



Overland, MO



Miner, MO



Cape Girardeau, MO



**The Values And Policies That Govern Our Team
Student Handbook
November, 2013**



Fact Sheet

The following are facts about eClips and the Barber and Cosmetology Profession.

Current Completion Rate	62.50%
Current Licensure Rate	96.00%
Current Placement Rate	68.57%

Compensation a successful graduate may reasonably expect:

Median annual earnings in 2000 for salaried barbers and cosmetologist, including tips, were \$17,740. The middle 50 percent earned between \$13,580 and \$24,540. The lowest 10 percent earned less than \$12,030, and the highest 10 percent earned more than \$33,040. Median annual earnings were \$18,330 in beauty shops and \$16,900 in barbershops. *

Safety requirements for the Profession:

Because prolonged exposure to some hair chemicals may cause irritation, special care is taken to use protective clothing, such as plastic gloves or aprons. *

Physical demands of the profession:

Good health and stamina are important because these workers are on their feet for most of their shift. * *Good posture and comfortable shoes are essential to help prevent problems with knees, and lower back.*

Licensure requirements for the jurisdiction in which the school is located:

To be licensed in the state of Missouri as a Barber, a person must graduate from a Barber School with a minimum of 1,000 hours to be completed in not less than a 6 month time period. After graduating from a Barber School the person may then take the Board Examination with the State Board of Barber Examiners. After successfully passing the Board Examination the Board will issue the person a license as a Barber.

To be licensed in the state of Missouri as a Cosmetologist, a person must complete 50 credit hours of training (equivalent to 1500 clock hours) in a approve cosmetology school. Upon graduation the Missouri State Board of Cosmetology Examiners must examine any person wishing to become a cosmetologist. After successfully passing the Board Examination the Board will issue the person a license as a Cosmetologist.

2012 Median Loan Debt for students that completed training at our school was \$ 4,793.00

* Data taken from the Bureau of Labor Statistics

Mission Statement

Our mission is to inspire individuals to develop their passion for hairstyling and beauty culture into an art that will help them to succeed in their careers as Barbers and Cosmetologists.

This institution is fully capable of assisting you in successfully accomplishing your career goals. Listed below, you will find the school's credentials and staff members.

Staff

Operations Manager/ Owner	Eric Brown	
Instructor	Nancy Hefner	Cape Girardeau
Instructor	Dominic Johnson	Overland
Instructor	Jessica Smith	Sikeston
Instructor	Sarah Hale	Cape Girardeau
Instructor	Danielle Cotner	Cape Girardeau
Instructor	Charles Jones	Cape Girardeau
Administrative Assistant	Ericka Sterling	Overland
Instructor	Samantha Cruz-Macial	Sikeston
Instructor	Damon Grimes	Overland
Instructor	Shannon Norman	Overland
Instructor	Perry Shotwell	Overland

eClips School of Cosmetology and Barbering is accredited, licensed, or approved for training by the following agencies

MISSOURI STATE BOARD OF Barbering and COSMETOLOGY

3605 Missouri Blvd.
Jefferson City, MO 65102
(573) 751-1052

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES

4401 Ford Ave., Suite 1300
Alexandria, VA 22302
(703) 600-7600

Cape Girardeau and Sikeston locations are accredited. Overland location is provisionally accredited

MO DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

(Vocational Rehabilitation, WIA, Veterans Education)
205 Jefferson Street
Jefferson City, MO 65101
(573) 751-4212

FINANCIAL AID

eClips School of Cosmetology and Barbering currently participate in the following financial aid programs. Assistance is available to those who qualify:

PELL GRANTS, VOCATIONAL REHABILITATION, VETERANS ADMINISTRATION, DIRECT LOANS

FACILITIES

Our facilities have classrooms/lab areas where students can watch demonstrations of cuts, color, and styles while practicing on mannequin. Our facilities also have student salon areas for practical training on clients. The rest of the space at our facilities are used for offices for the staff break rooms for the students, restrooms and adequate parking for students, staff, and clinic customers.

Our Cape Girardeau, MO campus is located at 52 S. Plaza Way. Cosmetology and Barber training is offered at this location.

Our Overland, MO campus is located at 9140 Page Ave, Overland, MO 63114. Barber training is offered at this location.

Our Minor, MO campus is located at 100 Outlet Dr. Cosmetology training is offered at this location. Each course offer training that will lead to entry level employment as a salon professional.

TEACHING AIDS consist of:

Interactive DVD library

Chalkboard and charts

Video player and library

Book library and textbooks

ADMISSION REQUIREMENTS

COSMETOLOGY AND BARBER

- ✓ Applicants must be at least 17 years of age
- ✓ Applicants must have a high school diploma/G.E.D.
- ✓ Barber applicants must complete a physical examination
- ✓ All applicants must be approved by the Director of eClips School of Cosmetology and Barbering.

Once the applicant is accepted he/she is required to provide the following:

1. Proof of age (A copy of **birth certificate** or **drivers license**)
2. A copy of high school transcript, **diploma**, or **G.E.D.**
3. Two recent bust size photographs
4. Transfer request (if applicable) of clock hours may be granted by the State Board of Cosmetology for transfer students. The school will contact the State Board for any previous training credit. Tuition will be adjusted accordingly.
5. **\$100.00** enrollment fee is due upon submission of the application. (Cash, checks, and money orders are accepted.) Payable to the school of attendance.

These papers are required by Missouri's State Board of Cosmetology, and must be brought to the school at least two (2) weeks prior to the starting date.

Any other considerations made to admit a student in our school must be approved by the Director and

should not conflict with the above policies. eClips School of Cosmetology and Barbering does not practice discrimination based on race, sex, creed, religion, ethnic origin, color or age.

Scholarships

eClips School of Cosmetology and Barbering offers a scholarship for prospective barber and cosmetology students. Our scholarships are offered to individuals that demonstrate a sincere dedication and drive to become part of the cosmetology or barber profession. All scholarships are awarded based on the need and character of the applicant. To apply please see our Administrator.

Courses Offered:

Cosmetology- SOC Code 39-5012, This 1500 hour course is a study of both the basic principal of cosmetology needed for State Licensure and the scientific approach to hair design, texture, color and sculpture. Students completing this course will be prepared for entry level employment in the cosmetology field.

Units of Instruction:

First Term – 450 Hours

- 40 Hours - Succeeding as a student- Discussion and class projects covering development of a salon professional and licensure requirements.
- 70 Hours- Hair Sculpting- Theory and in-class workshops covering basic principals of women and men hair sculpting.
- 70 Hours- Hair Design- Theory and in-class workshops covering basic principals of hair design.
- 35 Hours- Texture,Theory- In-class workshops covering basic principals of perms, relaxers, and reformation services.
- 35 Hours Color, Theory- In-class workshops covering basic principals of hair color and hair lightening services.
- 8 Hours- Salon Ecology
- 12 Hours Anatomy
- 8 Hours Chemistry
- 22 Hours Salon Success, Discussion, lectures, guest speaker, and class projects. Designed to teach students how to build clientele, track progress, and retail to clients.

100 Hours- Nail and skin care- Manicures, pedicures, skin facials, and waxing

50 Hours- State Board preparation- Preparation for their first mock board which will be performed at 450 hours

Second Term 450 Hours

75 Hours- Advanced Hair Sculpting workshop- Students will focus on various combination forms and techniques. Pivot Point Scientific Approach Hair Sculpting library will be used for this series of demonstrations and student assignments.

35 Hours- Acrylic Nail workshop- Students will learn the basics of applying acrylic nails.

15- Hours Eyelash Extensions- Students are taught to do strips and individual eyelash extensions.

75 Hours- Color workshop- Pivot Point Scientific Approach library is used to teach students advanced coloring and high lighting techniques.

75 Hours- Hair Design workshop- Students will use the Pivot Point Scientific Approach Library to enhance skill level. Emphasis will be placed on design, c shaping and up-dos.

30 Hours- Thermal Curling workshop- Students will focus on hair design with the use of marcel irons and other thermal tools.

30 Hours- Air Forming workshop- Students will use Pivot Point Scientific Approach library and focus on creating hair designs using air forming techniques

60 Hours- Permanent Waving workshop- Students will use the Pivot Point Scientific Approach Library to learn advance permanent waving techniques

35 Hours- Hair Relaxer workshop

20 Hours- Mock Board- Preparation and evaluation

Third Term 300 Hours

75 Hours- Workshop- Wigs, hair pieces, and applying extensions.

75 Hours- Salon management- Student will learn to write business plans and design floor

plans. Students will also learn record keeping, business structure, and compensation.

150 Hours- This time is used to address special needs the student may have. This time can be used to focus on areas of weakness based on prior assessments and observations

Fourth Term 300 Hours

50 Hours- This time is used to address special needs the student may have. This time can be used to focus on areas of weakness based on prior assessments and observations

35 Hours- Resume development

35 Hours- Portfolio development

70 Hours- Salon tours, mock interviews, and job search

35 Hours- Final examination preparation and evaluation

75 Hour- State Board Preparation, exit interviews, employment advising, student loan counseling, and completion of withdrawal documents.

This course takes 44 weeks to complete with full-time attendance and 62 weeks to complete with part-time attendance. Enrollment Fee 100.00, Tuition 10950.00, Tool Kit 1100.00. Total cost 12150.00. Payment terms: 4385.00 First term, 3285.00 Second term, 2190.00 Third term, and 2190.00 Fourth term.

Barber Hairstyling- SOC Code 39-5011 This 1000 hour program provide basic training needed to obtain State licensure and entry level employment as a barber, which includes cutting, trimming, shampooing, styling hair, trimming beards or giving shaves.

Units of Instruction:

5 Hours- History

5 Hours- Professional Image

5 Hours- Bacteriology

20 Hours- Sterilization, Sanitation, and Safe Work Practices

15 Hours- Implements, Tools, and Equipment

15 Hours- Properties and Disorders of the Skin, Scalp, and Hair

20 Hours- Treatment of Hair and Scalp

5 Hours- Facial Massage and Treatments

35 Hours- Shaving

425 Hours- Haircutting

325 Hours- Hairstyling

5 Hours-	Mustache and Beard Design
30 Hours-	Permanent Waving
30 Hours-	Chemical Hair Relaxing and Soft Curl Permanents
30 Hours-	Hair Coloring
5 Hours-	Hairpieces
5 Hours-	Chemistry
5 Hours-	Anatomy and Physiology
5 Hours-	Salesmanship and Establishment
5 Hours-	Management
10 Hours-	State Law

This course takes 30 weeks to complete with full-time attendance and 45 weeks to complete with part-time attendance. Enrollment fee 100.00, Tuition 9500.00, Tool kit 900.00, Total cost 10500.00. Payment Terms: 5275.00 First term, 4375.00 Second term and 950.00 Third term.

School Calendar

ENTRANCE DATES

We have an open enrollment process. Please call our admissions office for dates

CLASS SCHEDULE

Cape:

Tuesday thru Friday 8:00 am to 4:00 pm
 Saturday 8:00 am to 3:00 pm

Overland:

Tuesday thru Saturday 9:00 am to 5:00 pm

Sikeston:

Tuesday thru Saturday 9:00 am to 5:00 pm

eClips School of Cosmetology and Barbering will be closed on the following dates:

Saturday before Easter, The week of the 4th of July, Thanksgiving Day and the following Friday, December 25th thru January 1st

School Policies and Procedures

Absence - It is the responsibility of the student to call in by 9:00 at the Cape campus and 10:00 at the Overland and Sikeston campus' to inform us of your absence. YOU MUST CALL THE SCHOOL AND SPEAK WITH OFFICE PERSONEL. If you do not call in to inform us that you will be absent you will receive a written reprimand. Three written reprimands for this reason will result in 3 days suspension from school each time this occurs. Students are responsible for all assignments due while on suspension. Termination of enrollment is a consequence of this becoming a persistent problem.

Attendance (FUNDEMENTAL CLASS)- Your Fundamental Class lay the foundation for the entire course. Attendance is very important. To help assure that our student benefit from the structure of the program you will be required to adhere to the following attendance policy while in the Fundamental

Class:

1. You are limited to 4 absences during the time you are in the Fundamental Class. If you exceed 4 absences while in the Fundamental Class you will be terminated from the program.
2. You are limited to 3 tardies during the time you are in the Fundamental Class. A student that is tardy more than 3 times while in the Fundamental Class will be terminated from the program.
3. You are not allowed to leave school prior to your scheduled time more than 3 times while you are in the Fundamental Class. If you leave school more than 3 times while in the Fundamental Class you will be terminated from the program
4. A student receives 3 conduct infractions will be terminated from the school.

Students that complete the Fundamental Class are subject to the following attendance policy

Attendance – The programs that we offer are clock hour programs. The clock hours are divided into terms. The Barber Program terms are 0 – 450 hours, 451 – 900 hours and 901 – 1000 hours. For the Cosmetology Program the terms are 0 – 450 hours, 451 – 900 hours, 901 – 1200 hours and 1201 -1500 hours. A schedule of attendance is used to determine the length of time it will take to complete the clock hours of each term and graduate from our school. Students must complete their training prior to their scheduled hours reaching maximum time frame. If a student does not complete the program by prior to the date of their scheduled maximum time frame they will be terminated from the program.

Students must maintain an 80% attendance grade. If a student's attendance fall below 80% the student will be notified in writing that their attendance is not satisfactory, and will be placed on financial aid warning. The details of being placed on financial aid warning is outlined in our SAP policy at the end of this handbook.

A student who misses 14 consecutive days without contacting the school will be terminated Any student terminated due to poor attendance, who chooses to come back to the school, must re-enroll in the school. The student is required an application for enrollment. If the Director determines that the student should be allowed to re-enroll, the student must submit a new application to the State Board of Cosmetology and Barbering. The student must pay the required enrollment fee to the school, plus, any additional fees owed to the school before re-enrolling in our program. The student will be on probation when re-enrolled and must maintain satisfactory attendance.

Breaks - Students are given breaks by their instructors. No breaks should be taken without an instructor's permission.

Class Cuts - Cutting class will not be tolerated. If you must leave the school premises, inform the instructor and clock out if applicable. This also includes not coming back from break on time. The following policies will apply to anyone caught cutting class:

First time: The student will be excused for the day. It is the student's responsibility to make up assignments missed.

Second time: The student will be suspended for three days. It is the student's responsibility to make up

any missed assignments.

Third time: The student is now at risk of being terminated. The Director will evaluate the circumstances and decide if the student should be suspended or expelled.

Conduct – We will maintain a professional atmosphere in every aspect of our school including our behavior and conduct. The following policies regarding conduct apply:

No horse playing or name calling will be tolerated.

No derogatory comments or actions toward another person's race, nationality, religion or sexual orientation will be tolerated; such actions could lead to termination from school.

No threats or bullying of any kind will be tolerated. Such actions could lead to termination from school.

No profanity or obscene language is to be used in the in the classroom or the student salon area. The instructor will give the student a verbal warning on the first occurrence. After this initial occurrence the instructor will give the student a written warning that will be kept in the student's file. After the written warnings the student will be sent home for the day each time there is a use of profanity in class or the student salon area.

No sexual advancements or gestures toward other students or clients will be tolerated. The consequences of such actions could result in termination from school.

Any student found with drugs or alcohol on school premises will be terminated and prosecuted. If you have prescription medication that you must take while in school the Director should be notified.

Stealing will not be tolerated and any student found stealing will be terminated.

Students are not to use other student's tools. If you break or lose one of your tools, you should buy another one or let the instructor know and a replacement can be ordered for you through the school at your cost.

Students are required to perform services on the public. Clients are to be treated in a professional manner at all times. Students that treat clients in an unprofessional manner will be sent home for the day. Depending on the severity of the matter suspension or termination may result. Students are not to refuse to service a client. If a student has circumstances that would conflict with their ability to perform services on a person this should be discussed with the instructor. If the problem persists suspension may result.

The State Board of Barbering and Cosmetology specifically disallows any student from performing barber and cosmetology services outside of the school. Cosmetology students are not allowed to take their tool kits home until graduation.

If a problem arises between students and they cannot resolve it they are to talk to an instructor who will discuss the situation with the students and act as a neutral party to help them resolve their problem.

Cleaning Assignments - All students will be assigned a certain area to clean. It is the student's responsibility to make sure their area is clean before clocking out.

Dress Code and Grooming – Students must maintain a professional appearance at all times. Black pants must be worn while at school. No denim is allowed except on Saturdays. Saturdays are reserved as Casual Saturdays where students can dress in more comfortable attire if they wish. However, No sagging pants, athletic wear (specifically jogging pants and sport jerseys) or other unprofessional dress will be allowed at the school. Short pants and skirts may be worn if the length is no more than three inches above the knee. Students must wear their black smock or apron if they are on the student salon.

Note: Spaghetti strap or sleeveless shirts are not allowed. Shirts must extend beyond the waist of the pants so that skin does not show

Student's grooming must be neat at all times. If a student chooses to wear a beard it must be neatly trimmed, otherwise all male students must be neatly shaven while at school. Students' hair must be neatly groomed at all times. No hats, ball caps, scarfs or du-rags will be worn during school hours.

NOTE: THESE STANDARDS WILL NOT BE COMPROMISED. YOU WILL BE SENT HOME TO CHANGE IF YOU COME TO SCHOOL DRESSED IN UNAPPROVED ATTIRE.

Employment Placement- We work with our students during the time that they are in school to help them seek employment options by posting job openings by inviting employers to come to our school or by taking field trips to different salons. However, we do not guarantee employment for our students.

Food and Beverages – Beverages and food are not allowed on the student salon by students. Gum chewing is not allowed at any time by students.

Grades - Barber and Cosmetology students must maintain a satisfactory grade in order to graduate from this program. Both programs use a scoring system of 0-100. Barber students are awarded grades on the following three categories: theory, practical work ,and attendance.

Cosmetology students are graded on theory and practical work.

- 94%-100% is considered exceptional
- 87%- 93% is considered above average
- 80%-86% is considered average
- 79%-0% BELOW average (unsatisfactory)

Graduation –In order to graduate from the program, and to receive a diploma, students must successfully complete the required number of clock hours as specified in the catalog.

Hand Bags- Purses and hand bags are to be placed in the locker while at school. At no time are hand bags, purses, or duffel bags to be on:

- the clinic floor
- in the dispensary
- classroom

We reserve the right to inspect any bag you bring on our premises.

Make- up Work- Students can make up missed assignments due to absences. It is the students responsibility to make the necessary arrangements with the instructor to receive credit for missed assignments. Students can only make-up exams the next day during their break time.

Nondiscrimination Policy- The field of Barbering/Hairstyling and Cosmetology offers many opportunities to men and women from all walks of life. Therefore, we at eClips School of Cosmetology and Barbering do not practice discrimination based on race, sex, creed, religion, ethnic origin, color or age. To do so would be a disservice to the community which we serve.

Phone Use- Students cannot receive personal phone calls while at school. Students can use the school phone only for emergency calls.

Cellular phones are for use during personal time only. Phones are not to be used while in the classroom or the student salon area. Cell phones are to be turned off or put on silent (not vibrate – SILENT!). **It is NOT acceptable to leave class or stop servicing a client to receive calls on your cell phone or text message someone while in class.** Students in violation of this policy will be suspended for a day.

Receiving Clock Hours from Another School- Students may receive hours from another school and complete their training at our school. The Student will receive 100% credit for hours received from another school if the hours were received with-in twelve months of enrolling in our program. The student will receive 70 percent credit for hours received from another school if the hours were received with-in 24 months of enrolling in our program. Any student that wants to transfer hours from another school, and has been out of school for more than 24 months will receive 50 percent credit for those hours. We must receive a copy of the students transcript from their previous school. The Director of school will determine the number of hours the student can have transferred into our program.

Refund Policy-

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
 - a. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
 - b. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
 - c. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school minus any administrative fees, and/or termination fees.
 - d. A student notifies the institution of his/her withdrawal.
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the

- date the student notifies the institution that the student will not be returning
- f. A student is expelled by the school.
 - g. In type b, c, d or f official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
 - h. If the student does not notify the school that he/she is withdrawing, the student will be formally terminated if absent for 14 days without notifying the school. The official termination date will be the student's last physical date of attendance.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.
- a. For students who enroll in and begin classes the following schedule of tuition adjustments is authorized:

<u>%Time Scheduled to Total Course</u>			<u>Amount of Total Tuition Owed to the School</u>
0.01%	to	4.9%	20%
5%	to	9.9%	30%
10%	to	14.9%	40%
15%	to	24.9%	45%
25%	to	49.9%	70%
50%	and over		100%

- b. When situation of mitigating circumstances are in evidence the school may provide a refund which exceeds this refund policy.
- c. The cost of the tool kit and supplies is not included in tuition adjustment computations. These items become the property of the student and are non-refundable.
- d. Students who terminate prior to course completion will be charged a 100.00 termination fee.
- e. If the school is permanently closed and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rated refund of tuition.
- f. If a course is canceled subsequent to a student's enrollment. The school shall at its option:
 1. Provide a full refund of all monies paid; or
 2. Provide for completion of the course.

Costs not included in tuition are stated in the catalog and on the enrollment agreement.
All fees are identified in the catalog and on the contract.

Student Records - Student Financial Aid files are kept in a locked cabinet in the business administrator's office. In compliance with family educational rights and Privacy ACT of 1994 eClips School of Cosmetology and Barbering does not release information pertaining to student cumulative Records without written consent from the student or parent/guardian if the student is a minor. The school guarantees the rights of student and parents (if applicable) to have access to the cumulative records and have proper supervision and interpretation of those records when they are being reviewed. Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Cumulative education records are maintained for five years or more after graduation or termination.

Sanitation- Sanitary procedures must be followed very closely in the sterilization of all workstations, equipment and kits. Inspections shall be made periodically to insure that items are kept in sanitary conditions.

Student Services – The school offer the following services to our students. We make available a list of agencies that can provide help to students that are having trouble with alcoholism, drug dependency, pregnancy, and spousal abuse. We have a list of realtors that have rental property in the area and organizations that provide assistance with subsidizing rent and paying utility bills. We also have daycare providers that work with our students to provide daycare services for our students.

Tardy Policy- Theory classes start at 9:05 am. If students are late for theory class they are not allowed to enter the classroom. If a student misses 5 theory classes in a period of enrollment, a verbal warning will be given. An absence from theory class after the verbal warning will result in a written warning. Absences from theory class after receiving a written warning will result in a day of suspension from the school. If the problem persist student may be terminated from the program

Students that are late for theory may clock in at any time between 10:00 am and 10:15 am. 10:15 am is the latest time a person is permitted to clock in for class if they are tardy. Students who violate this policy and clock in after 10:15 will be suspended for the day.

Termination of Students

Student termination is the last resort we want to utilize when dealing with our students. However, if it becomes necessary, the following are grounds for termination of a student from our school.

1. Not making satisfactory progress in Theory Class, Practical Training or Attendance.
2. Disregard for the school's policies and procedures
3. Failing to make tuition payments to the school

Time Clock- All barber and cosmetology students will be required to clock in at the beginning of the day and clock out for lunch. Students will clock back in when they return from lunch and clock out at the end of the day. All students are required to take a lunch break; if a student works through lunch the instructor must give approval.

SAP

Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy

The school's Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. This policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time or full-time) and complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students are evaluated using both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course.

Evaluation Periods

Students are evaluated for Satisfactory Progress as follows:

Cosmetology - 450, 900, 1200 actual hours

Barber - 450, 900 actual hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. The evaluation periods are based on actual hours completed. Students who meet minimum requirements are considered making satisfactory academic progress until their next scheduled evaluation.

Attendance Progress Evaluation

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Students are given written copies of their evaluations at each interval.

Maximum Time Frame

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Course	Maximum Time Allowed	
	Week	Scheduled Hours
Cosmetology (Full Time, 35 hrs/wk) – 1500 Hours	54 Weeks	1875

Cosmetology (Part Time, 25 hrs/wk) – 1500 Hours	75 Weeks	1875
Barber (Full Time 35 hrs/wk) – 1000 Hours	36 Weeks	1250
Barber (Part Time 25 hrs/wk) – 1000 Hours	50 Weeks	1250

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments, Numerical grades are considered according to the following scale:

- 94% - 100% Excellent
- 87% - 93% Above Average
- 80% - 86% Average
- 79% - 0 Below Average – Unsatisfactory

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a written copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on financial aid warning.

Warning

Students who fail to meet minimum requirements for academics and attendance progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be terminated.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

Interruptions, Coursed Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period by the same number of days taken in the leave of absence and will

not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Noncredit And Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for purpose of maximum time frame.