A Tradition of Excellence
Student Catalog/Handbook

602 MAIN STREET
LEWISTON, IDAHO 83501

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PEGGY FOSTER
PRESIDENT/OWNER

Revised: January 1, 2015

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.
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Dear Future Cosmetologist,

Welcome to the wonderful world of making life beautiful for yourself and others. The field of cosmetology has been my passion for years. I have spent over 40 years in the beauty industry and each day is still new and exciting. Whether it is giving a child their first haircut, fitting a wig for a chemo patient, or that special hairdo for one of life’s special moments, each day is full of rewards and special moments. It is an exciting and wonderful way to express your creativity while serving those who honor you by sitting in your chair. You hold in your hands the ability to touch each guest and to change their life all while doing what you love.

Education is what we are all about. We start by making sure you have a solid foundation to build on. There is always something new and exciting in our field. At Headmasters we are proud of the reputation we have to always be looking for what is new in the industry and introducing it to our students to enhance their education. We take pride in the quality of our students and their commitment to contribute to an industry full of excitement and change.

It is our strong desire to support you in achieving your goals. We not only offer training in hair, skin and nails but in business fundamentals and personal growth. You will find our entire staff to be helpful and supportive. We are committed to offering a well-rounded education that will serve you well into the future. We are proud of our tradition of excellence and look forward to having you as part of the Headmasters Family.

Sincerely,

Peggy Foster
President
WELCOME
Headmasters School of Hair Design would like to welcome you to the beauty industry. This catalog is designed to provide you with the information you need to become a professional cosmetologist.

Our school was established in Coeur d'Alene on December 1, 1981. Headmasters in Lewiston opened on Sept. 1, 1982. Headmasters has met the high level of standards necessary to become accredited by the National Accrediting Commission of Career Arts and Sciences. We have also been certified as an institution of higher education by the U.S. Dept. of Education and the Veteran's Administration. This enables qualifying students to receive financial aid while attending school.

Headmasters offers an experienced staff to help students develop to their fullest potential. Part-time instructors who actively engage in salon work expose the student to many years of hairstyling experience. If your dream is to become involved in the beauty industry, take time to study this catalog and then contact us personally. We can help you realize your goals and make your dreams come true.

HEADMASTERS SCHOOL OF HAIR DESIGN
Headmasters School of Hair Design is located in the heart of Lewiston, Idaho. Our School has been at this location at 602 Main since Sept. 1990. It provides ample classroom space and room on the clinic floor for hair services, nails, pedicures and facials. Great weather and friendly people are the prime reasons Headmasters made Lewiston their second home.

Lewiston is nestled at the confluence of the Snake and Clearwater Rivers. Hunting, fishing, skiing and all water sports, in addition to year round golf, keep our city bustling. Headmasters School of Hair Design is fast paced to keep in step with Lewiston's busy lifestyle.

Headmasters School of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences. Headmasters School of Hair Design's staff is ready and able to help you with career counseling. Your senior instructor works with area salons, both inviting them into the school to talk to you and making salon visits to assist with job placement. However, this is no guarantee of employment. Off-campus housing is readily available throughout the Lewis-Clark Valley.

MISSION STATEMENT
Headmasters School of Hair Design’s mission is to educate students to meet the current and future demands of the industry using the latest techniques and to assist them in taking and passing the Idaho state board exam and find gainful employment.

SCHOOL PROFILE
Headmasters School of Hair Design offers complete courses in Cosmetology and Cosmetology Instructor Training. It is centrally located in downtown Lewiston at 602 Main. There are small shops, stores and restaurants located nearby for the convenience of the students and patrons.

The school is comfortably heated, air conditioned and has public parking available.

The school has more than 3000 square feet of space which includes the reception area, offices, clinical work area, theoretical classrooms; basics work area, storage room, and rest rooms. The floor plan is organized for the instructors to provide students with individualized instruction.

Professional equipment includes: 35 styling stations, 35 hydraulic chairs, 7 shampoo bowls, 1 pedicure sink, desk seating for 40 students (locking styling stations, plus lockers, give adequate privacy and safety for students' belongings), 8 manicuring tables with stools, waxing and facial room.
HANDICAP FACILITIES  
Headmasters School is handicap accessible including parking and a restroom facility. For any other special needs please contact the school manager for additional information.

COSMETOLOGY COURSE  
Headmasters Cosmetology Course consists of 2000 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.

ENROLLMENT POLICY  
Headmasters School of Hair Design does not discriminate on the basis of sex, race, color, ethnic origin, religion, age or sexual orientation in regard to enrollment or employment practices.

We do not participate in the Ability to Benefit Program (substitute for Diploma or GED) offered by the Department of Education.

If you are interested in getting your GED, please contact Lewis-Clark State College in Lewiston, Idaho or Walla Walla Community College in Clarkston, Washington. Headmasters School of Hair Design does not recruit students that are already attending and have been admitted to another school offering a similar program of study.

ADMISSION REQUIREMENTS  
Applicants must complete an application form. The school requires proof of education, such as a diploma from high school or equivalent GED. The school requires proof of age, and that they have reached the age of 16 ½ years, such as a driver’s license, birth certificate or passport. And if your name has changed, you must submit proof of name change, such as a marriage certificate, divorce document or legal name change certificate.

CREDIT FOR PREVIOUS TRAINING  
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 progress and complete all requirements for graduation.

VETERAN’S BENEFITS  
Our school is authorized to enroll students who are eligible to receive military benefits. Please visit the Department of Veterans Affairs at http://www.vba.va.gov/VBA/ for information about your eligibility. Once your eligibility is established, then you need to bring in the authorization document at the time of registration so the school can properly certify your enrollment to activate your benefit.
COSMETOLOGY PROGRAM CURRICULUM/OUTLINE

Course Name: COSMETOLOGY

Course Description: The primary purpose of the Cosmetology course is to train students in both theory and practical experience which will prepare them for immediate employment opportunities in the fields of hair styling, skin care and nails. The course is particularly directed towards the development of the student, desirable habits with respect to health, sanitation and safety which encourage self-reliance, readiness to assist others, and an ethical approach to this profession.

Course Goals
1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology (hair, skin and nails).
2. To prepare students to successfully pass the ID State Board Examinations (Practical and Theory).
3. To prepare students to work in a professional hairstyling salon or spa as licensed cosmetologists.
4. To perform in cosmetology related occupations.
5. To develop employer/employee relationships and effective communication skills.

Course Objectives
The course objective is to prepare and acquaint the student with the preparatory skills and knowledge necessary to build confidence and dexterity needed for them to successfully complete the state licensing examination and begin a successful career in the beauty industry.

Course Format (Instructional techniques and methods):
1. Lecture
2. Practical demonstrations
3. Audio-visual materials
4. Practical and theory worksheets
5. Illustrations
6. Written and practical evaluations
7. Models
8. Group projects

Evaluation Procedures
1. Testing in both theory and practical areas.
2. Written examinations after each unit of the course.
3. Written practical/clinic requirement sheets.
4. Practical evaluations given throughout the 2000 hours.
5. Practical examination at approximately 300 hours.
6. A Mock Board will be offered prior to State Board Exams.

Required Level of Achievement: All students are required to maintain at least an 81% grade point average in theory and practical work in order to be eligible to receive a certificate of completion. (Refer to Satisfactory Progress Policy for additional requirements).

COURSE DESCRIPTION
Headmaster’s cosmetology course (2000 hours) consists of theory and practical training in the basic art of hairstyling, hair cutting, coloring and permanent waving hair, as well as primary skin and nail care and how to handle a blood spill properly.

Students will also learn professionalism, care of equipment, shampooing, wig care, chemical hair relaxing, thermal styling, nail and skin diseases and disorders, anatomy, light therapy, chemistry and salon management. Following is a breakdown of the course by hours.
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Mock boards will be given by school officials to ensure the student is competent to make application for the State of Idaho Board exam. Headmasters' staff puts particular emphasis on helping the student develop greater poise, self-confidence and a positive attitude enabling them to make the transition from the classroom to the business world an easy one.

**GRADING SYSTEM**

Each student is graded monthly for theoretical work. Students must maintain an 81% grade point average (GPA). Theory grades are based on assigned work and written test scores given upon completion of each subject.

Basic practical grades are determined by the practical competency exam administered at the end of basics class. Monthly practical grades are recorded on the student's Premiere report and based on quality of work, attendance and client and student relations. All practical and theory grades will be reviewed with the student after grading has been completed. Failure to maintain 81% in GPA could result in probation, suspension or termination. Make-up assignments must be turned in and tests taken upon immediate return to school or as directed by their instructor. Failure to do so could result in an Incomplete Grade which will affect their GPA. (Please see satisfactory progress for additional information.)

All theory exams and practical exams must be completed before the student will be allowed to graduate and be eligible to take State Board exams.

The following grading system is used:

- **A-Excellent** 100% to 93%
- **B-Good** 92% to 87%
- **C-Passing** 86% to 81%
- **D-Failing** 80% or below

**COSMETOLOGY STUDENT INSTRUCTOR**

Admission Requirements:

Headmasters School of Hair Design admits students who are high school graduates or hold a high school equivalence certificate (GED).

Applicants must have a current, valid Idaho Cosmetology license. Applicants must also complete a Headmasters application for enrollment. No credit for previous hours will be granted.

**COSMETOLOGY INSTRUCTOR COURSE CURRICULUM/OUTLINE**

**Course Name:** Cosmetology Instructor 1000 Hours

**Course Outline:** The primary purpose of the Cosmetology Instructor course is to train cosmetologists in both theory and practical experience which will prepare them for immediate employment opportunities. The course is particularly directed toward developing 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.

**Course Goals**
1. Cosmetologists will receive an education in both theory and in practical teaching.
2. To prepare cosmetologists to successfully pass the Idaho State Instructors examination.
3. To prepare cosmetologists to work in a professional cosmetology school as an instructor.
4. To develop employer/employee relationships and effective communication skills necessary to deal with students.

**Course Format**
1. Lecture
2. Practical demonstrations
3. Audio-visual materials
Written and practical evaluations

Evaluation Procedures
1. Testing in both theory and practical
2. Monthly evaluation
3. Final examination

Required Level of Achievement
All students are required to maintain at least an 81% grade point average in theory and all practical work in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

Cosmetology Instructor Course Curriculum

Administrative Responsibilities 30 hours
Teacher Maturity 10 hours
Personality and Professional Conduct 10 hours
Development of a Cosmetology Course 25 hours
Presentation Techniques 10 hours
Student Learning Principles & Motivation 10 hours
Lesson Plan Development 25 hours
Teaching Aids 20 hours
Assessment of Student Progress (Practical & Theory) 30 hours
Classroom Management 40 hours
Clinic Floor Supervision 700 hours
Communications Skills 30 hours
Practical Demonstrations 25 hours
Academic Advising 30 hours
Career & Employment Information 5 hours

GRADING SYSTEM FOR STUDENT INSTRUCTOR
Each student is graded monthly. Students must maintain an 81% grade point average (GPA). Theory grades are based on assigned work and written test scores given upon completion of each subject. Monthly practical grades are recorded on the student's Premiere report and based on quality of work, attendance and client and student relations. All practical and theory grades will be reviewed with the student after grading has been completed. Failure to maintain 81% in GPA could result in probation, suspension or termination. Make-up assignments must be turned in and tests taken upon immediate return to school or as directed by their instructor. Failure to do so could result in an Incomplete Grade which will affect their GPA. (Please see satisfactory progress for additional information.)

All theory exams and practical exams must be completed before the student will be allowed to graduate and be eligible to take State Board exams.

The following grading system is used:
- A-Excellent 100% to 93%
- B-Good 92% to 87%
- C-Passing 86% to 81%
- D-Failing 80% or below

GRADUATION REQUIREMENTS
Headmasters School of Hair Design Cosmetology students must complete all assigned work prior to graduation. Students must achieve a minimum theory test and practical grade of 81%. Tuition and fees must be paid in full or arrangements made for any amounts left owing before a student will be issued a diploma.

Cosmetology Instructor graduation requirements will consist of completion of all assigned theory and practical work. A graduation certificate will be awarded upon graduation of the course. In addition, students must complete the
required number of hours for each course as follows:

- Cosmetology course: 2000 hours
- Cosmetology Instructor course: 1000 hours

Graduates receive an embossed Headmasters Diploma for the course they complete. Headmasters School of Hair Design requires all students to complete the program and all graduation requirements within 150% of the published length of the program in order to be considered a completer for purposes of outcomes assessment.

**ADVISING AND EMPLOYMENT ASSISTANCE**

Headmasters School of Hair Design maintains a personal advising service for individual students. Headmasters Staff schedules personal evaluations and advising monthly with individual students. Students are free to discuss with us any personal and academic problems they may be having at any time.

We are interested in the kind of position our students secure after training is completed. Although we do not guarantee placement, our Staff will assist you in finding a position most suited to your needs and track your employment status after graduation. Please remember that there is no guarantee of employment.

Placement services include personal visits to salons in our area by our Staff and students, inquiring as to their needs and correlating their requirements for employment to our graduates. Salon owners and managers also visit the school to present information on employment opportunities at their salons.

**SCHOOL HOURS**

Headmasters School of Hair Design is open Monday thru Friday, 8:30 a.m. to 4:30 p.m., and Saturday, 9:00 a.m. to 4:00 p.m. Summer and/or winter hours may vary and will be announced and/or posted thirty (30) days prior to the effective date.

Theory class is scheduled for two and a half (2.5) hours on Tuesday, Wednesday, and Thursday on a rotating basis. The remainder of the weekday is spent working on practical applications in the classroom and in the school salon clinic. Saturday is spent in the salon clinic working on practical applications.

**HOLIDAYS**

The following holidays are observed by the school:

Note: If the school will be closed because of unforeseen conditions, i.e., snow storms, flooding, etc., the school will notify the local radio and TV stations for the closure announcement.

**BEGINNING CLASS DATES**

The enrollment limit for each Cosmetology class is 20 students.

- **Cosmetology**
  - Third Monday in January, March, June and September

- **Instructor Training**
  - See School for Start Dates

**GRADING SYSTEM**

Each student is graded monthly for theoretical work. Students must maintain an 81% grade point average (GPA). Theory grades are based on assigned work and written test scores given upon completion of each subject.

Basic practical grades are determined by the practical competency exam administered at the end of basics class.
Monthly practical grades are recorded on the student's Premiere report and based on quality of work, attendance and client and student relations. All practical and theory grades will be reviewed with the student after grading has been completed. Failure to maintain 81% in GPA could result in probation, suspension or termination. Make-up assignments must be turned in and tests taken upon immediate return to school or as directed by their instructor. Failure to do so could result in an Incomplete Grade which will affect their GPA. (Please see satisfactory progress for additional information.)

All theory exams and practical exams must be completed before the student will be allowed to graduate and be eligible to take State Board exams.

The following grading system is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum to Maximum Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 93%</td>
</tr>
<tr>
<td>B</td>
<td>92% to 87%</td>
</tr>
<tr>
<td>C</td>
<td>86% to 81%</td>
</tr>
<tr>
<td>D</td>
<td>80% or below</td>
</tr>
</tbody>
</table>

**SCHOOL ATTENDANCE POLICIES**

The school is open six (6) days a week. Basic students attend school Monday through Friday. Clinic floor students are scheduled Tuesday through Saturday or as scheduled by the school. Students may request to attend six days a week to make up time. The school will try to accommodate these requests. All six day a week students must have approval through the Financial Aid Office so as not to interfere with the student’s financial aid awards. If you come into school on your day off, you must stay a minimum of four hours.

Attendance cannot be emphasized enough. You are preparing for a service career in a very people oriented profession. Success is directly related to your dependability. It is the goal of the school to try to impress good work habits. We have an attendance policy that reflects the needs of this industry. Students who find it difficult to work within the requirements of our attendance policy may find they have a difficult time obtaining and maintaining a clientele.

School Clinic floor hours are 8:30 a.m. to 4:30 p.m. on Monday through Friday and 9:00 a.m. to 4:00 p.m. on Saturdays. Summer and/or winter hours may vary as posted by the school manager.

**Roll call is at 8:30 am.** We start each day with a gathering in the basics classroom where any special announcements are made, products are introduced, students are recognized and motivational words are shared. Students are expected to have eaten breakfast, have their make-up on (mascara, eye shadow, lip stick or gloss and blush), hair done (in a style - not wet or uncombed) and in uniform with name tag on before being credited with time. These are requirements from future employers. Students not complying will be asked to leave until they meet school standards. If, for whatever reason, you will be late or unable to attend school, you must call prior to 8:30 a.m. When a student is not present at roll call and has not notified the school of their intentions, they will be considered absent and their appointments will be re-booked. If the student arrives late, the staff reserves the right to send the student home for the day. Students with excessive absences or tardy (more than three in a month) may be given written notice that will result in probationary periods like those for satisfactory progress.

**Theory** will be held for two and a half hours on Tuesday, Wednesday and Thursday. Students are required to attend theory time. Students are not allowed to leave class during theory or when guest educators are doing a presentation. We do not eat or smoke during class time. Arrangements for missed work need to be made with the appropriate instructor upon returning from an absence.

**Lunch breaks** are one-half hour. Basic class lunch is scheduled at the instructor’s discretion. Lunches for clinic floor students are marked out on the appointment book and are taken in between clients. It is important for students to realize that in this industry lunches are scheduled around the clients’ schedule. There may be times when a student will not get a full half hour for lunch. This may depend on the student's bookings.

**Breaks** need to be limited to no more than two (2) five-minute breaks in order for the student to complete the course in the scheduled amount of time stated on their contract. Any student wishing to leave the building for an additional
break is required to clock out. This is a school and, like all other schools, we have classrooms. Our classrooms are different in that the public is an important part of the learning experience and therefore have access to our classroom. This makes it important for us to conduct ourselves as professionals at all times.

You must be in attendance on all regularly scheduled days in order to complete the course in the time allowed on your contract. Additional tuition is charged for going over your contracted time. These charges of $100 per day must be paid in full in order for the school to certify your hours for state boards. Headmasters is a clock hour school, and does not have an excused absence’s policy because the student must have a specific number of hours to graduate and be eligible to take state board exams. Simply put, the hours missed must be made up.

Students must meet the 80% per month attendance requirement. Attendance is absolutely necessary for your learning progress. If the student has not maintained an 80% average monthly attendance they will be advised of the importance of good attendance and be placed on a thirty (30) day probation. If at the end of this period the student has not achieved an 80% monthly attendance, they will be advised and placed on a second thirty (30) day probation. If at the end of the second consecutive probationary period, the student has still not achieved the 80% monthly attendance requirement, the student will be placed on thirty (30) day probation. At the end of the third probationary period, if the student has not made progress toward compliance, the student will be terminated from the program. All students will be advised in writing when being placed on any type of probation. It is our hope that all students will exceed the minimum requirements as a step in the right direction of becoming a successful professional.

The school may identify an absence as an authorized unexcused absence. Authorized unexcused absences include prearranged time off for special one-time only events. These must be prearranged in writing in advance. However, students still must meet the 80% average monthly attendance requirement.

All students will be required to check with their instructor before leaving the clinic floor. Repeat offenders may be suspended.

**Monday/Saturday Absence Policy.** Any Student scheduled to attend school on Mondays/Saturdays must attend school all available hours for that day. Students who call in on that day or are absent without prearranging it prior to the day, must provide a doctor’s note excusing them for the hours missed before they will be allowed to return to school. Students who are unable to provide proper documentation upon arrival may be suspended for up to 29 days. Students may prearrange for necessary days off in advance without penalty.

Suspensions are considered an unexcused unauthorized absence. The following actions may result in a suspension:

1. Failure to complete assigned written and practical work.
2. Insubordination or conduct not conducive to a professional environment (refusing to follow direction, instruction or acts of disobedience and rebellion).
3. Use of or under the influence of drugs or alcohol during school hours.
4. Use of profanity anywhere on school property.
5. Excessive unexcused absences and/or tardiness.
6. Not following dress code — including professional hair styles and makeup.
7. Failure to notify school prior to 8:30 am during the week and 8:45 am on Saturdays of tardiness or unexcused absences.
8. Not prearranging or having a doctor’s excuse stating the student was physically unable to attend school on a Monday/Saturday.

Students that are physically ill and unable to complete assigned work or appointments will be sent home. We cannot run an infirmary. This will count against their 80% monthly attendance requirements.

**Termination** is the final disciplinary action against a student. The school is required to terminate any student who is not in compliance with the schools policies and rules, including attendance and satisfactory progress. Upon termination, the school will set up an appointment with the student to complete the necessary paperwork. Any refund of monies due will be returned to the appropriate parties. Tuition is prorated as stated on the enrollment contract. (Please see Refund Policy pages for further information.) Any student who has been terminated from the program
and has been out of school for a minimum of thirty (30) days and wishes to return, must submit a letter to the school stating their desire and intention to correct previous concerns and complete training without interruption. Any returning student terminated from the school must successfully complete a thirty (30) day probationary period.

A student may be terminated when five (5) days have passed since their last day of physical attendance that is not on an approved leave of absence, unless prior arrangements are approved by the school manager and have been made.

A student not returning from an approved leave of absence will also be terminated.

**Students who re-enroll** will be required to sign a new contract or addendum with tuition at the current rate on the date they re-enroll.

Due to the intensity of training during basics, any student who misses a total of 24 hours during the basic program may be dropped from the program and will need to apply for re-enrollment with the next scheduled class provided that space is available.

The school reserves the right to suspend or terminate any student from school for excessive attendance abuse, insubordination, refusing to cooperate with Staff, improper conduct, use of drugs or alcohol, use of profanity, failure to pay required fees or if in any way we feel a student is not adapting to our program. (For mitigating circumstance please see Appeal Procedures.)

**LEAVE OF ABSENCE**

Leaves of absence (LOA) will be granted to a student for no more than 180 calendar days in any 12 month period. These leaves must be requested in advance in writing and approved by the School Administrator, and must be a minimum seven (7) calendar days for medical reasons, full days for court approved absences or 30 days for personal leaves. Documentation must be provided prior to LOA being granted. Headmasters will evaluate all other leaves on a case by case situation. Other LOA’s can be approved on a case by case basis. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

**FINANCIAL AID**

To receive aid from the student aid programs you must have financial need, except for some loan programs. You have to have a high school diploma or GED, be enrolled or accepted for enrollment as a regular student working toward a diploma/certificate in an eligible program. You must be a U.S. citizen or eligible non-citizen. You must have a valid Social Security number and be making satisfactory academic progress. A signed statement on the Free Application for Federal Student Aid (FAFSA) certifies that you will use federal aid only for educational purposes. Signing the FAFSA also certifies that you are not in default on a federal student loan and that you do not owe money back on a federal student grant. Male students, if required, must be registered with the Selective Service. FAFSA’s for the school year must be completed prior to receiving any monies after June 1st.

Students are asked to submit a Free Application for Federal Student Aid (FAFSA) for processing prior to enrollment. FAFSA forms can be obtained from Headmasters, your high school counselor, the local library or on the World Wide Web, www.fafsa.ed.gov/. A financial aid counseling session will be scheduled before enrollment. At this time we will help you set up your financial budget and discuss with you the financial assistance you will qualify for during school.

Aid from most programs is awarded on the basis of financial need (except for unsubsidized Direct loans and all PLUS and Consolidation loans).

When you apply for federal student aid, the information you report is used in a formula established by the U. S. Congress. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education. If your EFC is below a certain amount, you’ll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements.
Your EFC is used in an equation to determine your financial need:

\[
\text{Cost of Attendance - EFC} = \text{Financial Need.}
\]

If you have questions regarding financial aid, you need to contact the financial aid office. An appointment is recommended.

If you have received a tuition waiver or scholarship from Headmasters School of Hair Design, you understand and agree to the following:

- You must maintain a cumulative GPA of 81% or higher during your entire enrollment.
- You must not be placed on probation at any time during your enrollment.
- You must maintain an average monthly attendance (AMA) of at least 80%.

The tuition waiver will be credited to your account when the balance of your account is equal to the award amount. If you fail to do any of the above you understand that your waiver may be nullified. You also understand that if for any reason you are suspended or your enrollment is terminated prior to graduation your waiver will be void.

**DISBURSEMENT OF FINANCIAL AID CHECKS**

Students’ financial aid loan checks are disbursed to students within seven (7) working days of receipt by the school provided the student meets eligibility requirements. Pell checks will be disbursed within three (3) working days of receipt by the school. All students must meet all satisfactory academic progress (SAP) requirements and have completed the proper number of hours student aid checks will be released. Refer to the SAP policy for more information. Please note students must be present in school for the entire day in order to receive a disbursement. Students who are on suspension will not be eligible to receive any financial aid awards.

**POLICY AND PROCEDURES FOR VERIFICATION**

Headmasters’ has developed the following policy and procedures for verification regarding the information provided by applicants for Federal Student Financial Aid under the Title IV Programs.

1. Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a transcript of your tax records from the IRS.gov from the prior year. Any conflicting information in the student’s file must be resolved before aid may be disbursed, regardless of the student’s verification status.

2. No Federal Pell Grant, Campus-Based, or Subsidized Direct Loan Funds prior to the completion of verification. (Headmasters does not offer Campus-Based Funds at this time.)

3. A Direct Loan application will be certified by the institution prior to the completion of verification. However, the student only has 5 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not completed by that time, the check must be returned to the lender.

4. Students eligible to receive Pell or Direct Loans will have until 60 days after their last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from the school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.

5. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any students verbally or via an award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

6. If the student receives an overpayment based on providing inaccurate or conflicting information on any
application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.

7. The financial aid file must be documented with the date that verification is completed. Subsidized Stafford Loan checks are not to be released prior to this date.

POLICY AND PROCEDURES FOR SECONDARY CONFIRMATION

Headmasters has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.

ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT WILL BE GIVEN A COPY OF THESE PROCEDURES.

1. Students have thirty (30) days from the date the institution receives the output document or 30 (thirty) days from the student’s receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.

2. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.

3. The institution will not make the decision regarding “eligible non-citizen” status without the student having the opportunity to submit documentation supporting a claim of eligibility.

4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be an official document from the Immigration and Naturalization Service (INS). In order to initiate the required process, students must submit INS documents which are legible and which demonstrate the latest status with INS.

SATISFACTORY ACADEMIC PROGRESS

Minimum requirements for maintaining satisfactory academic progress:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Grade Point Average</td>
<td>81%</td>
</tr>
<tr>
<td>Practical Grade Point Average</td>
<td>81%</td>
</tr>
<tr>
<td>Attendance Scheduled vs Actual</td>
<td>80%</td>
</tr>
</tbody>
</table>

Premiere student record keeping software is used by the school as our official way of tracking a student’s hours, GPA’s and minimum state requirements.

Headmasters School of Hair Design has a written “Satisfactory Academic Progress” policy setting standard of academic achievement and attendance that all students must meet. This policy was established to promote and develop the skills and life style habits that will help you excel in this profession. To maintain Satisfactory Academic Progress, a student must maintain a cumulative average of 81% in practical and written grades and 80% attendance. Students will receive a written report with hours and grades monthly. Students are considered to be making Satisfactory Academic Progress until the next evaluation.

Satisfactory Academic Progress requires a “C” (81%) or better GPA and 80% attendance at all times during the program. If the student falls below this, the student will be counseled by his/her instructor and be placed on probation during the next thirty (30) days.
If a student does not maintain Satisfactory Academic Progress, he/she will be advised by the Director of Education and will be placed on probation for thirty (30) days. The student must achieve Satisfactory Academic Progress by the end of the probation period. If the student fails to regain Satisfactory Academic Progress after the second probationary period, they may be placed on a third probationary period. Unless marked improvement has been made by the end of the third probationary period, the student may be terminated from the school.

Students not meeting minimum satisfactory academic progress will be evaluated until satisfactory compliance is met or official termination is performed.

Students are evaluated and informed of their Satisfactory Academic Progress monthly. A student must maintain an average of 81% GPA or better in order to be considered in good academic standing. Tests cannot be taken after a test is given in class. Arrangements to test early may be made with your instructor before the test date. Extra Credit may be granted upon the instructor’s approval. The school maintains student progress records on a monthly basis. Grades are recorded and the student is given a copy monthly. Students who are not making satisfactory academic progress are not eligible to receive any financial aid funds as well as disciplinary up to termination.

Attendance is checked monthly. If the student’s average monthly attendance is below 80% he or she will be placed on probation for thirty (30) days. If the student fails to achieve 80% attendance the next consecutive month, they will be placed on a 2nd probation for additional thirty (30) days. If the student once again has failed to maintain 80% attendance for the 3rd consecutive month, that student may be terminated rather than be placed on any further probation. Please note: non-consecutive months do not apply. Students who are not making satisfactory academic progress are not eligible to receive any financial aid funds as well as disciplinary up to termination.

Quantitative check of student’s hours will be performed on a monthly basis.

All students are evaluated for minimum GPA and Satisfactory Academic Progress before each of their disbursements. Dates may vary from student to student. A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Administrator. The decision of the School Management will be final. Special consideration will be made for mitigating circumstances (i.e. illness, death in the family, etc.).

A student making satisfactory academic progress that takes a leave of absence or withdraws will maintain their satisfactory academic progress status upon re-enrollment or return. A student, who is not maintaining satisfactory academic progress at the time they take a leave of absence or withdraw, will have 30 (thirty) days after their return to regain satisfactory academic progress. If the student is receiving Title IV funds, no money will be disbursed until the student has met the requirements for Satisfactory Academic Progress.

Course incompletes, repetitions and non-credit remedial courses generally do not apply to courses offered at Headmasters School and therefore have no effect upon satisfactory academic progress standards.

A cosmetology student is expected to complete 2000 hours for their certificate in 60 weeks. A student instructor must complete their course of 1000 hours in 30 weeks. If, when the maximum time limit (120% times the length of the course) has been reached and the student has not completed the necessary hours, their financial aid will be terminated. Exceptions will be reviewed upon written request.

**TO RE-ESTABLISH ELIGIBILITY FOR FEDERAL FUNDS**

A student who is not maintaining satisfactory progress must achieve an 81% GPA, 80% monthly attendance and be within the maximum time frame to re-establish eligibility for Federal Funds. Students receiving Federal Financial Aid will not be disbursed funds until hours previously paid for have been completed successfully. Federal Financial Aid Students must be enrolled full-time.

Students are not considered to be making satisfactory attendance progress while on probation, and they are not eligible for Title IV funds.

Leave of Absence, withdrawals and other official interruptions of training are not computed in the maximum time frame. Headmasters Academic Year is 1000 clock hours in 30 weeks. A full-time student is 30 hours per week.
All students are required to be enrolled in their program full-time and seeking the certificate necessary to take the Idaho State Cosmetology or Instructor's Examination to receive federal student aid.

**SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**

A student must complete minimum hours and achieve the minimum grade point average to be making Satisfactory Academic Progress. However, if the student falls below the minimum grade point average or the hours required because of mitigating circumstances, he or she may appeal by explaining the circumstances in writing to the Appeals Review Committee within ten (10) days of notification of unsatisfactory progress. The student will be notified in writing of the Committee's decision. Students may also file for a hearing before the appropriate State Board as set forth in the Idaho Barber and Cosmetology laws and rules. The Appeals Review Committee is made up of School Administrators and/or educators from other institutions. The Chairperson of the Committee is the school owner or a School Administrator if the school owner is not available.

**INTERNAL COMPLAINT PROCEDURE**

Students and staff are expected to try to resolve any matter of dissension by meeting with the student(s) and staff member(s) involved. If he or she feels their concerns are not being satisfied through this course of action, they may then file a written complaint with the owners of Headmasters School of Hair Design. No complaint will be considered unless presented in this manner.

1. Brief description of the situation. Include dates, times, and all pertinent information pertaining to onset of circumstances.
2. A listing of actions taken by the student/staff member to deal with the situation. Include dates, times, individuals involved, and the outcome.
3. Advising sessions with staff. Include dates, times and results of each session.
4. Steps you are willing to take to improve the situation or circumstances.
5. Your thoughts on how the school can assist you in this matter.

A School Administrator will meet with the complainant within 10 days of receipt of the written complaint. This conference will be documented and a copy given to the parties involved at the time of the meeting. If after careful evaluation, the problem cannot be resolved through discussion, the grievance will be referred to the school's complaint committee. The school's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information is required from the complainant, a written letter outlining the additional information will be sent out. If no further information is needed the complaint committee should act on the allegations and a letter be sent to the complainant within fifteen (15) calendar days. The letter will address the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

If the complainant is not satisfied with the decision made by the committee, he or she may pursue the matter further. This can be done by filing a formal complaint with our accrediting agency listed below:

**NACCAS**
4401 Ford Avenue, Suite 1300
Arlington, VA 22302
(703) 600-7600

A COMPLAINT FILED WITH NACCAS IS DONE ONLY AFTER ALL OTHER AVENUES HAVE BEEN EXHAUSTED.

**DRESS CODE POLICY**

It is important to a Cosmetologist’s image to present an attractive and professional appearance; therefore, students enrolled at Headmasters Schools are required to be in professional dress during all hours of attendance. The school has available for purchase the required aprons. Students will be required to furnish their own clothing that meets school requirements below.
- Black dress slacks or below the knee black capris. Capris must have nylons underneath.
- Logo free shirts - must have sleeves, no low cut, and no mid-drifts showing, not see through.
- Closed toed dress shoes with socks or nylons. Must be dark brown or black. No tennis or sport sneakers.
- No stir-ups, velour, leather pants are ever allowed.
- No hoodies.
- No ball hats, turbans or any type of head coverings are allowed.
- No hair accessory over 4 inches.

Hairstyles and properly applied make-up are a must in this profession. This will be required by your future employer and is required to attend school. Staff can guide you in choosing a style that will compliment your appearance. If in doubt, you must get approval from a School Administer/Director.

One visible “stud” facial piercing is allowed. Any remaining piercing must have a “clear retainer” or be covered appropriately.

Tattoos will be permitted upon enrollment and discussion with Administration. Nudity, obvious profanity, racial slurs or verbiage/ symbols that can or may be interpreted as controversial will be discussed upon enrollment. Within such discussion Administration and enrollee will reasonably agree the appropriate measures that will be set forth for the enrollee. This will be documented and signed by enrollee and administration.

Your apparel must be approved by the school administrators prior to wearing. Students who arrive to school not dressed in appropriate attire will be sent home to change. Students who do not return after being sent home will be marked as an unauthorized absence. Students who continue to fail to comply with dress code will be subject to the standard disciplinary actions up to and including termination.

**CELL PHONES - PHONE CALLS**

Cell phones are not permitted on the clinic floor or classroom areas at any time.

This includes using them for timers, music or text messaging. Any cell phone that is used on the clinic floor may be taken by an instructor and returned at the end of the day. Students may also be sent home for the remainder of the day. Continued use may result in suspension or termination for insubordination.

If a student needs to receive any message from friends and/or family, the friend or family member should call and ask to speak with a student's instructor. The instructor will relay the message to the student in a professional manner. Students will never be pulled away from a client to take a phone call.

**REFUND POLICY**

Any applicant not accepted by the school is entitled to a refund of all monies paid.

A registration contract must be terminated by written notice of cancellation. This notice may be delivered personally or mailed by registered mail to the school.

If you (or your parent or legal guardian) cancels your enrollment contract and demands money back in writing within three (3) business days of the signing of this contract, all tuition collected by Headmasters School of Hair Design shall be refunded minus the application fee. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the School administrator in person. This policy applies regardless of whether or not the Student has actually started training.

If you cancel your enrollment contract after signing but prior to orientation, you will be entitled to a refund of all tuition paid to Headmasters School of Hair Design.

No refund will be made for the student kit due to sanitation and health reasons, unless unopened in original packaging. 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) calendar days, said personal property will be deemed abandoned and the school shall have the right, without notice, to dispose of the said personal property.

Any refund owed on your behalf as a result of termination, will be refunded to the appropriate party within 30 days of formal cancellation by the student or formal termination by the school. Extenuating circumstances may be taken into consideration when calculating the refund.

If a Headmasters School of Hair Design is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rated refund of tuition. If a course is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Attendance is taken daily. Any refund due to you, shall be refunded within 30 days of the last date of physical attendance.

INSTITUTIONAL REFUND POLICY
Headmasters School of Hair Design will refund 100% of tuition charges, if the student withdraws on or before the first day of classes. Refunds are calculated based on scheduled hours.

### PERCENTAGE ENROLLMENT TIME TO AMOUNT OF TOTAL TUITION

#### Cosmetology Course

<table>
<thead>
<tr>
<th>SCHEDULED HOURS</th>
<th>TOTAL TIME OF COURSE</th>
<th>OWED TO THE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>.01 - 99.99</td>
<td>0.01% to 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>100 - 199.99</td>
<td>5% to 9.9%</td>
<td>30%</td>
</tr>
<tr>
<td>200 - 299.99</td>
<td>10% to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>300 - 499.99</td>
<td>15% to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>500 - 999.99</td>
<td>25% to 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>1000 and over</td>
<td>50% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>

There is no refund due if the student withdraws on or after 50% of the enrollment period. A termination or withdrawal fee of **$150** will be assessed if the contract is not completed.

Return of Title IV Funds:
If for any reason the student does not complete their registration contract and has received Title IV Funding they will be processed using the Return of Title IV Funds software. The student will be responsible for any money left owing the school according to the Institutional Refund policy. The Student will also be responsible for their portion of the Return to Title IV Funds formula.

Please Note: Return to Title IV Funds is based on a 500 hour payments period.

RETURN OF TITLE IV FUNDS
If for any reason a student does not complete their registration contract and has received Title IV Funding, a refund calculation will be processed using the Return to Title IV Funds worksheet distributed by the U.S. Department of Education. The student will be responsible for any money left owing the school according to the Institutional Refund Policy. The student will also be responsible for their portion of Return of Title IV Funds formula.

Return of Title IV Policy - FEDERAL REGULATIONS 668.22 - The institution makes readily available upon request to enrolled and perspective student a summary of the requirements for the return of Title IV grant or loan assistance. Students who withdraw from all classes prior to completing 60% of the semester will have their financial aid
eligibility recalculated. Based on the percentage of the semester completed, students will be required to repay any unearned financial aid they received.

**DISTRIBUTION PRIORITY OF REFUNDS**

1. Direct Loans  
   a. Subsidized Federal Stafford  
   b. Unsubsidized Federal Stafford  
   c. Federal PLUS  
2. Federal Pell Grant Program  
3. Other Title IV, HEA Programs  
4. Other Federal, State, Private or Institutional Aid  
5. Student

**CONTRACT**

Upon acceptance into any course at Headmasters Schools of Hair Design, students will be required to sign a contract. Students under legal age will need their parents’ consent and signature.

The contract specifies payment terms and states that the student agrees to abide by the rules and regulations of the school.

An advance copy of the contract will be given to a student prior to enrollment upon request. All students will receive copies of their contract at the time of enrollment.

**HOUSING**

Housing, while not furnished by Headmasters, is available and within walking distance of the school. Specific information on current available housing can be obtained from the school Registrar.

**CONFIDENTIALITY**

Students (or in the case of minors, parents) 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.

No information concerning a student will be released to anyone without specific written permission of the student, or in the case of minors, parents or legal guardian.

The school will release information from files regarding attendance, progress, financial status and other official information to any Regulatory Office to include, but not limited to, the U.S. Department of Education, National Accrediting Commission of Career Arts & Sciences (NACCAS), State of Idaho and Northwest Education Loan Association (NELA) as required for any accreditation process.

Please see Family Educational Rights and Privacy Act (FERPA) for additional information.

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

(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 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 official to whom the request was submitted, that
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.

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 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.

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

LICENSE AND ACCREDITATION

**Headmasters Schools of Hair Design is Licensed and Accredited by:**

Bureau of Occupational Licenses
1109 Main Street 220
Boise, ID 83702-5642
(208) 334-3233

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

COST OF COURSES

**COSMETOLOGY COURSE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$15,800.00</td>
</tr>
<tr>
<td>Equipment (Kits) &amp; Books**</td>
<td>$2773.47*</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$18,973.47</strong></td>
</tr>
</tbody>
</table>

**INSTRUCTOR TRAINING COURSE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$7500.00</td>
</tr>
</tbody>
</table>
Equipment (Kits) & Books**  $ 753.66*
Registration Fee  $ 100.00
Application Fee  $  50.00
Total Cost  $  8,403.66

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

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

* Idaho State Sales Tax 6.0% Included.
** Student may purchase the school approved Kit & Books from an outside source if they choose.

GENERAL FINANCING OPTIONS
We offer the following payment plans for our programs:

- Full-Payment upon Enrollment: You may pay your tuition in full upon enrollment.
- School Payment Plan: Down payment and pay the balance (Interest-Free) in equal payments over twelve months.
- Federal Student Grants/Loans: Federal Student Aid is available (for those who qualify) at our school. For further detailed information about student direct loans and other financial aid links please go to https://studentloans.gov

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

1. Emphasis will be place on accident and crime prevention.
2. All accidents and crimes will be recorded in a file.
3. Headmasters, Inc. will furnish a written crime report yearly. This report will contain information for the previous three (3) years. This report is updated every January and made available to all employees and students in accordance with Public Law 102-26.
SAFETY AND SECURITY POLICY
INTRODUCTION
This chapter has been designed to inform all Headmasters School of Hair Design Students and employees about its safety and security procedures and policy. The safety of our students and employees and the security of their belongings is an important concern of management. This document explains the school’s policy regarding crime and accident prevention, public safety and criminal and accident reporting procedures. Read this document carefully and ask questions if you feel confused or uncertain.

SAFETY
SAFE OR SAFETY:
1. Protected
2. Uninjured, out of danger
3. Not involving risk
4. Trustworthy
5. Sure, reliable
6. Cautious

These are all great adjectives that describe how we should treat our clients, our fellow co-workers and our salon/school and its equipment.

PROTECTED: It is your responsibility to protect your client, to protect your co-worker and to protect yourself. You cannot rely on anyone else to protect these aspects, except you.

UNINJURED, OUT OF DANGER: It is your duty to keep your clients uninjured and out of danger.

NOT INVOLVING RISK: Never take a risk that will jeopardize the safety of anyone or anything. Always think of the outcome before taking that first step.

TRUSTWORTHY: Clients and students put their trust in you every day. Never let that trust be a sign to throw caution to the wind. They trust you to keep them safe and protected. Be true to your word.

SURE, RELIABLE: Be sure of what you do at all times. The public relies on your abilities; do not let them get injured.

CAUTIOUS: Always be cautious in every step or procedure you do. Never assume that someone else has taken or is aware of the safety precautions that we hold to be true. Never rush or hurry, this will make you skip safety measures and client protection will suffer.

REMEMBER: ALWAYS TREAT EVERYONE AS YOU WOULD WANT THEM TO TREAT YOU!!

EQUIPMENT
1. Do not leave irons or other hot items unattended. This could cause serious burns to students, clients and small children. Also, it is a fire hazard.
2. Do not leave electrical equipment plugged in when not in use. Example: When at lunch, break or after hours. This could cause fires or harm to others.
3. Hydraulic chairs are not toys. They should be kept in a down and locked position unless in use. Do not allow children to play on or around them.
4. Dryers should always be double checked for proper drying temperature. Do not assume all dryers heat the same. This can cause burns, over or under processing of chemical services.
5. Squirt bottles are to dampen client’s hair, not to use as a toy water gun. Do not allow children to play with them. This is not only causing a danger by wetting the floor, which can lead to someone slipping, but it makes you and the school looks very unprofessional.
CLIENT SAFETY

CHILDREN
1. Children must be supervised by their parents at ALL times. This is a place of business, not a playground. Get an instructor if you are unable to convince the parents to control their children. Students and staff must refrain from holding, lifting or carrying children that are not their own.
2. Do not allow children to play on or around hydraulic chairs. These are not toys and could cause serious injury.
3. Do not allow children to run, play or be unattended. Children must sit and act in a civilized manner. Running children can hurt themselves, hurt students and could seriously hurt elderly patrons.

SENIOR PATRONS
1. Help them up and down the ramp areas.
2. Help them in and out of your chair. Elderly people sometime have problems getting up and down from chairs. Remember to put your hydraulic down and locked before doing so.

GENERAL CLIENT PROTECTION
1. Never leave a client alone with any type of chemical on their head. This is an accident waiting to happen. No two chemicals ever act or react the same on any one person. Even if you have done that same service on that same client, it may not react the same this time. You must be aware and practice client protection at all times.
2. Always use the proper drape for the service that you are about to perform. Use a plastic or waterproof cape for any type of chemical or wet service. Always use cotton or linen for a thermal (heat) type of service. A hot iron and plastic does not feel good against your client’s skin. And never reuse a cape without protecting your client skin with a sanex strip or clean towel.
3. Always make sure that management is aware of snow that needs to be removed to avoid client endangerment. Rain or snow can cause someone to slip and fall and cause serious harm to themselves.
4. Only those receiving services will be permitted on the clinic floor during business hours.

STUDENT PROTECTION
SANITATION
1. Do not store lunches in refrigerator more than 24 hours. The break room refrigerator is not a storage locker for unwanted half eaten food. The refrigerator will be cleaned out once a week and all perishable food items will be properly disposed of. Refrigerated condiments, i.e. ketchup, mustard etc., will be checked weekly for freshness.
2. Sanitize all implements after each use. Due to numerous contagious diseases you MUST sanitize after each client. They count on you to protect them. You should also protect yourself. Remove everything from your countertop each night and sanitize it thoroughly. IT’S THE LAW.
3. Wipe water/spills off floors immediately. Please wipe up any spill immediately; slips can permanently hurt someone.
4. Sweep up hair as soon as haircut is finished. This should be done immediately after the cut, before you call for a check. And never sweep it into a corner or continue to style the hair. Blow dryers will spread it throughout the salon. People will track it with their feet.

FIRST AID
1. The First Aid Kit for the school is located in the dispensary. Notify an instructor immediately when first aid treatment is required for any student.
2. Any person witnessing a life threatening incident will go to the nearest phone and dial 911. All minor injuries will be reported to an instructor for appropriate action.

BLOOD SPILLS
Blood Spills should be handled as instructed in your basic program and should be followed as outlined by the Board of Cosmetology. Blood Spill Kits are located in the dispensary.

FIRE EXTINGUISHERS
1. Fire extinguishers are strategically located throughout the building. Extinguishers are serviced annually. Instructions for their operation are located on labels attached to the extinguisher. Anyone noticing a fire will warn everyone in the school of such before vacating the building or attempting to extinguish the fire.
2. Fire exit signs are located throughout the building and identify appropriate exits to be used in case of fire.

**CRIME AND ACCIDENT PREVENTION**

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in a roll-a-bout or a locker which has been provided. The school encourages students and staff to not bring expensive jewelry, excess money or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of the law for any unlawful violation committed on the school premises.

Students and Employees:

- Shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school sponsored functions. Must park vehicles in the designated areas and should always keep their cars securely locked.
- Must never remain alone within the facility after closing without administrative approval. If approved, the outside door must remain locked at all times, and must not allow any unauthorized entrance.
- Shall report hazardous condition; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc. to management for immediate attention.
- Shall handle all hazardous conditions with appropriate caution. Proper procedure may require management to notify appropriate agencies for correction of the condition.
- Shall not attempt to repair damaged electrical equipment or exposed wires. Such problems will be reported to the school business manager.
- Shall notify the school business manager of any damage to the building or dangerous structural problems.
- Should handle all equipment correctly within the manufacturer's specifications. The school will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
- Shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.

**FIREARMS AND WEAPONS POLICY**

All faculty, staff, students and visitors to Headmasters School of Hair Design are strictly prohibited from possessing firearms, ammunition for any caliber of firearm, explosives or weapons (hereafter referred to as “weapons”) on the premises Headmasters School of Hair Design without the explicit advance authorization of Headmasters School of Hair Design, regardless of whether a federal or state license to possess the same has been issued to the possessor.

The only exceptions to this policy are as follows:

1. Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the jurisdiction in which Headmasters School of Hair Design premises are located may do so on the premises of Headmasters School of Hair Design in such jurisdiction.

   - For instance, Lewiston Police Department officers who are legally permitted to possess weapons in the city of Lewiston

2. Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the Headmasters School of Hair Design in such jurisdiction. Written notification must be made by the individual carrying the firearm to the current Director of Operations five (5) days prior to planned visit.

3. Faculty or staff legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of Headmasters School of Hair Design in such jurisdiction if they are part of an academic or
research activity only. Persons subject to this exemption must obtain the explicit advance authorization of Headmasters School of Hair Design by making written application to the current Director of Operations.

Anyone possessing a weapon other than those in the exception categories will be asked to remove it from Headmasters School of Hair Design premises immediately. They may also be subject to arrest and/or disciplinary action. Additionally, possession of unlicensed firearms or weapons will result in confiscation and may lead to criminal prosecution by the appropriate jurisdiction.

Exceptions to this policy must be requested in writing to the current Director of Operations. The Director will review the request with the Executive Board Members of Headmasters School of Hair Design. Only under the most unusual circumstance will a request for an exception be granted. If an exception is granted, the notation “FWP” will be placed in the comment section of the individual’s record, indicating they are approved to carry a firearm on campus.

Definitions:

**Firearm:** Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to: guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons, and plastic firearms made with 3-D printers and copying technology, and any ammunition for any such device.

**Weapon:** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the University premises is located.

**Explosives:** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition or detonation by fire, friction, concussion, percussion, static, RF (radio frequency) Energy or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, plastic explosive, or any improvised compound with the same properties etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

**DRUG AND ALCOHOL PREVENTION PROGRAM**

**NOTICE TO STUDENTS AND EMPLOYEES**

The Headmasters School of Hair Design has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

**PHASE ONE**

**WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:**

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the Uses and Effects as it relates to alcohol.

**PHASE TWO**

**THIS INSTITUTION HAS A POLICY OF MAINTAINING A WEAPON FREE ENVIRONMENT**

Students and staff shall not be permitted to have any illegal or dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution and termination from enrollment or employment. Students and Staff must keep their property securely locked in the designated areas in order to prevent theft.

**DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT**

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following location: 602 Main, Lewiston, Idaho.
PHASE THREE
LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING,
REHABILITATION AND ASSISTANCE PROGRAMS:

Please refer to SCHEDULE B.

PHASE FOUR
NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S
DRUG-FREE WORKPLACE STATEMENT

Non-compliance will result in the following action being taken by this institution:

a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency.
   Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

b. Community service with one of the above stated agencies.

c. Termination of enrollment.

SCHEDULE A
ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B
DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Gateway Women’s Center, 514 Main Street, Lewiston, Idaho. 208-743-3699
2. Riverside Recovery, 1720 18th Ave, Lewiston, Idaho. 208-746-4097

SCHEDULE C
FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A
CONTROLLED SUBSTANCE

21 U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.
Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
   a. 1st conviction and the amount of crack possessed exceed 5 grams.
   b. 2nd crack conviction and the amount of crack possessed exceed 3 grams.
   c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(A) (2) AND 881 (A) (7)
Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U. S. C. 861(A) (4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844 a
Civil fine up to $10,000 and imprisonment not more than 3 years.

21 U. S. C. 853 a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U. S. C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain Federal licenses and benefits, e.g. pilot’s licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF IDAHO PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

BLOOD ALCOHOL LEVEL OF .08
1\textsuperscript{st} OFFENSE: Imprisonment for not more than 1 year and/or $350-$500 fine; suspension of license at least 6 months.
2\textsuperscript{ND} OFFENSE: Within 10 years, fine of not less than $500, 1 year license revocation.

HARASSMENT POLICIES

Headmasters School of Hair Design is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that our school is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning and working atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our school and in our community.

Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with the below listed harassment policies. These polices prohibit discrimination and harassment between members of the greater Headmasters academic community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or client/visitor. These polices also prohibit retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment.

Any individual who believes they may have been the target of unlawful discrimination or harassment must feel free
to report their concerns for appropriate investigation and response, without fear of retaliation. All complaints or any concerns about conduct that violate this policy should be reported at once to the school owner or administrator.

HARASSMENT
Harassment is covered under this policy if it based upon an individual’s race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

1. Harassing conduct may take various forms, including name-calling, graphic or written statements (including any electronic communication device) or other conduct that may be physically threatening, harmful, or humiliating.

2. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

3. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

HOSTILE ENVIROMENT HARASSMENT
Hostile Environment Harassment is covered under this policy if it is based upon an individual’s race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Hostile Environment Harassment exists when harassment:

1. is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from their academic program objectives, services, opportunities, activities, or when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment.

Harassment that creates a hostile environment violates this policy.

1. A hostile environment can be created by anyone involved in a set academic program or activity (e.g., administrators, faculty members, students, and even clients/guest).

2. Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

3. In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive.

SEXUAL HARASSMENT
Sexual harassment is considered to be a sexual offense. In basic terms, sexual harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The key is "UNWELCOME" sexual behavior. For example, a group of employees may be telling dirty jokes that are unwelcome to some employees. There are five types of sexual harassment:

1. Suggesting or insinuating that employment, higher grades or future promotions will be given in exchange for sexual favors.

2. Demeaning language focused on gender; sexual comments about a person's body; telling sexual jokes or stories; spreading rumors about a co-worker or fellow student's sex life; asking or telling about sexual fantasies, preferences or history.
3. Staring at a person's body; sexual gestures focused on body parts; giving personal, unwanted gifts, following a person; sending suggestive letters, notes, illustrations or photographs.
4. Any manner or unwanted touching, including brushing up against another person suggestively or touching yourself in a sexual manner in front of others.
5. A sexually poisoned work or school environment where the atmosphere makes it difficult for an employee or student to work or feel comfortable. This includes a wide range of behaviors and actions from displaying sexually suggestive pictures, cartoons, and illustrations, to telling suggestive stories and jokes or using sexual gestures.

**LEGAL GUIDELINES - HOW TO AVOID SEXUAL HARASSMENT**

1. Assume that none of your co-workers or fellow students like sexual comments or gestures and don’t say them or do them at all.
2. A company's sexual harassment policies extend to all off-campus functions as well as in the office or classroom.
3. Your co-workers' and fellow students' personal lives and homes are private. Don't intrude.
4. Statements or stories that demean people based on gender or sexual preference are illegal.
5. Sweeping generalizations based on gender or sexual persuasions are unacceptable.
6. Don't talk to co-workers or other students about your dating, sexual or marital life.
7. Compliment people only on the quality of their work, not their appearance.
8. Address your co-workers, teachers or fellow students respectfully and by their correct names only.
9. Sexual storytelling and joking in the work place are unacceptable.
10. Speak to a person's eyes, not any other part of the body.
11. Be respectful of the privacy of a co-worker or fellow student's work space.
12. Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable
13. Demeaning and degrading language and behavior based on gender or sexual persuasion is illegal.
14. A handshake is an acceptable gesture. Any other touch may be sexual harassment and illegal.
15. Romantic involvement between non-married co-workers is discouraged.

If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a school related activity and wishes to report the offense, it is the school's policy that the offense be reported at once to the school owner or administrator in charge. An investigation will begin as soon as possible. Actions which may include probation, suspension, or termination will be taken by the school administration. Students who become victims of sexual offenses on campus involving another student(s) will be given the option of transferring to another class to avoid contact with the accused assailant.

**DISABILITY HARASSMENT**

Headmasters School will try to prevent and appropriately respond to any form of disability harassment. Disability harassment can have a profound impact on students, raise safety concerns, and erode efforts to ensure that students with disabilities have equal access to education. We are committed to doing all that we can to help prevent and respond to disability harassment and lessen the harm of any harassing conduct that has occurred. When harassing conduct is sufficiently severe, persistent or pervasive that it creates a hostile environment, it can violate a student’s rights under the Section 504 and Title II Regulations.

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the institution program. Harassing conduct may take many forms including verbal acts and name calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening harmful or humiliating.

Headmasters prohibit discrimination based on disability. Headmasters will take prompt and effective action to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed.
CRIMINAL AND ACCIDENT REPORTING PROCEDURES

Students and/or employees have the right to report any criminal violation or accident to the appropriate local, state and federal authorities. In any criminal or dangerous circumstance, the health and welfare of the students and employees is preeminent. Students or employees should never jeopardize personal safety to protect the school or its property.

A. In the event of fire:
   1. All occupants should proceed to the nearest available exit in an orderly manner.
   2. Leave all personal belongings behind.
   3. Assist elderly, handicapped, and children to the nearest exit.
   4. Do not attempt to contain the fire. Evacuate immediately and leave containment to the school Administrators, instructor in charge or professionals.
   5. Once safely outside, stand in a group a safe distance from the building. School Manager will take a count to determine if all are accounted for.
   6. When reporting the fire:
      (a) Indicate location of school.
      (b) Name of the School.
      (c) Give your name.
   7. Remain calm and help to calm others.
   8. If possible, the school manager will take the attendance book so roll call can be taken to insure all students safely evacuated the building.

B. In the event of a burglary:
   1. Remain calm and agreeable.
   2. Do not attempt heroic measures.

C. In the event of accident:
   1. Report the accident to management immediately.
   2. Employees will do the following:
      (a) Determine if emergency help is required.
      (b) Fill out insurance company accident report.
      (c) Report all information to the school manager.

D. All accidents and crimes should be reported immediately to your instructor. Your instructors are required to inform the school owner at that time.
   1. The proper form must be completely filled out by the reporting party or parties.
   2. The school manager will then take the appropriate steps.

THE MOST RECENT PRINTED CRIME REPORT CAN BE OBTAINED FROM THE SCHOOL MANAGER DURING REGULAR BUSINESS HOURS. CURRENTLY ATTENDING STUDENTS AND EMPLOYEES WILL BE ISSUED THE ANNUAL REPORT WITHOUT REQUEST AS PUBLISHED.
ACKNOWLEDGMENT OF STUDENTS/STAFF

I acknowledge that I have read and understand the policies and procedures explained in this catalog/handbook. I also acknowledge that I accept the conditions and responsibilities outlined with this catalog/handbook.

________________________________________________________________________
Signature of Student Date

________________________________________________________________________
Print Name