required for passing.

### PRACTICAL EXAM

The practical exam is administered by our instructors during school hours to students that are at or above 1200-hours. Complete rubrics and preparation materials are available by request. Students are required to have materials prepared and ready for the examination time.

There is no cost to the student for this exam.

Instructors will gather all students that have not yet taken the exam who also have at least 1200-clock hours, these students are given at least 5 days notice and are provided preparatory time.

### WHEN IT'S GIVEN:

January 9-12	May 7-10	August 6-9	November 5-8
February 6-9	June 4-7	September 10-13	December 10-13
April 2-5	July 9-12	October 8-11	

A 75% or higher cumulative score is required for passing.

## Refund Policy

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, school closure or student termination by the school. 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. 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 after three business days but prior to entering classes and requests his/her money collected by the School, all monies collected will be refunded. 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.

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

### 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:

Percentage Time to Total of Payment Period	Amount Of Tuition Owed to School
0.01% to 4.99%	20%
5% to 9.99%	30%
10% to 14.99%	40%
15% to 24.99%	45%
25% to 49.99%	70%
50% and Over	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. Refunds are calculated based on the student's last day of physical attendance. 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, whether an official or unofficial withdraw. The School will make refunds within 45-calendar days of the date the student officially withdraws, or the date the School determines that the student has officially withdrawn. Refunds will be returned in the following order: 1. Federal Pell Grant Program, 2. Other Title IV Programs, 3. Other Federal, State, Private or institutional assistance, 4. The Student. Refunds to Veterans will be made in compliance with Veterans Administration regulations. All monies must be paid before the student reaches 1,400 hours. The cost of the kit, books, supplies and additional fees is not included in tuition adjustment computations. Kit items, books & tablets become the property of the student when paid for in full and are non-refundable and non-returnable. Students who terminate prior to course completion will be charged up to a \$150 termination fee.

If the School permanently closes and is no longer offering instruction after a student has enrolled, and instruction has begun, the student will be entitled to a pro-rata refund of tuition or participate in a Teach-Out Agreement. If a course is cancelled subsequent to a student's enrollment, and before instruction has begun, the School shall, at its option provide a full refund of all monies paid or provide a completion of the course. If the School cancels a course and/or program and ceases to offer instruction after students have enrolled, and instruction has begun, the School shall at its option provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course and/or program, or participate in a Teach-Out Agreement or provide a full refund of all monies paid.

## 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.

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

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 the student was scheduled to complete up to and including the student's last date of attendance in the payment period, is divided by the number of hours in the payment period. Do not count excused absences as completed hours.

$$\frac{\text{Number of clock hours the student was scheduled to complete in the payment period}}{\text{Total number of clock hours in the payment period}}$$

If this percentage is greater than 60%, 100% of his or her aid is earned. If 100% is not earned, continue below to complete the R2T4 calculation.

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 above, by the total amount of Title IV aid that was or could have been disbursed as of the student's last date of attendance.

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

4. The R2T4 calculation allocates 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. Return Title IV funds by the school in the following order:

Unsubsidized Direct Loans

Subsidized Direct Loans

Direct PLUS Loans

Federal Pell Grants for which a return of Title IV funds is required

Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

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/ accrediting agencies refund policy.

## **HOT SPRINGS BEAUTY COLLEGE**

100 CONES RD. HOT SPRINGS, AR

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