



HEADMASTERS

SCHOOL OF HAIR DESIGN

Consumer Information

**602 MAIN STREET
LEWISTON, IDAHO 83501**

**208-743-1512
FAX 208-743-9014**

Owners

Amy Peterson
Dusty Peterson

Published: March 27, 2024

Headmasters School of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302.

This institution is an equal opportunity provider: TTY 1-800-377-3529.

Table of Contents

REQUIRED DISCLOSURES and CONSUMER INFORMATION	3
AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION	3
CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION	3
STUDENT FINANCIAL ASSISTANCE	3
GENERAL INSTITUTIONAL INFORMATION	4
PRIVACY OF STUDENT RECORDS-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	4
CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE	8
FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES	9
STUDENT RIGHT TO KNOW POLICY	9
TOTAL CONTRACTED PROGRAM COST:	9
COST OF ATTENDANCE (COA)	10
ACADEMIC PROGRAM (Educational Programs, Instructional Facilities, and Faculty)	10
TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS	10
NET PRICE CALCULATOR	10
REFUND POLICY	10
RETURN OF TITLE IV FUNDS	12
DISTRIBUTION PRIORITY OF REFUNDS	13
WITHDRAWAL POLICY	13
UNOFFICIAL WITHDRAWAL POLICY	14
TEXTBOOK INFORMATION	15
EDUCATIONAL PROGRAMS	15
CREDIT FOR PREVIOUS TRAINING-TRANSFER POLICY	16
LICENSE AND ACCREDITATION	16
COPYRIGHT INFRINGEMENT/LEGAL SANCTIONS	16
MISREPRESENTATION	17
IDAHO VOTER REGISTRATION	17
CONSTITUTION DAY	17
HEALTH AND SAFETY	17
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM	17
DRUG AND ALCOHOL ABUSE PREVENTION - BIENNIAL REVIEW	17
VACCINATIONS POLICY	18
ANNUAL SECURITY REPORT: EMERGENCY RESPONSE AND EVACUATION	18
STUDENT OUTCOMES	18
STUDENT BODY DIVERSITY	18
GRADUATION/PLACEMENT/LICENSURE RATES	19
DISCLOSURE REQUIREMENTS RELATING TO EDUCATION LOANS	19

LOAN COUNSELING -----	19
Student Loan Information Published by Dept of Education -----	19
National Student Loan Data System Learn more about loan data submitted to National Student Loan Data System that will be accessible by guaranty agencies, lenders, and institutions who are authorized users of the data system.-----	19
FINANCIAL AID CODE OF CONDUCT FOR EDUCATIONAL LOANS-----	19

REQUIRED DISCLOSURES and CONSUMER INFORMATION

This page provides a single collecting point for links to information about Headmasters School of Hair Design on a variety of subjects which may be helpful to prospective students, their families, current students and current employees. This information is presented to comply with the **Higher Education Opportunity Act of 2008**, which requires institutions of higher education to disclose information and reports on various aspects of the institution's policies, procedures, operations and costs.

AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Headmasters School of Hair Design must annually distribute to all enrolled students and staff a notice of the availability of the information that is required to be made available to students and staff under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), and Sec. 485(j). The notice will list and briefly describe the information.

You can obtain the information by clicking on the links as shown in the notice. If you would like a paper copy, please write to:

Headmasters School of Hair Design
 Attn: Financial Aid Office
 602 Main Street
 Lewiston, ID 83501
 208-743-1512

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Tracy Waffle
 Financial Aid Administrator
 Headmasters School of Hair Design
 602 Main Street
 Lewiston, ID 83501
 208-743-1512

tracy@headmasters.edu

Monday through Friday, 8:30 a.m. through 4:30 p.m.

STUDENT FINANCIAL ASSISTANCE

<http://headmasters.edu/admissions> and click on the “Federal Student Aid Programs”.

For more information refer to the Student Catalog beginning with the section “Financial Aid”

<http://headmasters.edu/media/Student-Catalog.pdf>

GENERAL INSTITUTIONAL INFORMATION

PRIVACY OF STUDENT RECORDS-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students (or parents or guardians of dependent minors) may gain access to their files during school hours by making an appointment with the appropriate school personnel. Files are not to be removed from the office. Since students receive copies of all pertinent information in their files, additional copies of documents in the student file will be given to students upon request at the rate of One Dollar and No/100 (\$1.00) per copy.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

NOTICE OF STUDENT RIGHTS: FERPA affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Headmasters School of Hair Design official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Headmasters School of Hair Design official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Student may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the Student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Headmasters School of Hair Design in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials or another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605
- (5) Individuals who apply for admission but are not admitted and therefore not enrolled have no rights under FERPA.

- (6) An individual student's rights under FERPA are no longer valid upon death of that student.

DEFINITIONS RELATED TO FERPA:

Act: Refers to the Family Educational Rights and Privacy Act of 1974, as Amended, enacted as Section 438 of the General Education Provisions Act (20 U.S.C. 1232g).

Agent: A person or business formally authorized to act on another's behalf.

Attendance: Is defined currently to include attendance in person or by correspondence, including participation via paper correspondence, video conference, satellite, Internet or other electronic or telecommunication method where students are not physically present in a classroom. (A "student" is defined as an individual who is or has been "in attendance" at an educational agency or institution and regarding whom the agency or institution maintains education records.)

Directory Information: Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Within guidelines of FERPA, the following is considered "Directory Information" at Headmasters School of Hair Design and the institution will release and make available to the public unless notified by the student to withhold release of this information:

- Name
- Email address
- Telephone listing
- Date of birth
- Photograph
- Classification (undergraduate or graduate)
- Major, degrees and awards received
- Dates and types of awards received
- Dates of attendance
- Most recent previous educational agency or institution attended
- Enrollment status (full-time or part-time)

If a student does not want "directory information" regarding him or her to be released (i.e., opt out of directory information disclosures), the student can update their records by notifying the Office of the Registrar in writing at Headmasters School of Hair Design, 602 Main St, Lewiston, ID 83501, or by fax to (208) 743-9014. A student's request to opt out of directory information disclosure remains in effect until the student revokes the request in writing to the Office of the Registrar.

Education Institution (or Agency): Generally means (1) any public or private agency or institution (including governing boards which provide administrative control or direction of a College system) of post-secondary education that (2) receives funds from any federal program under the administrative responsibility of the Secretary of Education. The term refers to the institution as a whole, including all of its components (e.g., schools or departments in a College).

Education Records: Those records directly related to a student and maintained by the institution or by a party acting for the institution. The Office of the Registrar retains a minimum of the following documents in a student's permanent education record: application form(s), transfer transcripts, contract, and any other document(s) pertaining to the student's academic career at Headmasters School. The term "education records" does not include the following:

- records of institutional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis (as defined in the institutional personnel policy) the duties of the individual who made the records

Eligible Student: Means a student who has reached 18 years of age **OR** is attending an institution of post-secondary education.

Enrolled Student: For the purposes of this publication, this term refers to a student who has satisfied all of the institutional requirements for attendance at the institution. The Family Policy Compliance Office has stated that each institution may determine when a student is "in attendance" in accordance with its own enrollment procedures. At Headmasters School, a student is considered "enrolled" when he/she has signed a contract.

Family Policy Compliance Office: The office within the U.S. Department of Education that is responsible for enforcing/administering the Family Educational Rights and Privacy Act of 1974, as Amended. This office has responsibility for FERPA at all levels of education (K-12, post-secondary).

“Final Results” of a Disciplinary Proceeding: A decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within the institution. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

“In Attendance”: When a student is “in attendance”. See “Attendance” and “Enrolled Student” above.

Institution of Postsecondary Education: An institution that provides education to students beyond the secondary school level. “Secondary school level” means the education level (not beyond grade 12) at which secondary education is provided.

Law Enforcement Unit: Any individual or other component of an institution, including commissioned police officers and noncommissioned security guards, officially authorized by the institution to enforce any local, state, or federal law and to maintain the physical security and safety of the institution. (Although the unit may perform other non-law enforcement functions, it does not lose its status as a law enforcement unit.)

Law Enforcement Unit Records: Those records, files, documents, and other materials that are (1) created by a law enforcement unit, (2) created for a law enforcement purpose, and (3) maintained by the law enforcement unit. Law enforcement records do not include: (1) records created by a law enforcement unit for a law enforcement purpose other than for the law enforcement unit; (2) records created and maintained by a law enforcement unit exclusively for non-law enforcement purposes, such as disciplinary action or proceeding conducted by the institution.

Legitimate Educational Interest: The demonstrated “need to know” by those officials of an institution who act in the student’s educational interest, including faculty, staff and administration who manage student record information.

Parent: Includes a natural parent, a guardian, or an individual acting as parent in the absence of a parent or a guardian.

Personally Identifiable Information: Data or information including a student’s name and other direct personal identifiers, such as the student’s social security number or student number; indirect identifiers such as the name of the student’s parent or other family members; the student’s or family’s address, and personal characteristics or other information that would make the student’s identify easily traceable; biometric records defined as a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); any other information that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Records: Any information or data recorded in any medium (e.g., handwriting, print, tapes, film, microfilm, microfiche, any form of electronic data storage).

School Officials: Those members of an institution who act in the student’s educational interest within the limitations of their “need to know.” These may include faculty, administration, clerical and professional employees.

Sole Possession Records: Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Any record that is made in conjunction with a student or other school official is not a sole possession record.

Student: Any individual for whom an education institution maintains education records. The term does not include an individual who has never attended the institution. An individual who is or has been enrolled in one component unit of an institution and who applies for admission to a second unit has no right to inspect the records accumulated by the second unit until enrolled therein. At Headmasters School, a student is considered “enrolled” when he/she has registered for one or more courses or academic instruction to be given at the school (including any off-campus locations operating under an academic agreement with the school as part of a school-approved program of study).

Subpoena: A command from a court to require the person named in the subpoena to appear at a stated time and place to provide testimony or evidence. There are two main types of subpoenas: “duces tecum” (requires the production of documents, papers, or other tangibles) and “ad testificandum” (requires person to testify in a particular court case).

Disclosure of Education Records

Headmasters School of Hair Design will not disclose information from a student’s education records without the written consent of the student, except in the following instances in which FERPA authorizes disclosure without prior student consent:

1. To school officials who have a legitimate educational or administrative interest in the records.

A school official is defined as a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

2. To other schools in which the student seeks to enroll. The student's former school may provide education records, including health records and disciplinary records, to the student's new school that it could have disclosed at the time the student was seeking or intending to enroll at the new school. The disclosure must be for purposes related to the student's enrollment or transfer to that school.
3. To authorized representatives of the U. S. Secretary of Education, the U. S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U. S. Attorney General for law enforcement purposes.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities in accordance with state law.
6. To organizations conducting studies for or on behalf of the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
7. To accrediting organizations to carry out their functions.
8. To parents of a "dependent" student as defined under the federal tax laws.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. As it relates to "directory information," unless the student restricts "directory information."
12. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.
13. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding the student was found to have violated a school disciplinary rule or policy.
14. To the court where the student has initiated legal action against the school or the school has initiated legal action against the student.
15. If there is an articulable and significant threat to the health and safety of the student or other individuals. In determining whether to release information, campus officials may consider the "totality of the circumstances" regarding the health or safety of the student or others.
16. To "any person whose knowledge of the situation is necessary to protect" the health or safety of the student or others.
17. The school is allowed to disclose, without consent, any information it receives regarding registered sex offenders pursuant to the Wetterling Act and other applicable federal guidelines. In addition, the school may make available to the campus community additional information about a student who is also a registered sex offender where the information is relevant to protecting the public (e.g., the campus at which a student is enrolled).

Note: A student's choice to opt out of directory information disclosures does not prevent a school from identifying a student by name or from disclosing a student's electronic identifier or institutional email address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether the class is held in a specified physical location or online through electronic communications.

Procedure to Inspect Education Records

A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to the Registrar of Headmasters School of Hair Design, 602 Main St, Lewiston, ID 83501. The written request must identify as precisely as possible the record or records he or she wishes to inspect.

Procedure to Amend Education Records

If a student believes the information in his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student should submit a written request for amendment to the Registrar. The written request should clearly identify the part of the record the student wants changed and specify why it is inaccurate, misleading, or in violation of the student's rights of privacy. The school will notify the student within a reasonable time regarding whether or not the record will be amended. If the school denies the student's request for amendment of his or her record, the student has the right to a hearing regarding the requested amendment.

**Note: This procedure does not govern grade appeals.

Procedure for a Hearing under FERPA

1. To request a hearing pursuant to the school's denial of a student's request to amend information in his or her education record that the student believes is inaccurate, misleading, or in violation of the student's rights of privacy, the student should submit a written request for a hearing that clearly identifies the part of the record the student wants changed and specifying why it is inaccurate, misleading, or in violation of the student's rights of privacy to the custodian of the record that the student seeks to challenge. The written request should be submitted to the school Registrar, Office of the Registrar.
2. The school will hold a hearing within a reasonable time (typically within two business weeks) after receiving the student's written request for a hearing.
3. The school will give the student notice of the date, time, and place of the hearing, reasonably in advance (typically within one business week) of the hearing.
4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The hearing official will be appointed by the Owner to whom the custodian of the records in question reports.
5. The student will be provided the opportunity to present evidence supporting his or her allegation that his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. The student may, at his or her own expense, be assisted during the hearing by one individual, including legal counsel. The student must notify the hearing official no later than three (3) business days before the hearing that he or she will have legal counsel present at the hearing.
6. The custodian of the record in question and the author of that record (if appropriate) will also be provided an opportunity to respond to the student's allegations.
7. Upon hearing all of the evidence, the hearing official will render a written determination within a reasonable time after the hearing (typically within one business week). The written determination will include a summary of the evidence and the reasons for the hearing official's determination.
8. Any information in the student's education record that is determined to be inaccurate, misleading, or a violation of the student's rights of privacy will be amended with the correct information and the student will be notified in writing of the change.
9. If it is determined that the student record is correct and does not merit amendment, the school will notify the student of his or her right to place a statement in the education record commenting on the information in the record, and/or presenting any reasons for disagreeing with the school's decision.
10. Any statement placed by the student in his or her education record shall remain a part of the record for as long as Headmasters School of Hair Design maintains the record.

CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE

<http://nces.ed.gov/collegenavigator/?q=headmasters+school+of+hair+design&s=ID&zc=83501&zd=0&of=3&id=247010>

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

Headmasters School is handicap accessible including parking and a restroom facility. For any other special needs please contact a school owner for additional information.

Accommodations are formally approved during an intake interview with a disabilities services coordinator. The instructor determines accommodations on a case-by-case basis, based on the documentation, the student's history and specific functional limitations. Students requesting accommodations in the classroom must provide an IEP.

Extended Time

Students with disabilities may require additional time for taking tests. Extended time ensures that a student's performance is reflective of his/her mastery of material rather than the speed at which a student performs.

Readers for Exams

Some students with disabilities may require having exam questions read to them.

Reduced Distraction Environment

Students with disabilities may be approved for and request a separate "reduced distraction" testing space. This accommodation is not a guarantee of a "distraction free" testing space, but rather a quieter space where students have fewer distractions from fellow test-takers and are thus better able to maintain focus.

STUDENT RIGHT TO KNOW POLICY

All criminal activity and accidents that happen on the school premises must be reported to the School Manager who must keep a confidential file on the circumstances surrounding each incident. The School Manager must make the information available to the employees and students. Information of a personal nature (Privacy Act) will be kept confidential. The School Manager will follow the following procedures for informing students and employees of criminal activity and accidents:

1. Emphasis will be placed on accident and crime prevention.
2. All accidents and crimes will be recorded in a file.
3. Headmasters School of Hair Design will furnish a written crime report yearly. This report will contain information for the previous three (3) years. This report is updated every October and made available to all employees and students. This report is in compliance with Public Law 102-26.

TOTAL CONTRACTED PROGRAM COST:

COSMETOLOGY COURSE

Tuition	\$ 12,960.00
Registration Fee	\$ 150.00
Kit & Books	\$ 1600.00
Sales Tax	\$ 96.00
Total Cost	\$ 14,806.00

ESTHETICS COURSE

Tuition	\$ 6540.00
Registration Fee	\$ 150.00
Kit & Books	\$ 700.00
Sales Tax	\$ 42.00
Total Cost	\$ 7,432.00

COSMETOLOGY INSTRUCTOR COURSE

Tuition	\$ 7500.60
Registration Fee	\$ 150.00
Kit & Books	\$ 340.00
Sales Tax	\$ 20.40
Total Cost	\$ 8,011.00

ALL TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

Sales Tax is on Kit & Books only and is 6%.

Registration Fee is due at time of signing Enrollment Agreement.

Applicants may register at any time during the year and may enter any of the regularly scheduled classes. Class dates are available upon request.

For students who do not complete the course as stated in the contract, additional tuition may be charged at the rate of \$100.00 per day.

Note: Should you complete the program earlier than the estimated timeframe stated in the contract, your financial aid package may be recalculated and this may result in liabilities owed by you and/or the institution, if applicable.

Headmasters School of Hair Design does not charge a fee for student identity verification. Students would be notified of additional fees, if any, prior to and during the registration process through the Headmasters Catalog.

COST OF ATTENDANCE (COA)

As dictated by Congress, the COA is the average cost to attend for one academic year. It includes tuition and fees, books and supplies, living expenses, transportation, and personal expenses. Headmasters adjusts the COA yearly to reflect changes to these costs. Note: The total COA is not the total amount Headmasters collects from the student.

2024-2025	1 ST Acad. Year	ESTHETICS	INSTRUCTOR
Independent Student	COSMETOLOGY		
Tuition & Fees	\$7374	\$6690	\$7650.60
Kit & Book	\$954	\$742	\$360.40
Boards	\$0	\$600	\$600
Food & Housing	\$9000	\$5000	\$6000
Transportation	\$1688	\$1000	\$1200
Misc Personal Expenses	\$1294	\$600	\$1000
Total 1 st year COA	\$20,310	\$14,632	\$16,811

*Add \$1250 Child Care if dependents.

Dependent Student			
Tuition & Fees	\$7374	\$6690	\$7650.60
Kit & Book	\$954	\$742	\$360.40
Boards	\$0	\$600	\$600
Food	\$1688	\$1000	\$1000
Transportation	\$1688	\$1000	\$1200
Misc Personal Expenses	\$1294	\$600	\$1000
Total 1 st year COA	\$12,997	\$10,632	\$11,811

ACADEMIC PROGRAM (Educational Programs, Instructional Facilities, and Faculty)

Visit [Headmasters School of Hair Design’s Catalog online](#).

TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Visit [Headmasters School of Hair Design’s Catalog online](#).

NET PRICE CALCULATOR

<http://headmasters.edu/admissions>

REFUND POLICY

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Refund calculations are performed and refunds are made timely. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable

application fee.

2. A student (or legal guardian) cancels the contract and demands his/her money back in writing within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except non-refundable application fee.
3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of \$150.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall determination shall be the earlier of the scheduled date of the return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
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%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Course and/or Program Cancellation Policy

- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
 - Provide a full refund of all monies paid; or
 - Provide completion of the course and/or program.
- 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.
- If a school permanently closes and ceases to offer instruction after student has enrolled and instruction has begun, the school must make arrangements for students. The school has at its option:
 - Provide a pro rata refund; or
 - Participate in a Teach-Out Agreement.

Collection Policy requires that:

- Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g.: extra kit materials, books, products, unreturned

school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

- No refund will be made for the student kit due to sanitation and health reasons, except for the following reasons: (1) unopened in original packaging, (2) student isn't accepted by the school, (3) student cancels within three business days of signing the contract, and (4) student cancels after three business days of signing the contract but prior to beginning classes. No refunds will be made for early completion of course. In the event you are no longer attending classes and leave any personal property, including the training kit, in the students' locker or on the school premises for more than twenty (20) days, said personal property will be deemed abandoned and the school shall have the right, without notice, to dispose of the said personal property.
- Collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from Headmasters School of Hair Design, banks, collection agencies, lawyers, or any other third parties representing Headmasters School of Hair Design clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.
- All students are required to complete Exit Counseling when they withdraw or graduate if they have a loan.

RETURN OF TITLE IV FUNDS

Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/ or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or

2. the entire amount of excess funds.

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

If your school is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

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

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.ed.gov/sa/>.

DISTRIBUTION PRIORITY OF REFUNDS

1. Direct Loans
 - a. Unsubsidized Federal Stafford
 - b. Subsidized Federal Stafford
 - c. Federal PLUS
2. Federal Pell Grant Program
3. Iraq and Afghanistan Service Grant
4. FSEOG
5. TEACH Grant
6. Student

WITHDRAWAL POLICY

To withdraw, a student should write a letter stating why they want to withdraw with the last date of attendance on it and make an appointment to meet with either an owner or the Financial Aid Administrator. The student will be asked to do Exit Counseling which is required by the Department of Education if the student received student loans.

Upon determination of the student's last date of attendance, the Return of Title IV funds will apply.

If the institution is required to send money back to the federal programs the student may have institutional charges for the term.

If the student is required to pay back money to the federal programs they will not be eligible to receive additional federal Title IV financial aid until the federal aid has been paid back.

If the student has a post-withdrawal disbursement, grants must be disbursed within 45 days and loans must be offered within 30 days, allowing the student at least 14 days to respond whether they want the loan or not and giving the school 1 day to disburse the loan. All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

Note: Title IV financial aid includes the following programs: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal

UNOFFICIAL WITHDRAWAL POLICY

Withdrawal from Headmasters School of Hair Design is a matter of major importance. If you are considering withdrawal from school discuss the matter with your Instructor prior to initiating action. Withdrawal procedures must be fully completed before a withdrawal becomes official.

An **unofficial withdrawal** will result if you stop attending Headmasters School of Hair Design but don't officially withdraw. A student may be unofficially withdrawn when 14 days have passed since their last day of physical attendance that is not on an approved leave of absence.

The school will monitor clock hour students' attendance at least every thirty (30) calendar days. For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination **must** be within 14 days after they cease attendance. Upon determination of the student's last date of attendance, the Return of Title IV funds will apply.

If the institution is required to send money back to the federal programs (refund) the student may have institutional charges for the term.

If the student is required to pay back money to the federal programs (refund) they will not be eligible to receive additional federal Title IV financial aid until the federal aid has been paid back.

If the student has a post-withdrawal disbursement, grants must be disbursed within 45 days and loans must be offered within 30 days, allowing the student at least 14 days to respond whether they want the loan or not and giving the school 1 day to disburse the loan. All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

Note: Title IV financial aid includes the following programs: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Grant, and the Talent Incentive Grant.

TEXTBOOK INFORMATION

Below are the books Headmasters School of Hair Design uses in the Cosmetology Course. However, the cost of the kit includes the books. This would be the replacement price.

Cosmetology Program:

Milady Standard Cosmetology 14 th Edition	ISBN: 9780357378908	\$102.58
Theory Workbook Milady Standard Cosmetology	ISBN: 9780357378922	\$57.71
Milady Standard Foundations	ISBN: 9781337095259	\$88.79
Milady Standard Foundations Workbook	ISBN: 9781337095273	\$65.90

Cosmetology Instructor Program:

Master Educator	ISBN: 9781133693697	\$66.71
Exam Review for Master Educator	ISBN: 9781133776598	\$34.84

Esthetics Program

Milady Standard Esthetics	ISBN: 9781337095020	\$147.69
Milady Standard Esthetics Workbook	ISBN: 9781337095044	\$70.61
Milady Standard Foundations	ISBN: 9781337095259	\$88.79
Milady Standard Foundations Workbook	ISBN: 9781337095273	\$65.90

EDUCATIONAL PROGRAMS

Headmasters School of Hair Design Cosmetology Course consists of 1600 hours of theory and practical training in the art of hairstyling, hair cutting, coloring, and permanent waving as well as primary skin and nail care. Students

will learn professionalism, care of equipment, shampooing, cutting, chemical hair relaxing, thermal styling, anatomy, chemistry and salon management. Guest speakers help educate students on a more personal, in-depth level. This course is designed to prepare the student to successfully complete the Idaho State Board Cosmetology examination necessary for licensing. Mock boards are given by school instructors to fully ensure the student is ready to make application for the Idaho State Board Cosmetology Examination. The experienced, licensed cosmetologist is qualified for many jobs outside the salon. There are interesting and high paying jobs available in both the cosmetic industry and the field of education. The trained and licensed cosmetologist can find many rewards.

Headmaster School of Hair Design's Cosmetology Instructor course consists of 1000 hours of theory and practical teaching experience in preparing the cosmetologist for immediate employment opportunities. Students will learn to develop desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession. This course is designed to prepare the student to successfully complete the Idaho State Board Instructors examination necessary for licensing. The experienced, licensed cosmetology instructor will be prepared to work in a professional cosmetology school as an instructor. The trained and licensed instructor will develop employer/employee relationships and effective communication skills necessary to deal with students.

Headmasters School of Hair Design Esthetics Course consists of 600 hours of theory and practical training in the field of skin care, facials and waxing. This course is designed to prepare the student to successfully complete the Idaho State Board Esthetics examination necessary for licensing. Mock boards are given by school instructors to fully ensure the student is ready to make application for the Idaho State Board Esthetics Examination.

CREDIT FOR PREVIOUS TRAINING-TRANSFER POLICY

Students with prior clock hour training credit must first qualify in the regular school admission requirements. Students transferring to Idaho from outside the State must provide to the State of Idaho Board of Cosmetology, certification from the State's licensing agency for proper acceptance and credit for hours gained in that State.

In the case of TRANSFER STUDENTS, a written transcript of previous training will be required of students transferring to Headmasters School of Hair Design, in order to insure appropriate credit for the previous training. This transcript must indicate when and where the training was received; amount of training; practical requirements; grades; attendance and the last date of attendance or credit was given. It must be certified as to being true, correct and complete by the previous school official.

Applicants wishing to receive credit for previous hours will be required to complete our Basics Practical and written exams. We will determine hours accepted based on the results of the exams. Credit for hours previously earned will be granted if approved by the Idaho State Board of Cosmetology. Transfer students are required to maintain satisfactory academic progress and complete all requirements for graduation. INCOMPLETES, REPETITION AND NON-CREDIT REMEDIAL COURSES do not apply to cosmetology training and therefore have no effect on these training requirements or a students' Satisfactory Progress.

LICENSE AND ACCREDITATION

Headmasters Schools of Hair Design is Licensed and Accredited by:

Division of Occupational and Professional Licenses
11351 W. Chinden Blvd, Bldg #6
Boise, ID 83714
(208) 334-3233

National Accrediting Commission of Career Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, Va. 22302
(703) 600-7600

COPYRIGHT INFRINGEMENT/LEGAL SANCTIONS

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software

manufacturer is prohibited by law, and is not condoned by Headmasters School of Hair Design. Any students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the School.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

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

MISREPRESENTATION

To protect educational consumers, Headmasters School of Hair Design attempts to provide face to face communications and online and in print information about the institution that is accurate, honest and clear. Headmasters School of Hair Design makes efforts to avoid misrepresentation to its stake holders, prospective students, current students, faculty and staff, alumni, and our community, by informing employees of such policy and by providing transparent means of communication.

Headmasters School of Hair Design is prohibited by federal regulations (CFR title 34 sections 668.71-74) from making false or misleading statements or providing false or misleading documentation to consumers, to our accrediting bodies or to the US Department of Education (DOE). Headmasters School of Hair Design defines misrepresentation as any false or misleading communication made by the institution or one of its official representatives.

A misrepresentation may be a false or misleading statement about: Headmasters School of Hair Design programs, financial charges, graduation rates, or employability of graduates, made directly or indirectly to any person, the DOE, and/or an accrediting agency with the likelihood to deceive. This includes dissemination of a student testimony or endorsement made under duress or because the student was by the school to make such an endorsement to participate. Headmasters School of Hair Design views a substantial misrepresentation any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.

IDAHO VOTER REGISTRATION

http://www.idahovotes.gov/voter_info.shtml

CONSTITUTION DAY

President George W. Bush signed a bill on December 8, 2004 (Public Law 108-447) that designates every September 17 as Constitution Day. All institutions of higher education that receive federal funding are required to prepare a program to inform students about the U.S. Constitution.

HEALTH AND SAFETY

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

<https://headmasters.edu/media/Annual-Security-Report.pdf> - see the section “Drug and Alcohol Abuse Policy”

DRUG AND ALCOHOL ABUSE PREVENTION - BIENNIAL REVIEW

<http://headmasters.edu/media/Student-Catalog.pdf> - see the section “Drug and Alcohol Abuse Policy”

Drug and Alcohol Abuse Prevention - Biennial Review

Headmasters School of Hair Design must review its Drug and Alcohol Prevention Program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. As a part of this **biennial review**, Headmasters School of Hair Design must determine: 1. The number of drug and alcohol related violations and fatalities that occur on the campus or as part of any of the school’s activities and that are reported to campus officials; and 2. The number and type of sanctions that are imposed by the school as a result of drug and alcohol related violations and fatalities on the campus or as part of any school activities.

The effectiveness of Headmasters School of Hair Design’s prevention program is measured by tracking the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents recorded by campus officials or other law enforcement officials. Headmasters School of Hair Design also tracks the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse programs. During the years of 2021 and 2022, Headmasters School of Hair Design did not have any drug and alcohol related violations and fatalities that occurred on the campus or as part of any of the school’s activities and nothing has been reported to campus officials. Because there were not any drug and alcohol related violations and fatalities on the campus or as part of any school activities during the years of 2021 and 2022, Headmasters School of Hair Design did not impose any type of sanctions.

Headmasters School of Hair Design held a Drug and Alcohol Prevention Class on March 10 and 12, 2021 with Officer John Morbeck of the DARE Program.

Headmasters School of Hair Design held a Drug and Alcohol Prevention Class on February 15, 2022 with Officer John Morbeck of the DARE Program.

Headmasters School of Hair Design’s Drug and Alcohol Prevention Program proves to have been effective for the years of 2021 and 2022 due to no incidences occurring or being recorded by campus officials. No implementations of changes are needed at this time.

The official responsible for conducting the biennial review is Tracy Waffle, Financial Aid Administrator.

This biennial review is approved by the President,

Amy Peterson
President
Headmasters School of Hair Design

VACCINATIONS POLICY

Although Headmasters School of Hair Design does not require students to have vaccinations as a condition of enrollment, we strongly encourage these vaccinations to protect the students, staff and instructors.

ANNUAL SECURITY REPORT: EMERGENCY RESPONSE AND EVACUATION

<http://headmasters.edu/media/Annual-Security-Report.pdf>

Timely Warnings – page 4

Emergency Response/Evacuation – page 4

Missing Person Notification Policy – page 7

Fire Safety Report – (Not required because Headmasters does not have Housing) page 7

Information for Crime Victims about Disciplinary Hearings – page 13-16

STUDENT OUTCOMES

STUDENT BODY DIVERSITY

Fall 2023 Enrollment (enrolled between 8/1/23 and 10/31/23):

Total Students	48
Male	0
Females	48

Fall 2023 Percent of Students Enrolled by Race/Ethnicity:

Nonresident Alien	0%
Hispanic/Latino	4%
American Indian/Alaskan Native	7%
Asian	1%
Black or African American	1%
Native Hawaiian or Pacific Islander	0%
White	83%
Two or More Races	3%
Race/Ethnicity Unknown	0%

Percent of All Students who receive a Pell Grant enrolled any time during the academic year 2022-23: 54%

Full-time, first-time Fall 2022 cohort retention rate: 83%

GRADUATION/PLACEMENT/LICENSURE RATES

2022 Rates	Graduation Rate	Placement Rate	Licensure Rate
Cosmetology Program	76.19%	75.00%	100.00%
Cosmetology Instructor Prog.	--	--	--
Esthetics Program	100%	84.62%	100%
All 12.04 Cosmetology & Related Personal Grooming Programs	85.29%	79.31%	100.00%

DISCLOSURE REQUIREMENTS RELATING TO EDUCATION LOANS

LOAN COUNSELING

Direct Loan Entrance Counseling

First time Federal Direct Loan borrowers at Headmasters School of Hair Design must complete a Federal Direct Loan Entrance Counseling session prior to the disbursement of student loans. This helps you to understand your responsibilities as a student loan borrower. Log into <https://studentaid.gov> to begin your session.

Direct Loan Exit Counseling

Each time a Direct Subsidized, Unsubsidized, and/or PLUS student loan borrower **withdraws or graduates**, the student must complete a Direct Exit Counseling session on the web at <https://studentaid.gov/>. Students will not be able to have their hours sent to Boise to get their license or request a transcript until confirmation of completion is received in the Office of Financial Aid. A Return of Title IV Funds will be calculated if a student withdraws, which may result in a balance owed to Headmasters School of Hair Design.

If a student does not have access to the web, a computer is available in the Office of Financial Aid.

Student Loan Information Published by Dept of Education

Learn more about [the rights and responsibilities of students and institutions under Title IV, HEA loan programs.](#)

National Student Loan Data System

[Learn more about loan data submitted to National Student Loan Data System](#) that will be accessible by guaranty agencies, lenders, and institutions who are authorized users of the data system.

FINANCIAL AID CODE OF CONDUCT FOR EDUCATIONAL LOANS

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
 - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
 - d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
 - b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
 - c. Standard terminology and definitions, using NASFAA's [glossary of award letter terms](#).
 - d. Renewal requirements for each award.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.