



HEADMASTERS

SCHOOL OF HAIR DESIGN

A Tradition of Excellence Student Catalog/Handbook

**602 MAIN STREET
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Headmasters School of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA, 22314.

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

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A MESSAGE FROM THE STAFF

Dear Future Cosmetologist: successful graduates with the skills needed to secure employment in the cosmetology profession!

Our basic philosophy is to train and prepare successful graduates with the skills needed to secure employment in the cosmetology profession. This industry has been our passion for years. The excitement of introducing the rewards of this industry grows with each new student. We take pride in the quality of our students and their commitment to contribute to an industry that is full of change and excitement. At Headmasters School of Hair Design, we continue to have a bright outlook and offer financial freedom well into their future.

With this in mind, we continually survey the profession to keep abreast of current trends, designs and techniques required by your future employers. Salon and Industry representatives make regular visits to the school and always enjoy the enthusiastic and warm welcome from staff and students.

Our highly trained instructors give individual as well as class instruction. This is backed by our curriculum which is flexible enough to allow for new procedures and techniques, yet solid enough to maintain high academic standards. This combination helps the serious student recognize his or her goal. Staff members participate in ongoing education on a regular basis to keep their skills on the cutting edge.

It is our goal to support each student as they prepare for boards and secure and retain employment and advance in the profession of cosmetology. We look forward to visits from our graduates. They come in and share their stories with current students offering support and encouragement to help each one meet their own goals.

Your desire to succeed is your greatest asset in school as well as your future profession. Enter this challenging and exciting new adventure with a strong positive attitude and your results will be very gratifying.

Thank You

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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 School of Hair Design in Lewiston opened on Sept. 1, 1982. Headmasters School of Hair Design 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 School of Hair Design 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 Street 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 School of Hair Design 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. It is centrally located in downtown Lewiston at 602 Main Street. 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: 29 styling stations, 29 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), 4 manicuring tables, 8 pedicuring tables, waxing and facial room.

STAFF MEMBERS

- Amy Peterson President/Owner
- Dusty Peterson Secretary/Owner
- Tracy Waffle Financial Aid Administrator/Registrar
- Kris Massey Director of Education/Instructor/Admissions
- Timauri Stearns Instructor
- Anna Estrada Instructor

HANDICAP FACILITIES

Headmasters School of Hair Design 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 School of Hair Design 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.

COSMETOLOGY INSTRUCTOR COURSE

Headmaster School of Hair Design's Cosmetology Instructor course consists of 1000 hours of theory and practical teaching experience in preparing the cosmetologist for immediate employment opportunities.

Students will learn to develop desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

This course is designed to prepare the student to successfully complete the Idaho State Board Instructors examination necessary for licensing.

The experienced, licensed cosmetology instructor will be prepared to work in a professional cosmetology school as an instructor. The trained and licensed instructor will develop employer/employee relationships and effective communication skills necessary to deal with students.

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

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. Applicants must complete an application form. The school requires proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. (An English translation should accompany a foreign high school diploma. The document must confirm that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.) 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 between your proof of education document and your proof of age document, you must submit proof of name change, such as a marriage certificate, divorce document or legal name change certificate.

Instructor applicants must meet all of the above requirements and must hold a current license as a practitioner of cosmetology and complete an instructor in training application to be forwarded to the State Board of Cosmetology.

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.

Note: Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the student left. If the student was not making satisfactory progress at the time they left, the student would not be considered as being in satisfactory progress upon their return. If the student is considered to be out of compliance with satisfactory progress upon their return, they would be required to meet the attendance and academic progress requirements of at least one evaluation period of the course in order to be returned to satisfactory status within the program, which would be considered "the warning period" according to the Satisfactory Academic Progress Policy.

CREDIT FOR PREVIOUS TRAINING-TRANSFER POLICY

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

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

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

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.

EXTERNSHIP/DISTANCE EDUCATION/ARTICULATION OR TRAINING AGREEMENTS

Headmasters School of Hair Design does not have or participate in an Externship (Internship) policy nor do we provide Distance Education. Headmasters School of Hair Design does not have any Articulation or Training Agreements with other entities.

COSMETOLOGY COURSE DESCRIPTION

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 diploma. (Refer to Satisfactory Academic Progress Policy for additional requirements).

COSMETOLOGY CURRICULUM

Headmaster School of Hair Design'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.

	Theory
History and Career Opportunities	10 Hours
Life Skills	10 Hours
Your Professional Image	3 Hours
Communicating for Success	7 Hours
Infection Control	22 Hours
General Anatomy and Physiology	25 Hours
Skin Structure Growth and Nutrition	10 Hours
Skin Disorders and Diseases	10 Hours
Nail Structure and Growth	4 Hours
Nail Diseases and Disorders	8 Hours
Properties of Hair and Scalp	8 Hours
Basics of Chemistry	18 Hours
Basics of Electricity	8 Hours
Principles of Hair Design	12 Hours
Scalp Care, Shampooing and Conditioning	8 Hours
Haircutting	10 Hours
Hairstyling	10 Hours
Braiding and Extensions	6 Hours
Wigs and Hair Additions	3 Hours
Chemical Texture Services	24 Hours
Hair coloring	30 Hours
Hair Removal	3 Hours
Facials	15 Hours
Facial Make up	10 Hours
Manicuring	15 Hours
Pedicuring	5 Hours
Nail Tips and Wraps	2 Hours
Monomer Liquid and Polymer Powder Nail Enhancements	12 Hours
UV Gels	5 Hours
Seeking Employment	8 Hours
On the Job	4 Hours
The Salon Business	8 Hours
State Law	8 Hours

	Practical
Sanitation and Infection Protection	40 Hours
Blood Spill Procedure	2 Hours
Draping and Shampooing	30 Hours
Scalp and Hair Treatments	20 Hours
Hair Styling	200 Hours
Chemical Texturing	150 Hours
Thermal Styling	100 Hours
Hair Cutting	150 Hours
Hair Coloring	150 Hours
Hair Lightening	30 Hours

Semi Perm Color	50 Hours
Weaves and Highlighting	150 Hours
Facials and Make up Application	40 Hours
Chemical Relaxing	25 Hours
Manicuring and Pedicuring	100 Hours
Artificial Nails (Acrylic, Gel, Wraps)	100 Hours
Nail Art	10 Hours
General Practical Clinic Skills	312 Hours

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 School of Hair Design's 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.

COSMETOLOGY 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 School of Hair Design application for enrollment. No credit for previous hours will be granted.

COSMETOLOGY INSTRUCTOR COURSE OUTLINE/CURRICULUM

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 employment opportunities as a cosmetology instructor. 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 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

1. Lecture
2. Practical demonstrations
3. Audio-visual materials
4. 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 Academic 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

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. Students must complete a required Exit Counseling with the Financial Aid Administrator. In addition, students must complete the required number of hours for each course as follows:

Cosmetology course	2000 hours
Cosmetology Instructor course	1000 hours

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. All students are required to complete Exit Counseling when they graduate or withdraw.

ADVISING AND EMPLOYMENT ASSISTANCE

Headmasters School of Hair Design maintains a personal advising service for individual students. Headmasters School of Hair Design 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.

For Advising, please contact:

Kris Massey
Director of Education/Instruction
208-743-1512

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 3:00 p.m.

Theory class is scheduled for 1-1/2 hours on Wednesday, Thursday and Friday. The remainder of the weekday is spent working on practical applications in the classroom and in the school salon clinic. Monday and Saturday is spent in the salon clinic working on practical applications.

HOLIDAYS

The following holidays are observed by the school:

	2018	2019
New Years	January 1	January 1
Teacher In-Service Day		February 4
Memorial Day	May 28	May 27
Summer Break	July 2-7	July 4, 5, 6
Labor Day	September 3	September 2
Thanksgiving Break	November 22, 23	November 28, 29
Christmas Break	December 24, 25, 26	December 24, 25, 26

Note: If the school will be closed because of unforeseen conditions, i.e., snow storms, flooding, etc., the school will post an announcement on the school's Facebook page.

BEGINNING CLASS DATES

(The enrollment limit for each Cosmetology class is 20 students.)

<u>2018 Cosmetology Class Start Dates:</u>	<u>2019 Cosmetology Class Start Dates:</u>
<ul style="list-style-type: none">• January 15, 2018• March 12, 2018• June 11, 2018• September 10, 2018• November 12, 2018	<ul style="list-style-type: none">• January 7, 2019• March 4, 2019• June 10, 2019• September 9, 2019• November 11, 2019

Cosmetology Instructor Start Dates:

- See School for Start Dates

ACADEMIC YEAR DEFINITION

An academic year is 1000 clock hours and 30 weeks long. The Cosmetology program is 2000 clock hours and the Cosmetology Instructor program is 1000 clock hours.

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, appearance 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 Academic Progress Policy 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

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.

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, 10:00 a.m. to 4:30 p.m. on Tuesday through Friday, and 9:00 a.m. to 3:00 p.m. on Saturdays.

Roll call is at 8:30 am. Students are expected to have eaten breakfast, have their make-up on, hair done 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 8:45 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 1-1/2 hours on Wednesday, Thursday and Friday. 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 and are optional. 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 School of Hair Design 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 that they are not meeting Satisfactory Academic Progress. See the "**Satisfactory Academic Progress (SAP) Policy**" section for consequences.

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 at least seven (7) days in advance for a Monday or Saturday. However, students still must meet the 80% average monthly attendance requirement.

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. 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. Prearranged absences must be done at least seven days in advance for a Monday or Saturday.

14 Day Absence Policy If a Student were to miss 14 consecutive days (excluding days on an approved leave of absence), the school reserves the right to terminate enrollment of said student from the program regardless of students communication with the school.

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. Repeatedly leaving the clinic floor without checking with your instructor.
8. Failure to notify school prior to 8:30 am during the week and 8:45 am on Saturdays of tardiness or unexcused absences.
9. Not prearranging seven (7) days in advance 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 academic 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.

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.

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, bringing a weapon to school, 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.)

Note: Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the student left. If the student was not making satisfactory progress at the time they left, the student would not be considered as being in satisfactory progress upon their return. If the student is considered to be out of compliance with satisfactory progress upon their return, they would be required to meet the attendance and academic progress requirements of at least one evaluation period of the course in order to be returned to satisfactory status within the program, which would be considered “the warning period” according to the Satisfactory Academic Progress Policy.

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, include the reason for the student’s request and include the student’s signature and approved by the School Administrator. Headmasters School of Hair Design will evaluate leaves and their length on a case by case basis. We will work with you to do a LOA over the telephone if necessary. 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.

An authorized leave of absence (LOA) is a temporary interruption in a student’s program of study. Leave of absence (LOA) refers to the specific time period during a program when a student is not in attendance. Leave of absence (LOA) is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a leave of absence. In the event of extended absence, a leave of absence may be granted. Such leaves may be granted for medical or bereavement reasons.

A leave of absence (LOA) must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal. In order for a (LOA) to qualify as an approved (LOA), Headmasters School of Hair Design has established the following policy with regard to leaves of absence (LOA).

1. All requests for a leave of absence must be in writing, outlining the specific period of time in which the student will not participate in any educational activities provided by Headmasters School of Hair Design. The request must include the anticipated start and end date of the leave. The request must include the reason for the leave. The request must be signed and dated by the student requesting the leave.
2. All leaves must be approved by an Instructor. Failure to gain approval for an official leave may result in unofficial withdrawal according to Headmasters School of Hair Design’s withdrawal and termination policy.
3. Request for leave must be made in advance prior to the start day of the leave and must specify the reason for the requested leave unless an unforeseen circumstance.
4. If the leave is requested due to unforeseen circumstances that would not allow for the advance notice, documentation must be provided at a later date along with the request verifying advance notice was not possible (i.e: a car accident recovery time; sudden illness requiring emergency hospitalization).
5. A leave of absence may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if Headmasters School of Hair Design is able to document the decision and collect the leave of absence request at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend classes.
6. Leave of absence days must not exceed the total 180 days in any 12 month period.

7. The student will not be charged during an approved leave. There will be no additional institutional charges as a result of the LOA.
8. Contract will be extended by the total number of days of the leave taken. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
9. Students that are granted a leave of absence (LOA) that meets these criteria is not considered to have withdrawn and no refund calculations will be made.
10. There must be a reasonable expectation that the student will return from the LOA.
11. If the student on leave does not return from such leave at the expiration of an approved LOA (or a student taking an unapproved leave), the student's withdrawal date is the student's last day of attendance, and all refund calculations will be determined for that date.

Federal financial aid will not be disbursed during a period of leave.

Withdrawals are subject to the re-enrollment process. All Students considering a leave should seek advice from the Financial Aid Administrator to determine the impact prior to deciding on such leave.

According to Federal Requirements, financial aid will not be disbursed during a period of leave. A student who fails to return from leave will be terminated. If the student subsequently returns, the student will be considered a re-enrollment.

Note: If such leave is authorized, and the student was making satisfactory progress in the program before the leave, the student will be considered making satisfactory progress upon returning to the program. If the student was not making satisfactory progress when taking the leave, the student would not be considered as being in satisfactory progress upon their return. If the student is considered to be out of compliance with satisfactory progress upon their return, they would be required to meet the attendance and academic progress requirements of at least one evaluation period of the course in order to be returned to satisfactory status within the program, which would be considered "the warning period" according to the Satisfactory Academic Progress Policy.

FINANCIAL AID

A student must meet certain requirements to be eligible for financial aid. Those requirements are:

- Must be enrolled in a program of study and pursuing a degree/certificate/other credential
- Must be a US Citizen
- Must be registered with the Selective Service
- Must not have had eligibility suspended or terminated due to a drug-related conviction
- Must have a valid Social Security Number
- May not be in Default on a federal student loan or have an overpayment on a federal grant
- Must meet the requirements for Student Academic Progress (SAP)
- Incarcerated students who are serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution have limited financial aid eligibility depending on the type of institution they are incarcerated in, as students are not considered to be incarcerated if in a halfway house or home detention or is sentenced to serve only weekends. Incarcerated students are not eligible for FSA loans but are eligible for Federal Pell Grants if not incarcerated in a federal or state penal institution

Student Rights and Responsibilities

Student Rights

As a student consumer you have the right to:

- know what financial assistance is available, including information on all federal, state, and institutional financial assistance programs;
- know the deadlines for submitting applications for each of the financial assistance programs available;
- know how your financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal expenses are decided in developing cost of attendance budgets;
- know what resources (such as parental contribution, other financial assistance, student assets, etc.) are considered in the calculation of your financial need;
- know how much of your financial need, as determined by Headmasters School of Hair Design, has been met;
- request from the Financial Aid Office (FAO), an explanation of the various programs in your student aid package. If you believe you have not received the financial assistance for which you are eligible, you may request reconsideration of the award which was made;
- know what portion of the financial assistance received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin; and
- know how the FAO determines whether you are making satisfactory academic progress, and what happens if you are not.

Student Responsibilities

It is your responsibility to:

- review and consider all information about the financial aid programs at Headmasters School of Hair Design prior to enrolling;
- complete all financial assistance applications and forms accurately, and submit them to the FAO by the appropriate deadlines;
- fill out the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA completely because it determines your eligibility for a wide variety of financial assistance. You may experience delays in receiving a decision about financial aid if forms are filled out incompletely or incorrectly. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and you may be subject to penalties under the U.S. Criminal Code;
- respond quickly to all requests for additional documentation related to verification or corrections;
- notify the FAO if there is a change in any of the information reported on the FAFSA;
- read and understand all forms that you are asked to submit or sign, and keep copies of these forms. You are legally responsible for all agreements which you sign;
- notify your lender of any changes in your name, address, or school status if a loan is part of your financial aid;
- know and comply with Headmasters School of Hair Design's refund procedures, should you withdraw; and
- be formally admitted to Headmasters School of Hair Design in a degree-seeking program.

Parent Responsibility to Dependent Students

A basic assumption we make when awarding federal aid is that parents of dependent students have the primary responsibility to pay for their dependent children's education. It is the aim of the federal government to help financially needy families by supplementing the Expected Family Contribution (EFC).

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 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's can only be completed 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:

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

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 or scholarship 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 or scholarship may be nullified. You also understand that if for any reason you are suspended or your enrollment is terminated prior to graduation, your waiver or scholarship will be void.

FINANCIAL AID CODE OF CONDUCT

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487(a)(25)]. Any Headmasters School of Hair Design officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct.

The obligations in this Code of Conduct are in addition to any requirements imposed by state ethic laws, federal laws, or Headmasters School of Hair Design policies, i.e., the stricter standard of ethical behavior will apply in all instances.

1. Headmasters School of Hair Design and its affiliates have no preferred lending agreement with any lender of private educational loans and as such no officer or employee of the School shall engage in the practice of recommending, promoting or endorsing private education loans for students attending the School.
2. Neither Headmasters School of Hair Design as an institution nor any individual officer, employee, agent or affiliate employee shall enter into any revenue-sharing arrangements with any lender.

Revenue-sharing arrangement includes circumstances where an institution recommends a lender or the loan products of a lender who provides or issues a loan in exchange for a fee or provision of material benefits, including revenue or profit sharing, to the institution, or employee or agent of the institution.

3. No officer or employee of Headmasters School of Hair Design who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount. (The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.)

4. An officer or employee of Headmasters School of Hair Design who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
5. Headmasters School of Hair Design shall not:
 - for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
 - refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
6. Headmasters School of Hair Design shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with respect to:
 - a specified number of private loans;
 - a specified loan volume of such loans; or
 - a preferred lender arrangement for such loans.

Opportunity pool loan means a private education loan made by a lender to a student attending the institution or the family member of such a student that involves a payment, directly or indirectly, by such institution of points, premiums, additional interest, or financial support to such lender for the purpose of such lender extending credit to the student or the family.

7. Headmasters School of Hair Design shall not request or accept from any lender any assistance with financial aid call center staffing or financial aid office staffing.
8. Any Headmasters School of Hair Design employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in the serving on such advisory board, commission, or group consistent with applicable Headmasters School of Hair Design policies.

Any and all reimbursements received for any service on advisory boards, commissions, or other groups by lenders, servicers or guarantors must be reported annually to the Department of Education.

DISBURSEMENT OF FINANCIAL AID CHECKS

Students' financial aid loan checks are disbursed to students within three (3) 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 and checks will be distributed in the afternoon. Students who are on a leave of absence or on suspension will not be eligible to receive any financial aid awards.

CREDIT BALANCE

A *credit balance* results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific payment period.

A *credit balance eligible for a refund* is one where all the applicable charges and credits have been posted to the

account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions.

Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have actually been disbursed to the account.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been completed and paid in full, and payments exceed the applicable charges. Credit balances will be refunded within 14 days.

POLICY AND PROCEDURES FOR VERIFICATION

Headmasters School of Hair Design 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 appropriate 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 will be disbursed prior to the completion of verification. (Headmasters School of Hair Design does not offer Campus-Based Funds at this time.)
3. 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.
4. 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.
5. 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.
6. The financial aid file must be documented with the date that verification is completed. Subsidized Direct Loan checks are not to be released prior to this date.

PROFESSIONAL JUDGMENT

Section 479A of the Higher Education Act of 1965, as amended, authorizes the Financial Aid Administrator to use professional judgment, on a case-by-case basis for students with "special circumstances" that affect a family's ability to pay for a college education that is not reflected in the information provided on the Free Application for Federal Student Aid (FAFSA).

The FAFSA is designed to determine a family's ability to pay for higher education by calculating the Expected Family Contribution (EFC) amount. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education for the year. The information provided on the FAFSA is used to calculate the EFC.

Professional judgment is used to take into consideration factors which have not been reflected on the FAFSA. The

professional judgment may either increase or decrease data elements used to calculate a student's EFC.

Professional judgment **cannot** be exercised for the following:

- to circumvent the law or regulations
- to waive general student eligibility requirements
- to change a student's status from independent to dependent
- to adjust the EFC directly
- to alter the need analysis formula or change table values
- to create a new category in the cost of attendance

The Financial Aid Administrator is expected and required to make reasonable decisions that support the intent of the provision. The school is held accountable for all professional judgment decisions made and for fully documenting each decision. All decisions are final; there is no appeal process to the U.S. Department of Education.

DEPENDENCY OVERRIDE

Dependent students must report their parents' income and assets on the FAFSA as well as their own. Parents of dependent students are expected to contribute toward the cost of their college education. Federal student aid programs are based on the concept that a dependent student's parents have the primary responsibility for paying for their child's education.

Sometimes extraordinary circumstances make it impossible for a student who does not meet the definition of independent to obtain his or her parents' financial information. In extremely rare cases, Headmasters School of Hair Design may authorize a Dependency Override. If the school grants a Dependency Override, the student can apply for aid in the same manner as an independent student, using only the student's income and asset information.

Headmasters School of Hair Design will only consider documented cases of child abuse or the current and continuing incarceration/institutionalization of the custodial parent as being extraordinary circumstances.

Note: In most cases the non-custodial parent would then become the custodial parent.

Headmasters School of Hair Design will not grant a Dependency Override when the sole basis for the request is that parents do not claim the student on income tax return, parents do not wish to provide income and tax information, parents simply do not wish to contribute to educational expenses or the student is self-supporting.

Students who wish to apply for a Dependency Override must submit the following documentation:

- A letter of explanation, written by the student, explaining the extraordinary family circumstances that led to the student leaving the parent household. The letter must include information on the student's means of support since leaving the parent household.
- Letters (on letterhead) from three professionals detailing their first-hand knowledge verifying the family circumstances as described by the student. Professionals may include guidance counselors, clergy members, teachers, doctors, family counselors, mental health professionals and law enforcement personnel. The letters must include the professional's name, job title and contact information. In most cases, court documents will be requested.
- Copies of the student's federal income tax return transcripts for the current and preceding year.
The letter of explanation requesting a Dependency Override along with all required documentation should be sent to the Financial Aid Administrator.

POLICY AND PROCEDURES FOR SECONDARY CONFIRMATION

Headmasters School of Hair Design 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 thirty (30) 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.
3. 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 (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

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

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows for Cosmetology, Cosmetology Instructor and Transfer Students: Evaluations will be on the 1st business day of the month, if a student is absent on the day of evaluations the student will be evaluated on their first day of attendance after evaluations. Evaluations are based on actual hours completed.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students will be notified of any evaluation that impacts their eligibility for financial aid.

ATTENDANCE PROGRESS EVALUATIONS

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

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 2000 Hours	67 Weeks	2500
Cosmetology Instructor (Full time, 37.5 hrs/wk) – 1000 Hours	34 Weeks	1250
The maximum time allowed for transfer students who need less than the full course requirements will be determined		

based on 80% of the scheduled contracted hours.

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

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 81%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 93%	EXCELLENT
92% - 87%	VERY GOOD
86% - 81%	SATISFACTORY
80% and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompletes do not apply to the school.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

INTERNAL COMPLAINT PROCEDURE/STUDENT & STAFF GRIEVANCE POLICY & 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
3015 Colvin Street
Alexandria, VA 22314
(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 School of Hair Design are required to be in professional dress during all hours of attendance. The school will provide one apron in the student's kit and has available for purchase the required aprons if the student needs more than one. Students will be required to furnish their own clothing that meets school requirements below.

- Black base dress slacks, below the knee black capris or black maxi skirts/dresses. Make sure material isn't stretched too tight that it becomes see through. (No spandex, sweat pants or work-out pants.) Jeans are allowed on Fridays (no holes or tears, need to be "professional" looking).
- Logo-free shirts: must have sleeves, no low cut, and no mid-drifts showing, not see through.
- Any comfortable shoes.
- No shirts with hoods (no jackets or windbreakers, sweaters can be worn if cold).
- No ball hats, turbans or any type of head coverings are allowed.
- Remember personal hygiene. Bathe on a regular basis, wear deodorant, breath mints and perfume are encouraged to use throughout the day, especially if you are a smoker.
- Properly applied make-up is encouraged, but not required.
- Small "stud" facial piercing is allowed.
- 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 upon the appropriate measures that will be set forth for the enrollee. This will be documented and signed by enrollee and administration.

This dress code may 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 Administrator/Director.

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 unless Okayed by an instructor. The small closet behind the desk can be used for booking appointments.

This includes using them for timers, music or text messaging. Students may 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 Headmasters School of Hair Design 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.

COST OF COURSES

COSMETOLOGY COURSE

Tuition	\$ 15,800.00
Registration Fee	\$ 100.00 Nonrefundable
Application Fee	\$ 50.00 Nonrefundable
Kit & Books	\$ 915.09
Sales Tax	\$ 54.91
Total Cost	\$ 16,920.00

COSMETOLOGY INSTRUCTOR COURSE

Tuition	\$ 7500.00
Registration Fee	\$ 100.00 Nonrefundable
Application Fee	\$ 50.00 Nonrefundable
Kit & Books	\$ 407.08
Sales Tax	\$ 24.42
Total Cost	\$ 8,081.50

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

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.

GENERAL FINANCING OPTIONS

We offer the following payment plans for our programs:

- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.
- Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.
- 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>

WITHDRAWAL POLICY

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

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

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

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

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

UNOFFICIAL WITHDRAWAL POLICY

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

An **unofficial withdrawal** will result if you stop attending Headmasters School of Hair Design but don't officially withdraw. A student may be unofficially withdrawn when five (5) days have passed since their last day of physical attendance that is not on an approved leave of absence.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination **must** be within 14 days after they cease attendance. Upon determination of the student's last date of attendance, the Return of Title IV funds will apply.

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

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

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

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

A refund calculation will be performed and any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the \$50 application fee and the Registration Fee in the amount of \$100.
 - 4 A student notifies the institution of his/her withdrawal in writing.
 - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- All refunds will be calculated based on the students last date of attendance. Any monies due a student who

withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE ENROLLMENT TIME TO AMOUNT OF TOTAL TUITION
Cosmetology and Cosmetology Instructor

TOTAL TIME OF COURSE	OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- No refund will be made for the student kit due to sanitation and health reasons, except for the following reasons: (1) unopened in original packaging, (2) student isn't accepted by the school, (3) student cancels within three business days of signing the contract, and (4) student cancels after three business days of signing the contract but prior to beginning classes. No refunds will be made for early completion of course. In the event you are no longer attending classes and leave any personal property, including the training kit, in the students' locker or on the school premises for more than twenty (20) days, said personal property will be deemed abandoned and the school shall have the right, without notice, to dispose of the said personal property.
- Collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from Headmasters School of Hair Design, banks, collection agencies, lawyers, or any other third parties representing Headmasters School of Hair Design clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.
- All students are required to complete Exit Counseling when they withdraw.

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 prospective students 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. Unsubsidized Federal Stafford
 - b. Subsidized 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 School of Hair Design, is available and within walking distance of the school. Specific information on current available housing can be obtained from the school Registrar.

GAINFUL EMPLOYMENT DISCLOSURE

Important Information about the educational debt, earnings, and completion rates of students who attended this program can be found on the Headmasters website. Go to the Headmasters website and the Gainful Employment Disclosure link is located at the bottom of the page, www.headmasters.edu.

CONFIDENTIALITY – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

No information concerning a student will be released to anyone without specific written permission of the student and parents or guardians of dependent minors.

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.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which states (a) that a written

institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

DIRECTORY INFORMATION: Headmasters School of Hair Design considers the following Directory Information and WILL release this information WITHOUT the written consent of the student. Headmasters School of Hair Design will not release directory information if the institution is notified in writing by the student or guardian of dependent minors that they do not want information given without consent.

- * Full Name
- * Withdrawal Date
- * Program
- * Email Address
- * Dates/Terms Enrolled
- * Previous Colleges Attended

NON-DIRECTORY INFORMATION: Headmasters School of Hair Design considers the following Non-Directory Information and therefore will NOT release this personally identifiable information without the student's written consent.

- * Date of Birth
- * Social Security Number
- * Grades
- * Address/Phone Number
- * Transcript
- * Gender
- * Parent Address(es)
- * Financial aid or veteran's status
- * Semester/Cumulative GPA

If non-directory information is needed to resolve a crisis or emergency situation, Headmasters School of Hair Design may release that information to appropriate officials if Headmasters School of Hair Design determines that the information is necessary to protect the health or safety of a student or other individuals. Upon request, Headmasters School of Hair Design discloses education records without consent to officials of another college in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

DISCLOSURE: Those members of Headmasters School of Hair Design who act in the student's educational interest within the limitations of their "need to know" have access to student education records. These personnel are referred to as "school officials". No one outside the institution shall have access to, nor will the institution disclose any non-directory information from a student's education record, without the written consent of the student except to those with a legitimate educational interest as listed below:

- Appropriate high school or transfer school officials;
- Authorized officials conducting audits or evaluations;
- Appropriate parties in connection with financial aid to a student;

The release of information to those having legitimate educational interest does not constitute authorization to share that information with a third party without the student's written consent.

The Registrar shall decide the legitimacy of requests for student information. However, if the Registrar is served with a subpoena requesting student information, the Registrar must comply with the request. Before doing so, the Registrar shall attempt to notify the student of the subpoena in advance of compliance so the student may seek protective action, unless the disclosure is in compliance with a subpoena issued by an agency that has ordered the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed.

Information on deceased students will only be made available to survivors or third parties via a subpoena to the Registrar.

The Solomon Amendment requires colleges and universities to release information regarding enrolled students to the military for recruitment purposes. Students may restrict disclosure to the military by restricting all disclosure of personal information.

Students or guardians of dependent minors may submit a “Directory Information Restriction Request” form to the Financial Aid Office to prevent directory or non-directory information from being released. This Restriction form will be honored by Headmasters School of Hair Design until rescinded in writing by the student.

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

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Headmasters School of Hair Design official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Headmasters School of Hair Design official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Student may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the Student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Headmasters School of Hair Design in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials or another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605
- (5) Individuals who apply for admission but are not admitted and therefore not enrolled have no rights under FERPA.
- (6) An individual student’s rights under FERPA are no longer valid upon death of that student.

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)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

CONSTITUTION DAY

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

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 look 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:

- a. 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.
- b. 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.
- c. Shall report hazardous condition; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc. to management for immediate attention.
- d. Shall handle all hazardous conditions with appropriate caution. Proper procedure may require management to notify appropriate agencies for correction of the condition.
- e. Shall not attempt to repair damaged electrical equipment or exposed wires. Such problems will be reported to the school business manager.
- f. Shall notify the school business manager of any damage to the building or dangerous structural problems.
- g. 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.
- h. 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.
 - a. 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 School 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 ABUSE POLICY

The Drug and Alcohol Abuse Policy (DAAP) is located in the [Annual Security Report](#).

The Biennial Review is located in the [Consumer Information](#) document under the category “Drug and Alcohol Abuse Prevention.” A copy is available upon request.

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 policies prohibit discrimination and harassment between members of the greater Headmasters School of Hair Design 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 policies 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 of Hair Design 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 School of Hair Design prohibits discrimination based on disability. Headmasters School of Hair Design 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 CRIME REPORT IS LOCATED ONLINE, TITLED "ANNUAL SECURITY REPORT." YOU WILL BE GIVEN THE ANNUAL REPORT IF REQUESTED.

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