



Durham Beauty Academy

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EFFECTIVE January 2018

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Welcome.

The staff at Durham Beauty Academy would like to welcome you to our school! This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Please feel free to visit our website, www.durhambeautyacademy.edu or Facebook us at www.facebook.com/pages/Durham-Beauty-Academy/181476198555578?ref=ts.

Rules are tailored to focus the attention of students on important facts of career preparation.

Attractive appearance is stressed because of its importance to career success. Other rules draw attention to the need for cheerfulness, good manners, courtesy and consideration of customers, fellow students, and supervisors. Proper sanitation procedures and safety practices are also stressed. Rules are applied regarding attendance. This is done in recognition of the need for self-discipline in work habits if success is to be achieved. Students must attend scheduled classes. The following can result in suspension or dismissal: Unsatisfactory attendance, chronic tardiness, failure to complete make-up work within the specified time or continued disregard for the dress code.

This school catalog outlines policies and procedures to be followed by students and staff of Durham Beauty Academy. The institution reserves the right to make changes to this school catalog as the need may arise to keep current policies and procedures in place for staff and students.

The institution operates out of an 8,600-square foot building. There is a total of four classrooms, a facial / wax room and a clinic floor that has thirty stations available for advanced students. The Beginner classroom has two shampoo bowls, its own bathroom and plenty of practical and theory space to accommodate thirty students. The institution has a total of three bathrooms and one water fountain. There is a staff lounge as well as a student break room available for student use. There are two vending machines; one for snacks and one for sodas and bottled water located in the student break room. There are a total of four administrative offices. Classrooms have televisions and DVD equipment available for Instructor use during instructional time. There is a library available for staff and student use that contains videos, DVDs, and references for the cosmetology field.

Congratulations, you are one step close to your future career!

MISSION STATEMENT

Durham Beauty Academy is proud of its record in education. The program is designed to prepare graduates for the State Licensing Examination and enhance employment opportunities in the field for graduates. Durham Beauty Academy has dedicated itself to this objective. Durham Beauty Academy does not discriminate in its admittance on the basis of sex, age, race, color, religion, or ethnic origin.

PROGRAM OVERVIEW AND OBJECTIVES

The school offers five well-organized programs. The programs consist of a **1500-hour** Cosmetology program, an **800-hour** Teacher Training program, a **300-hour** Manicurist program, a **600-hour** Esthetics program, and a **300-hour** Natural Hair program. The programs are designed to prepare graduates for the State Licensing Examination and enhance employment opportunities upon graduation. Program outlines and daily lesson plans ensure that all subjects are taught in correct sequence with a proper balance devoted to theory and practical instruction. Programs are designed to help students develop desirable work habits, attitudes, safety practices and awareness of their professional responsibilities. To provide students with a working knowledge of current cosmetology practices, each program will be evaluated periodically and revisions of the programs are made so that new techniques, practices, and products can be incorporated into the study programs.

OWNERSHIP

HMR Enterprises, Inc.

BRANCH CAMPUS

Columbia Academy of Cosmetology
1221 Sunset Blvd.
West Columbia, SC 29169

Columbia Academy of Cosmetology is approved to offer a 1500-hour Cosmetology program.

BRANCH CAMPUS

Fayetteville Beauty College
3442 Bragg Blvd.
Fayetteville, NC 28303

Fayetteville Beauty College is approved to offer a 1500-hour Cosmetology program and 800-hour Teacher Training program.

Faculty and Staff

Mrs. Lee- Educator, Education Manager
Mr. D. Elam- Educator, Manager
Ms. T. Valentine- Educator
Ms. Darden- Educator
Mrs. Hyman- Educator

Administrative Staff

Ms. Clark- Admissions Representative
Ms. Z. Johnson-Financial Aid Officer
Ms. Robinson-Receptionist
Ms. Jackson- Evening receptionist

Our teaching and administrative staff is encouraged to participate in workshops and seminars on a regular basis to keep current always in the ever-changing field of cosmetology.

Durham Beauty Academy is:

Licensed by:

North Carolina State Board of Cosmetic Art Examiners 1207 Front St, Suite 110
Raleigh, NC 27609
(919) 733-4117
www.nccosmeticarts.com

Approved Programs:

- Cosmetology
- Natural Hair Stylist
- Esthetics
- Manicure/Nail Tech
- Teacher Training

Accredited by:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

Approved Programs:

- Cosmetology
- Instructor
- Manicure/Nail Tech

Approved by:

Department of Education
400 Maryland Ave. SW
Washington, D.C. 20241
(215) 596-1648

LICENSING REQUIREMENTS

North Carolina State Board of Cosmetic Art Examiners regulates the cosmetology, natural hair, esthetics, and manicuring industry in North Carolina. They also govern licensure for salons, schools, Cosmetologists, Estheticians, Natural Hair Stylist, Instructors, and Manicurists. Certain rules and regulations in this School Catalog come directly from the North Carolina State Board of Cosmetic Art Examiners. It is important for students to learn regulations and correct sanitation procedures so that they can be implemented in future workplaces.

Cosmetologist: 1500 hours in an approved cosmetic art school cosmetologist curriculum and completion of the required performances. Passage of the State Board examination 75% or higher and payment of appropriate fee **\$49**.

Teacher Training: 800 hours (Cosmetologist), 320 hours (Manicurist), or 650 hours (Esthetician) in an approved cosmetic art school teacher program or proof of 5 years (Cosmetologist), 2 years (Manicurist), or 3 years (Esthetician) full-time work in a cosmetic art shop immediately prior to application Passage of the State Board examination 85% or higher Payment of appropriate fee **\$20**, High School Diploma or High School Graduation equivalency certificate, current licenses in either cosmetology, manicuring or esthetics.

Esthetician: 600 hours in an approved cosmetic art school esthetician curriculum and completion of required performances. Passage of the State Board examination 75% or higher and a payment of appropriate fee **\$20**.

Manicurist: 300 hours in an approved cosmetic art school manicurist program and completion of the required performances. Passage of the State Board examination 75% or higher and a payment of appropriate fee **\$20**.

Natural Hair Care: 300 hours in approved cosmetic art school natural hair care program and completion of the required performances. Passage of the State Board examination 75% or higher and a payment of appropriate fee **\$20**.

ADMISSION REQUIREMENTS

Durham Beauty Academy is seeking motivated students with a desire to achieve a high standard of competency to function successfully as a member of the cosmetology industry. An applicant seeking entrance into the institution must comply with the following admission requirements. The school does not recruit students already attending or admitted to another school offering a similar program of study.

1. Be at least sixteen years of age.
2. Provide proof of one of the following criteria:
 - a) High school diploma or its equivalent
 - b) Transcript showing high school completion
 - c) GED
 - d) Evidence of completion of homeschooling that state law treats as a home or private school.
 - e) Verification of foreign high school credentials performed by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
3. Proof of date of birth by one of the following documents:
 - a) State issued driver's license
 - b) State issued identification card
 - c) Birth certificate
 - d) Passport
4. Credit for previous education will be considered only with an official transcript and a transfer student evaluation with one of Durham Beauty Academy's instructors. Transfer credit will be accepted based on evaluation and transcript.
5. A copy of the student's social security card or proof that replacement card has been requested.
6. As part of the admission requirements we will not enroll students that are currently attending another school.
7. For Veteran students, all transcripts are required from previous training regardless of acceptance of hours. The institution is required by Veterans Affairs to show proof of all transcripts.
8. Application Fee \$50.00

9. Registration Fee \$25.00

HOW TO ENROLL

1. Make an appointment for a personal interview with the Admissions Office by calling 919-493- 9557.
2. Visit and tour the Academy.
3. Provide the school with proof of age and education.
4. Complete all enrollment paperwork.
5. Be accepted for enrollment.

CLASS START DATES

Start Date	9am-5pm Schedule Graduation Date	9am-3:30pm Graduation Date	5pm-10pm Graduation Date
January 15, 2018	10/23/2018	1/4/2019	3/18/2019
February 19, 2018	11/28/2018	2/8/2019	4/22/2019
March 19, 2018	12/27/2018	3/8/2019	5/20/2019
April 16, 2018	1/25/2019	4/5/2019	6/18/2019
May 21, 2018	3/1/2019	5/10/2019	7/24/2019
June 18, 2018	3/29/2019	6/7/2019	8/20/2019
July 16, 2018	4/25/2019	7/5/2019	9/17/2019
August 20, 2018	5/30/2019	8/9/2019	10/22/2019
September 17, 2018	6/27/2019	9/6/2019	11/18/2019
October 15, 2018	7/26/2019	10/4/2019	12/17/2019
November 19, 2018	8/30/2019	11/8/2019	1/23/2020
December 17, 2018	9/26/2019	12/6/2019	2/19/2020

NACCAS ANNUAL REPORT OUTCOME RATES

Graduation- 51.56%

Placement- 63.64%

Licensure-100%

RE-ENTRY STUDENT POLICY

Former students of Durham Beauty Academy who wish to re-enroll must be approved by the school administration.

1. Students who re-enroll outside of 180 days of withdrawal
 - a. Will be subject to transfer student policy
 - b. Will be charged \$50.00 application fee
 - c. Will be charged \$25.00 registration fee
2. Students who re-enroll within 180 days of withdrawal
 - a. Will be charged as on the original contract
 - b. All previous payments will be credited to the contract less any refunds made
 - c. Credit for previous hours will be given
 - d. May be evaluated in the same manner as a transfer student to determine class level
3. Arrangement for satisfactory payment of tuition and fees is required prior to returning to school.
4. Students who withdraw from Durham Beauty Academy and apply for a third re-enrollment must submit a written statement to the Education Manager prior to receiving approval to re-enroll in school.
5. Program incompletes, repetitions and non-credit remedial programs generally do not apply to cosmetology or massage schools.
6. A student that is allowed to re-enroll in Durham Beauty Academy may be required to complete a trial period or mandatory attendance based on previous performance.

7. All re-entry students are required to attend orientation.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in this school and will be considered to be making satisfactory progress at the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment. The school does not have non-credit remedial programs.

TRANSFER STUDENT POLICY

1. The student must have previous training in the program entering.
 - a. They must have an official transcript of academic grades and hours
2. The student will be evaluated on his/her practical ability and theory through testing.
3. Additional fees may be assessed for mannequins, textbooks, and kits
4. The school has the right to recognize credit for all or part of the applicant's previous training
 - a. If the Board recognizes it
 - b. According to degree of proficiency the student has on practical ability and theory
 - c. According to the length of time that has lapsed since previous enrollment
5. Tuition will be as follows
 - a. \$12.00 per hour needed
 - b. Application fee \$50.00
 - c. Registration fee of \$25.00.
 - d. Allowable absent hours are based on 6% of contracted clock hours.
6. Acceptance of hours, practical requirements and exams will be based on the student's transcript as well as evaluation by a Durham Beauty Academy instructor. A transfer student must be able to satisfactorily test out of each phase of Durham Beauty Academy's program.
7. Transfer students are required to attend orientation.

MOTIVATIONAL ACTIVITIES

HONOR ROLL

A student that has 93% or above in written, practical, and attendance is eligible for An Honor Roll. Written, practical, and attendance is checked monthly. A student meeting the requirements of honor roll is given a certificate for that month that they met the requirement. The certificate of honor roll should be placed in the students' portfolio which is prepared during the advance phase of the program in anticipation of graduation.

Student Graduation

Durham Beauty Academy holds an annual graduation in December of each year for those students that graduated or will graduate during that year during the period of January 1 until December 31. The institution provides caps and gowns as well as invitations for graduates to give to their family and friends. A professional photographer will be available to take professional photos for the graduation. A school photo of graduation will be taken and posted at the institution. Currently attending students are welcome to join us at the upcoming graduation.

Student Appreciation

Durham Beauty Academy holds an annual student appreciation for currently attending students. The institution provides lunch for students as well as prizes and giveaways. The student appreciation is held for all students in appreciation of all their hard work, citizenship, and dedication to the program.

Field Trip

Periodically throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, nursing homes, and hair salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

EMPLOYMENT ASSISTANCE

While Durham Beauty Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings or career opportunities on the bulletin board for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application, and prepare for an effective interview. When our graduates succeed, we succeed. Job listings are available through the Admissions office. Graduates can request job assistance throughout the existence of the school.

Students will prepare a portfolio throughout their training at the institution. The portfolio will include certificates of honor roll, pictures of hairstyles the student has completed on live clients and mannequins, certificates of advanced classes the institution provides, and will highlight outstanding achievement during the students' period of enrollment. The portfolio may be used during interviews that graduates will have with prospective salon owners or managers.

The institution provides a resume workshop. The resume will be included in the portfolio that the student prepares. During the workshop, the institution concentrates on resume building, interview skills, professional image and the basis do's and don'ts of seeking employment in the industry.

Career Day is scheduled during the students' attendance in the program. Area salon owners and managers are invited to career day. During this time, students are required to have their resume and portfolio completed. The salon owners discuss their salons, the benefits offered, as well as compensation. Students are invited to meet with salon owners to get additional information about employment. It is the goal of the institution to have graduates successfully placed prior to graduation.

COSMETOLOGY- GRADUATION AND LICENSING REQUIREMENTS

To receive a diploma in *Cosmetology* from Durham Beauty Academy and be certified for the State Board of Cosmetology licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1500-hour cosmetology program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 75.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Cosmetology.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the North Carolina Board of Cosmetic Arts Examination, which consist of both written and practical demonstrations.

COSMETOLOGY -TUITION AND FEE INFORMATION

TUITION:	\$18,000.00
REGISTRATION FEE:	\$25.00
APPLICATION FEE:	\$50.00
BOOKS, SUPPLIES, AND KITS:	\$1,600.00

TOTAL COST: \$19,675.00

** Official Transcript	\$25.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
**Replacement Kit Fee	\$1,200.00
**Book Bundle	\$275.00
** State Board Practical Exam Fee	\$79.00
** State Board Written Exam Fee	\$69.00
**State Board Temporary Permit	\$5.00

COSMETOLOGY-UNIFORM POLICY

All students at Durham Beauty Academy are expected to present a professional image. The image you project to others reflects you as an individual. Your personality, attitude, abilities, appearance, and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for cosmetology students is burgundy scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

The school uniform for the “Weave Club” is black scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

COSMETOLOGY-ABSENT HOUR POLICY

For the 1500-hour program, students absent in excess of 90 hours will be charged \$12.00 for every hour in excess of 90 absent, i.e., absent 91 hours causes you to pay an additional \$12.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.
3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

COSMETOLOGY- PRACTICAL PERFORMANCES

Students are required to complete the following practical performances prior to graduation from the Cosmetology Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet or recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

Scalp and hair treatments		10
Fullhead fingerwave and style		10
Fullhead pincurl and style		10
Hair styling - sets, blowdrying, thermal press or flat iron, and artificial hair		170
Haircuts		85
Chemical reformation or permanent waving and relaxers		35
Temporary color		2
Color application - semi, demi, permanent color, and hair lightening		40
Multidimensional color - low or high lighting, cap, or bleach		25
Lash and brow color		2
Nail care - manicures and pedicures		15
Artificial nails sets		10
Facials with surface manipulations		10
Makeup application		2
Hair removal		5

PRACTICAL GRADING SYSTEM & PROCEDURES

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

TEACHER TRAINING-GRADUATION AND LICENSING REQUIREMENTS

In order to receive a diploma in *Teacher Training* from Durham Beauty Academy and be certified for the NC State Board of Cosmetic Art Examiners licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 800-hour cosmetology program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 75.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Teacher Training.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the North Carolina Board of Cosmetic Arts Examination, which consist of both written and practical demonstrations.

TEACHER TRAINING- TUITION AND FEE INFORMATION

TUITION:	\$10,400.00
REGISTRATION FEE:	\$25.00
APPLICATION FEE:	\$50.00
BOOKS, SUPPLIES AND KITS:	\$1,200.00

TOTAL COST: \$11,675.00

** Official Transcript	\$25.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
**Replacement Kit Fee	\$1,200.00
**Book Bundle	\$275.00
** State Board Practical Exam Fee	\$79.00
** State Board Written Exam Fee	\$69.00
**State Board Temporary Permit	\$5.00

TEACHER TRAINING- UNIFORM POLICY

All students at Durham Beauty Academy are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for teacher training students is navy blue scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

TEACHER TRAINING- ABSENT HOUR POLICY

For the 800-hour program, students absent in excess of 48 hours will be charged \$12.00 for every hour in excess of 48 absent, i.e., absent 49 hours causes you to pay an additional \$12.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

- a) Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
- b) Makeup hours remove absent hours.
- c) Overtime charges result when a student goes over their allocated number of allowable absent hours.
- d) Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
- e) Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

ESTHETICS-GRADUATION AND LICENSING REQUIREMENTS

In order to receive a diploma in *Esthetics* from Durham Beauty Academy and be certified for the NC State Board of Cosmetic Art Examiners Esthetics licensing examination, a student must: (For graduation)

11. Satisfactorily complete our 600-hour cosmetology program.
12. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
13. Complete program with a minimum grade point average of 70% in practical and written grades.
14. Pass the school's final written examination with at least a grade of 75.
15. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

9. Receive a diploma from an approved school of Esthetics.
10. File application for state examination three weeks prior to examination date.
11. Pay licensing fee.
12. Pass the North Carolina Board of Cosmetic Arts Examination, which consist of both written and practical demonstrations.

ESTHETICS-TUITION AND FEE INFORMATION

TUITION:

\$7,800.00

REGISTRATION FEE:

\$25.00

APPLICATION FEE:

\$50.00

BOOKS, SUPPLIES AND KITS:

\$1,650.00

TOTAL COST: \$9,525.00

** Official Transcript

\$25.00

**There is a copy of permanent record fee

\$2.00 per page

**There is a termination/withdrawal fee

\$150.00

**Replacement Name Tag fee

\$25.00

**Replacement Uniform

\$50.00

**Replacement Kit Fee

\$1,200.00

**Book Bundle

\$275.00

** State Board Practical Exam Fee

\$79.00

** State Board Written Exam Fee

\$69.00

**State Board Temporary Permit

\$5.00

ESTHETICS-UNIFORM POLICY

All students at Durham Beauty Academy are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Esthetics students is burgundy scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

ESTHETICS-ABSENT HOUR POLICY

For the 600-hour program, students absent in excess of 36 hours will be charged \$12.00 for every hour in excess of 36 absent, i.e., absent 37 hours causes you to pay an additional \$12.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.
3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

ESTHETICS-PRACTICAL PERFORMANCES

Students are required to complete the following practical performances prior to graduation from the Cosmetology Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet or recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

Performance Requirements	Performances
Facials Manual (skin analysis, cleansing, surface manipulations, packs, and masks)	40
Facials Electronic (the use of electrical modalitus, including dermal lights, and electrical apparatus for facials and skin care including galvanic and faradic)	30
Eyebrow arching	20
Hair removal (hard wax, soft wax, and depilatories)	30
Makeup application (skin analysis, complete and corrective makeup)	30
Eyelash extensions	10
Brow and lash color	10

PRACTICAL GRADING SYSTEM & PROCEDURES

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

MANICURING-GRADUATION AND LICENSING REQUIREMENTS

In order to receive a diploma in *Manicurist* from Durham Beauty Academy and be certified for the NC Stateboard of Cosmetic Art Examiners Manicurist licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 300-hour Manicurist program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 75.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Manicurist.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the North Carolina Board of Cosmetic Arts Examination, which consist of both written and practical demonstrations.

MANICURING-TUITION AND FEE INFORMATION

TUITION:	\$1525.00
REGISTRATION FEE:	\$25.00
APPLICATION FEE:	\$50.00
BOOKS, SUPPLIES AND KITS:	\$500.0
TOTAL COST: \$2,100.00	

** Official Transcript	\$25.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
**Replacement Kit Fee	\$1,200.00
**Book Bundle	\$275.00
** State Board Practical Exam Fee	\$79.00
** State Board Written Exam Fee	\$69.00
**State Board Temporary Permit	\$5.00

MANICURING-UNIFORM POLICY

All students at Durham Beauty Academy are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Manicurist students is burgundy scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

MANICURING-ABSENT HOUR POLICY

For the 300-hour program, students absent in excess of 18 hours will be charged \$10.00 for every hour in excess of 18 absent, i.e., absent 19 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.
3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

MANICURING-PRACTICAL PERFORMANCES

Students are required to complete the following practical performances prior to graduation from the Manicuring Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet are recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

Performance Requirements	Performances
Manicures including trimming, filing, shaping, decorating, and arm and hand manipulations	15
Applications or repair of sculptured or artificial nail sets including all four fingers and thumb.	20
Pedicures	10

PRACTICAL GRADING SYSTEM & PROCEDURES

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does

not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

NATURAL HAIR-GRADUATION AND LICENSING REQUIREMENTS

In order to receive a diploma in *Natural Hair Care* from Durham Beauty Academy and be certified for the NC State Board of Cosmetic Art Examiners Natural Hair Care Exam licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 300-hour Natural Hair Care program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 75.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Natural Hair Care.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the North Carolina Board of Cosmetic Arts Examination, which consist of both written and practical demonstrations.

NATURAL HAIR-TUITION AND FEE INFORMATION

TUITION:	\$1,525.00
REGISTRATION FEE:	\$25.00
APPLICATION FEE:	\$50.00
BOOKS, SUPPLIES AND KITS:	\$500.00
	TOTAL COST: \$2,100.00
** Official Transcript	\$25.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
**Replacement Kit Fee	\$1,200.00
**Book Bundle	\$275.00
** State Board Practical Exam Fee	\$79.00
** State Board Written Exam Fee	\$69.00
**State Board Temporary Permit	\$5.00

NATURAL HAIR-UNIFORM POLICY

All students at Durham Beauty Academy are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Natural Hair Care students is burgundy scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

NATURAL HAIR-ABSENT HOUR POLICY

For the 300-hour program, students absent in excess of 18 hours will be charged \$10.00 for every hour in excess of 18 absent, i.e., absent 19 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.
3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

NATURAL HAIR- PRACTICAL PERFORMANCES

Students are required to complete the following practical performances prior to graduation from the Natural Hair Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet or recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

Performance Requirements	Performances
Braids	10
Twists	10
Knots	5
Corn rows	5
Hairlocking	10
Artificial hair and decorations	10
Blow dry and thermal iron	10
Braid Removal	10

PRACTICAL GRADING SYSTEM & PROCEDURES

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

SCHOOL RULES AND REGULATIONS

Code of Conduct

All students of Durham Beauty Academy are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations, with fellow students and staff and clients that does not contain sexually explicit language or profanity. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members.

Anti-Harassment

Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or School Administration.

Students found to be engaged in the harassment of other students or school faculty will be expelled.

Anti-Violence

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. Durham Beauty Academy does not permit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises. Students found to be carrying weapons in the school building or premises or students making verbal / written threats against other students or faculty will be expelled.

Visitor Policy

Due to security reasons, all visitors must check in at the front desk. Visitors are not permitted to go past the front desk without approval.

Parking

Students should park either to the left or right of the front of the school, in front of CosmoProf or Americas Best Eyeglasses & Contacts. The first ten spaces directly in front of the school should be reserved for salon clients.

Student Chain of Command

Your instructor is your advisor:

Mr. Brown, Educator- m.brown@durhambeautyacademy.edu

Mrs. Lee, Educator and Education Manager-d.lee@durhambeautyacademy.edu-

Mr. Elam, Educator and Education Manager-d.elam@durhambeautyacademy.edu

Ms. Valentine, Educator-t.valentine@durhambeautyacademy.edu

Administrative Staff

Mrs. Cooper, Financial Aid Officer – financialaid@durhambeautyacademy.edu

Ms. Clark, Admissions Representative – admissions@durhambeautyacademy.edu

Ms. Johnson, Business Officer- m.rascoe@durhambeautyacademy.edu

Durham Beauty Academy has an open door policy. This policy is practiced by the faculty and staff at the institution. Any student having difficulty must follow the chain of command.

School Hours and Record of Attendance

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

9:00am to 3:30 pm Tuesday through Saturday

5:00 pm to 10:00pm Monday through Friday

1. A record of your daily attendance is kept by downloading the time clock. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. Students are required to clock in and out for a lunch period of 30 minutes.
2. Students may not clock in or out for each other. Any students found to be clocking in and out will be subject to suspension or expulsion from program.
3. Students will be issued a nametag which students must have on their person at all times. Loss of this name tag will result in a replacement fee of \$25.00 for each card.

4. Students knowing in advance that they will be tardy or absent must fill out an “early departure/planned absence” form and submit it to their advisor for approval.
5. For unplanned absences or tardiness, the student must call in and speak directly to an available instructor. Students should NOT leave a message with the receptionist or on the voicemail for their instructor.
6. Day students must call in by 9:10am, night students by 5:10 pm.
7. Students with an unplanned tardy must receive permission from an instructor to come in late. In no case will arrive after 10:15 am be approved for day students and 6:00 pm for evening students. Saturday attendance is mandatory for day students. Friday attendance is mandatory for evening students.
8. Failure to attend on Saturday without prior approval may result in a three-day suspension. Friday is mandatory for night students; failure to attend on Friday without prior approval may result in a three-day suspension.
9. Excessive absences or tardiness may result in a non-approval of a planned absence. An unexcused absence is when a student does not call in or does not fill out an “early departure/planned absence” form. In both cases absent hours are accrued.
10. An excused absence is when the student has prior approval to be absent by filling out the “early departure/planned absence” form or calls the school and speaks directly to his/her instructor. In both cases a student will still be charged for absent hours when they exceed their limit of absence hours before being charged. Example, limit for cosmetology students is 90 hours.
11. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.
12. Hours from the time clock are recorded on a permanent record.
13. Bringing children to school during your scheduled hours of attendance is not permitted.

Theory Hours

Day Class

Beginner Students- Theory is held from 9:00am-11:00am Tuesday through Friday.

Advance Students- Theory is held from 10:00am-10:15am Tuesday-Friday. Students must be prompt for class. The door will be locked for theory at the discretion of the instructor at 10:10am.

Evening Class

Beginner Students- Theory is held from 5:00pm-7:00pm Monday-Friday.

Advance Students-Theory is held from 5:00pm-9:00pm on Mondays. Students must be prompt for class. The door will be locked for theory at the discretion of the instructor at 5:10pm.

NOTE: Theory class starts promptly at 9:00am and the doors to the classroom will be locked. Students will have until 9:10am to enter the building.

i. Night

1. Beginner theory classes are held from 5:00pm-7:00pm, Monday through Friday.
2. Advanced theory classes are held from 6:00pm until 8:30pm, Monday.
1. Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.
2. Students may be sent home, required to clock out, or suspended for not having supplies.
3. Students are required to attend theory class during scheduled times. If you are not in class by 9:10am, you will not be allowed to clock in until theory has concluded, 6pm for night students.
4. Students must maintain a minimum of 70% in written and practical.
5. Four or more missed theory classes within an eight-week grading period may result in suspension.
6. Cosmetic art students shall receive training and passing scores on examinations on theory prior to performing services.

Make-Up Work

1. Test may be made up on the third Tuesday of each month. Only two exams will be allowed on make-up day. This is the only time makeup test will be made.
2. IT IS YOUR RESPONSIBILITY TO MAKE UP MISSED TESTS!

3. Tests must be made up within a six-week grading period. Failure to make up missed tests within a grading period will result in delayed graduation.

Lunch

1. Day students have 30 minutes for lunch every day. The time for lunch will vary due to the nature of your training, but will be between 12:00 and 2:00 pm.
2. Evening students do not have a scheduled lunch time.
3. Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary.
4. Students **MUST** clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.
5. Please do not make luncheon appointments as lunch times may vary.

Breaks (Energizers)

1. A student break room is provided for all students. There is a microwave, a refrigerator and vending machines available for all student use.
2. “Energizers” are scheduled for you daily during the first twelve weeks. For the remainder of the program, energizers are taken on an individual basis with approval from an Instructor.
3. Please do not smoke, eat, drink, or chew gum in the classrooms or clinic areas.
4. Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if they stay in the building. Should the break policy not be followed, the staff of Durham Beauty Academy may require students to clock out and clock back in after breaks are concluded.

Payment

The institution takes payment in the form of cash, certified money order or check, credit card to include Visa, Mastercard, American Express, and Discover. Satisfactory payment arrangements must be made.

Advising

1. The student body is divided equally among instructors for advising.
2. General advising will be from 8:30am-9:00am Tuesday through Friday for day students and on 4:30pm-5:00 pm Monday through Friday for evening students. Any other scheduled advising is at the discretion of the instructor.
3. Individual advising is available for students with personal or academic problems. Schedule an appointment with your counselor or one of the office staff.
4. Advising hours for the administrative office is posted outside the Admissions Office and Financial Aid Office. An advising form must be completed prior to entering the Admissions and Financial Aid Offices.

Leave of Absence Policy

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A LOA must meet certain conditions to be approved:

1. The student must follow Durham Beauty Academy's policy in requesting the LOA.
2. A Leave of Absence must be submitted in advance in writing and should include the reason for the student's request and student's signature.
3. In instances of unforeseen circumstances that prevent the student from doing so, the student would not have to request the Leave of Absence in advance.
4. The institution will not assess additional institutional charges as a result of the LOA.
5. The LOA along with any additional Leaves of Absence must not exceed a total of 180 days in any 12 month period.
6. A student granted a LOA that meets the school requirements is not considered to have withdrawn and no refund calculation is required at that time.
7. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of days taken in the LOA.
8. If a student does not return from the LOA, the six month grace period for Student Loans will start as of their last day of attendance.
9. A leave of absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner, that student will be responsible for any absent hours that accrued from the days missed.

10. Durham Beauty Academy must extend the student's contract period by the same number of days taken in the LOA. 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.
11. A student on an approved leave of absence that notifies the school that he/she will not be returning will have a date of withdrawal based on the last date of attendance.
12. Durham Beauty Academy reserves the right to deny a student request for a LOA.

Sanitation and Equipment

1. North Carolina State Board of Cosmetic Art Examiners governs sanitation regulations for schools and salons. Unannounced sanitation visits are completed by inspectors. A grade is issued for the school's sanitation. The North Carolina State Board of Cosmetic Art Examiners requires that all equipment is clean and sanitary at all times. If not, a student will have to sign out to clean the equipment as required. Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss of personal belongings, money or equipment.
2. Periodically kit checks, locker checks, and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, lockers, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to re-inspected prior to clocking back in. Chronically having unsanitary items may result in suspension.
3. Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty. Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.
4. "An Act" is given to all students at Orientation. This booklet contains regulations from the North Carolina State Board of Cosmetic Art Examiners in regards to regulation.

Telephone

1. Personal calls are to be kept to a minimum. Regarding incoming personal calls, the receptionist will take messages on a message sheet, which is kept at the front desk. Students may check their messages throughout the day. A student may return the call during lunch,

after school or during a scheduled break. In cases of an emergency, the student would be notified about their phone call right away.

2. Please advise family and friends of this policy.
3. No long distance phone calls and no directory assistance calls will be allowed.
4. Do not use the school's front desk phone. Personal calls should be limited to three minutes.
5. Cellular telephones may **ONLY** be used in the break room per Mr. Richardson.
6. Bluetooth's, IPODS, and MP3 Players may not be used. Students may not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins.)
7. I-Pads, Tablets, or any other electronic devices may not be used.
8. All reading material should further your knowledge of hair, skin and nails.

Locker Policy

1. Each student will be assigned a locker. Students cannot share lockers for any reason. **Combination locks are the only type of locks that will be allowed.** Combinations will be recorded in student files. Students are asked to keep their locker locked at all times.
2. The school cannot assume any responsibility for the contents of the locker.
3. The school will conduct periodic locker checks to ensure unauthorized items are not left in student lockers. If you are absent from school for a period of 30 days without a leave of absence, the school will remove items from your locker. The school will not assume responsibility for any items removed for any reason.

Hair Benefits

Occasionally, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed at a discounted rate. Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

1. Students receive a 75% discount on hair services. There are no discounts given for family or friends of students.

2. Students may not do their own hair while on the time clock. (3)No more than once weekly per student.
3. (4) Students who are absent on Saturday and who miss more than one theory class per week are not allowed to receive hair benefits for the following week
4. (5)A student has to have 80% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
5. (6)Students must attend school the day that they receive hair benefits.
6. (7)A ticket is required and all supplies must be paid for before the service is given. (8)Students are not allowed to bring in their own products.
7. Do not begin any service before **2:00pm** unless you have received permission from an instructor and do not begin any student chemical service after **3:00pm** on Friday
8. No services are allowed on Saturday for day students or on Friday for evening students. (11)Students absent for that day or that are on suspension cannot receive discounted hair services.

Damage to School Property

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school this includes but is not limited to the snack vending machine, soda machine, school stations, etc.

Inclement Weather

1. At the discretion of the Campus Manager, classes may be cancelled. Notification of such cancellation will be broadcasted on local news affiliate ABC11. Notice will also be made available on the school voice mail. Students should call the school to verify opening before traveling to school.
2. Fire Drills are conducted on a quarterly basis at Durham Beauty Academy. In case of a hurricane, fire, tornado, or emergency, exit signs are displayed throughout the school to ensure that students exit through the appropriate doors. Evacuation plans are posted in each classroom, restroom, and in the facial room as well as salon floor. These drills are conducted

to ensure that if there is a need to evacuate, the emergency evacuation will be done smoothly and successfully.

Housing Service

Housing services are not available at this school.

Services For Students With Disabilities

Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

Disciplinary Regulations

When a student is found to not be in compliance with the rules and regulations as established by Durham Beauty Academy, that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal.

1. Failure to follow policies as stated in the school catalog or as addressed by staff of Durham Beauty Academy.
2. The use of obscene words or gestures on the school premises.
3. Any conduct disruptive to the proper functioning of the school's operation.
4. This school's management has a zero tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
5. Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Educational Manager.
6. Unsatisfactory academic progress.
7. Failure to make up tests within the allotted time period.
8. Continued disregard of the uniform policy.
9. Repeated:
 - a. Failure to turn in required projects and record keeping at the end of a grading period.
 - b. Failure to have live model practice checked by an instructor.
 - c. Application of chemical solutions to live models without instructor authorization.
 - d. Application of products not distributed by the school, unless prescribed by a physician.
 - e. Performance of services not included on the client's ticket.
10. Refusal to participate in assigned clinic services or assignments.
11. Chronic patterns of missing theory and other scheduled classes.
12. Failure to clock in and out properly. Students will lose the hours from any missed punches.
13. Taking a longer than allocated lunch period or assigned break.
14. The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

Family Educational Rights and Privacy Act Policy

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that correction be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does however, allow schools to disclose records, without contest to the following
 - a. School employees who have need to know
 - b. Other schools to which a student is transferring
 - c. Certain government officials in order to carry out lawful functions
 - d. Appropriate parties in connection with financial aid to student
 - e. Organizations doing certain studies for the school
 - f. Accrediting organizations
 - g. Individuals who obtained court orders of subpoenas
 - h. A person who needs to know in cases of health or safety emergencies
 - i. State or local authority to whom disclosure is required by state laws adopted before Nov. 19, 1974
 - j. "Directory" type information (school must inform parents or eligible students to request that information not be closed)
4. The above policy and procedures apply to all parents and eligible students in compliance with (FERPA) Family Educational Rights and Privacy Act of 1974.

Student Access to Records and Release/Request

1. All records concerning a student's academic, financial, or personal activities are confidential.
2. Students and parents, or guardians (where a student is a minor), have the right to review all the information, which is maintained by the academy on that student.
3. Records can be reviewed upon request to the Campus Manager.
4. Review of records must take place with the Campus Manager, by appointment only, which will not only supervise the review, but will also provide any required interpretations.
5. A written request, by the student or parent, in the case of a minor, is required before any information will be released to a third party. However, student records may be released to government officials and accrediting agencies without the expressed permission of the student or their parent or guardian.
6. The school will maintain students' cumulative educational records for at least five years after the student has left school.
7. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the Commission.
8. Students must fill out the institution's "Release of Student Information Form" each and every time he/she request information to be released.

FINANCIAL AID

To help you finance your education and training after high school, the US Department of Education offers various financial aid programs. Durham Beauty Academy participates in the Federal Pell Grant & Federal Direct Loans Programs. Financial aid is available for those who qualify.

GRANTS AND LOANS FOR STUDENTS

Durham Beauty Academy is approved for use of Government Grant and Loan Programs. Cosmetology students wishing financial aid should consider the various programs:

1. FEDERAL PELL GRANT
2. FEDERAL STAFFORD LOANS-STAFFORD SUBSIDIZED & UNSUBSIDIZED
3. FEDERAL STAFFORD LOANS-PLUS LOAN/PARENT LOAN

A distinguished feature of the Pell Grant Program is its control concept of “Entitlement” which guarantees that a student who demonstrates need will receive a grant based on that need and on the cost of education at the school they choose to attend.

General Eligibility

1. You are enrolled at least half time (20 hours per week)
2. You are a US citizen or an eligible non-citizen
3. You show you have a need (the difference between the cost of education and the amount you or your family can afford to pay). Need is determined by the information supplied by the student on the application for financial aid.
4. You are making satisfactory progress towards completing your program of study (see Satisfactory Academic Progress Policy).
5. You are not in default on a NSLDS, Stafford Loan, or a PLUS/SLS loan
6. You do not owe a refund on a Pell Grant or SEOG at any school.

When applying for the Subsidized and Unsubsidized loans, eligibility is considered by a need basis (which is calculated by your expected family contribution and a budget of your expenses). Although, if you are a dependent student and you are applying for a Parent Plus Loan with a parent/guardian, no calculation is necessary for need based qualifications, but there is a parent/guardian credit check that must be satisfied in order to obtain such loan.

The U.S. Department of Education sets guidelines for the institution's programs. Whether a student is eligible for assistance, and how much is determined by the need of the particular student. Each case is different. The school makes an evaluation on the individual, privately and impartially. Further explanation of the programs available may be obtained from the school's Financial Aid Administrator.

The student must complete the application for Federal Student aid and our institution's Financial Aid application. In most cases, the Federal Student Loans & Pell Grant will be disbursed at:

- 1-450 hours
- 451-900 hours
- 901-1200 hours
- 1201-1500 hours.

Student Loans & Pell Grants will be credited directly to the student's account and the student will be credited accordingly.

Verification

Durham Beauty Academy completes verifications for all students that are selected for verification by the Department of Education. Verified students are required to complete a verification worksheet and submit documents to verify household income. A list of acceptable documents can be found below. The verification process is undertaken to ensure that the information that was entered on the FAFSA is correct. Once the verification process is complete, a student will receive an accurate, in tolerance, or reprocess result. A letter will be mailed informing verified students of the results. If you have additional questions about verification, contact the Financial Aid Office at 919-493-9557.

Acceptable Documents:

1. Tax Transcripts
2. W2s
3. Documentation of Child Support
4. Documentation of Social Security or Disability
5. Signed Statement

Unusual Enrollment History

600 Pell LEU Limit**Subsidized LEU Limit****STUDENT WITHDRAWAL**

When a student decides to withdraw from the program, they must complete a withdrawal form and exit counseling for financial aid with the institution. The Business Officer will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund. During this time the return to title IV calculation will be reviewed with student so that they are aware of what funds if any the institution was entitled to.

Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1st. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

Unofficial Withdrawal/Program Incompletes

Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal. Any money due to a student who unofficially withdraws from the institution shall be refunded within thirty days of a determination by the institution that the student has withdrawn without notifying the institution.

SCHOOL CLOSURE POLICY

If Durham Beauty Academy closes permanently and ceases to offer instruction after students have enrolled, or if its cosmetology program is canceled after students have enrolled and instruction has begun the school will make arrangements for students. Students shall receive a pro rata refund of tuition, their official transcript, and a list of local schools approved by North Carolina Board of Cosmetic Art Examiners in order to transfer and complete educational requirements. Please see pro rata refund calculation chart below.

PERCENTAGE LENGTH COMPLETED TO
TUITION TOTAL LENGTH OF PROGRAM
SCHOOL

AMOUNT OF TOTAL
OWED TO

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%

REFUND POLICY

The institution complies with the following mandated policy. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The non-refundable application fee does not exceed \$100.00. The refund policy is based on scheduled hours. Refund calculations are performed and refunds are made timely.

- 1) Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
 - a) The school does not accept an applicant. This applicant shall be entitled to a full refund of all monies paid except non-refundable application fee.
 - b) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and in writing, within three business days of the signing of the enrollment agreement or contract and demands his/her money back in writing within three (3) business days of signing the enrollment agreement regardless of whether the student has actually started training is entitled to a refund of all monies paid except a non-refundable application fee.
 - c) A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case
 - d) he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee and registration fee.
 - e) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student will not be returning.
 - f) A student notifies the institution of his/her withdrawal.
 - g) The school expels a student.
 - h) In type b, c, d, or e official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/ owner in person.
- 2) Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.

- 3) To determine unofficial withdrawals, the school monitors student attendance at least every 30 days. The refund is calculated based on the student's last date of attendance. The required date of the refund is determined by counting from the date the withdrawal was determined.
- 4) Books and equipment are non-refundable items. All extra costs such as books, equipment, graduation fees, etc. that are not included in the tuition price are state any non-refundable items are identified.
- 5) All fees are identified in the catalog and on the contract.

Program Cancellation Policy: If a course and/ or program is canceled subsequent to a student's enrollment, and before instruction in the program or program has begun, the school shall at its option:

- a) Provide a full refund of all monies paid; or
- b) Provide completion of the course and/program.

If the school cancels a course and/or program and cease to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- b) Provide completion of the course and/or program; or
- c) Participate in a Teach Out Agreement; or
- d) Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

- a) Provide a pro rata refund; or
- b) Participate in a Teach-Out Agreement.

Students that terminate their enrollment before program completion will be charged a termination fee of \$150.00

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds. When situations of mitigating circumstances

are in evidence, the institution may adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.

PERCENTAGE COMPLETED TO LENGTH OF PROGRAM	LENGTH TO TOTAL	AMOUNT OF TUITION OWED TO SCHOOL	TOTAL TO
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%	

1. Special acts of legislation: in the case of students enrolled pursuant to rehabilitation and training act, the higher education amendments of 1992 public law 102.325 (Title IV Federal Student Financial Aid Programs) and any other such special acts, the Academy will provide adjustments of tuition in strict conformity with these acts.
2. In case of school closure, students enrolled pursuant to rehabilitation and training act, the higher education act as amended and any other special acts, the Academy will provide adjustments of tuition in strict conformity with these acts.

Collection Policy requires that:

- a) Collection procedures shall reflect ethical business practices.

- b) The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy not in any of its collection efforts.
- c) Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
- d) 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.

Refunds are allocated in the following order:

- *Unsubsidized Federal Stafford Loans
- *Subsidized Federal Stafford Loans
- *Unsubsidized Direct Stafford Loans other than PLUS loans)
- *Subsidized Direct Stafford Loans
- *Federal Perkins Loans
- *Federal Parent (PLUS) Loans
- *Federal Pell Grants for which a Return of funds is required
- *Federal Supplemental Opportunity Grants for which a Return of funds is required.
- *Other assistance under this Title for which a Return of funds is required.

GRIEVANCE POLICY AND PROCEDURE

It is the belief of Durham Beauty Academy that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. In the event that the parties are unable to resolve the dispute, the following grievance procedure should be adhered to.

Step 1: Students, teachers, and other interested parties are asked to try to resolve any issues with the school verbally before putting any complaints in writing.

Step 2: The school's chain of command should be followed before an official complaint is put in writing. (e.g. Instructor, Campus Manager)

Step 3: All official complaints must be presented to the Campus Manager in writing and should outline the allegations or nature of the complaint clearly and handwriting should be legible.

Step 4: The Campus Manager will meet with the complainant within ten days of receipt of the written complaint. If the complaint cannot be resolved through discussion, the complaint will be

referred to the CEO. The complainant will be provided a written record of the meeting with the CEO.

Step 5: The Campus Manager will respond within twenty-one calendar days of receipt of the complaint and review allegations. If more information from the complainant is needed he/she will be written outlining the additional information needed.

Step 6: If no further information is needed the Campus Manager will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

Step 7: Durham Beauty Academy is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, Virginia 22314 (703-600-7600)

SATISFACTORY PROGRESS 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. The SAP policy is applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual hours)
Teacher Training	400 clocked (actual hours)
Natural Hair	150 clocked (actual hours)
Manicuring	150 clocked (actual hours)
Esthetics	300 clocked (actual hours)

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 67% 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 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Maximum Time Allowed

Course	Hours	Weeks	Scheduled Hours
Cosmetology (Full time, 37.5 hrs/wk)	1500 Hours	60 Weeks	2250
Cosmetology (Full time, 30 hrs/wk)	1500 Hours	75 Weeks	2250
Cosmetology (Part time, 25 hrs/wk)	1500 Hours	90 Weeks	2250
Teacher Training (Part-Time, 25 hrs/wk)	800 Hours	32 Weeks	1200
Manicuring (Full-Time 30 hrs/wk)	300 Hours	15 Weeks	450
Manicuring (Part-Time, 15 hrs/wk)	300 Hours	30 Weeks	450
Esthetics (Full-Time 30 hrs/wk)	600 Hours	30 Weeks	900
Natural Hair (Full-Time, 30 hrs/wk)	300 Hours	15 Weeks	450
Natural Hair (Part-Time, 15 hrs/wk)	300 Hours	30 Weeks	450

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame 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. 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 70% and pass a FINAL written (75%) and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Excellent: 90-100 A

Good: 80-89 B

Average: 70-79 C

69 or 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.

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.

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 from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the

allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

RE-ENTRY STUDENTS

Students re-entering school enter in the same progress status as when they left.

STATE COMPLAINT PROCEDURE

North Carolina Board of Cosmetic Art Examiners licenses the institution. All complaints (consumer, licensee, and student) must be made in writing and can be submitted by fax, mail or email. Unfortunately, complaints cannot be accepted over the phone. All complaints are public record. Upon receipt of a complaint that contains complainant contact information the Board will respond indicating receipt. The Board's investigation process is as follows: determine jurisdiction, assign investigator, investigate complaint, and assess any penalty as appropriate for violation of Board rules or law, report results of investigation to Enforcement department, contact complainant regarding results of investigation.

For more information, you can visit the North Carolina Board of Cosmetic Art Examiners website at <http://www.nccosmeticarts.com/inspections/complaints.aspx>.

By Mail: Attn: Complaints 1207 Front Street, Suite 110
Raleigh, NC 27609
By Fax: 919-733-4127
By Email: complaints@nccosmeticarts.com

If you need a response to your complaint please include your email or mailing address when submitting your complaint.