



# STUDENT CATALOG

10213 Linn Station Road  
Louisville, KY 40223  
(502) 290-4700

&

1401 Youngstown Drive  
Jeffersonville, IN 47130  
(812) 282-1371

Website: [www.idealbeautyacademy.net](http://www.idealbeautyacademy.net)

E-Mail: [idealacademy@aol.com](mailto:idealacademy@aol.com)

Indiana state board laws [www.PLA.in.gov](http://www.PLA.in.gov)

KY State Board Laws [www.kbhc.ky.gov](http://www.kbhc.ky.gov)



Date:6/2022

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## **OUR MISSION STATEMENT**

*To provide a program of education, which develops the maximum potential of each individual student so that they may have a successful career in their respected field of Cosmetology, Esthetics, Manicuring and Instructor.*

## **FACILITIES**

### **Kentucky**

**10213 Linn Station Rd., Louisville, KY 40223**

The floor plan has over 2800 square feet, including offices, clinic area, dispensary, supply room, lunch and locker area, facial room, dryer area, and a classroom which has a library and visual-aid center. The Classroom and clinic area provide equipment and aids, which are required to teach cosmetology courses. Additional materials and equipment are added as they emerge from within the industry and have proven themselves an educational benefit.

### **Indiana**

**1401 Youngstown Drive, Jeffersonville, IN 47130. (Primary Facility)**

**1014 Main Street, Jeffersonville, IN 47130 (Addition Classroom)**

The floor plan has over 3700 square feet incorporated into two buildings adjacent from each other in the same parking lot. The areas include offices, clinic area, dispensary, supply room, lunch and locker area, facial room, dryer area, and a classroom which has a library and visual-aid center. The Classroom and clinic area provide equipment and aids, which are required to teach all Ideal Beauty Academy courses. Additional materials and equipment are added as they emerge from within the industry and have proven themselves an educational benefit.

## **OWNERSHIP & HISTORY**

Ideal Beauty Academy was established in 1997 by its founders, Immy Moberly and Dee Ross, with over 60 years of combined experience. The Indiana location was moved to its present location in 2001. The Kentucky campus opened in November 2011.

### **Ownership, Management & Teaching Staff**

Immy Moberly	President / CEO / School Owner (IN)
Marian Sang	CFO/ School Owner (IN)
Nancy Shepherd	School Director / Instructor (IN/KY)
Cecelia Tandy	Instructor (KY)
LeDonna Arnett	Instructor (IN/KY)

### **State Licensing Agency:**

Indiana Professional Licensing Agency 302 W. Washington Street Room E034 Indianapolis, IN. 46204-2700 (317)232-2980	Kentucky State Board of Hairdresser and Cosmetology 1049 US HWY 127 Frankfort, KY.40601 (502)564-4262
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### **Accredited by:**

National Accrediting Commission of Career Arts and Science  
3015 Colvin Street  
Alexandria, VA. 22314  
(703) 600-7600  
Additional Location Accreditation.

## **HOURS OF OPERATION**

Indiana location hours are Tuesday - Saturday from 9:00 a.m. to 5:00

Kentucky location hours are Tuesday – Saturday from 9:00 a.m. to 5:00

## **SCHOOL HOLIDAYS**

Holidays and school closures: the following holidays off: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the school, need to close any days that the outside of those days students will be notified before the closure.

## **CLASS START DATE**

All programs will start on the first Tuesday of each Month or as needed.

## **NOTIFICATION OF UNEXPECTED CLOSURE**

The school maintains regular hours throughout the year except for severe weather conditions in the event of an unexpected closure students will be notified by television broadcast over station WHAS-11, WAVE 3, WLKY 32 and WDRB-41. We will also send a text message and email to each student.

## **VACATIONS**

Ideal Beauty Academy does not close for vacation. The students want to take a vacation. The student must first talk to school staff member, to make arrangement for unattended days and how to make up the miss education.

## **OUR TEACHING METHOD**

Our teaching system has been developed over many years. It involves quality products available on the market along with current techniques. Our students have been successful due to our unique instructional program that is divided into three levels:

**Level 1** - Introductory work in skills and theory covering: Basic training in the subject matter that is important and unique to field of training, Cosmetology, Esthetics, Manicuring and Instructor

**Level 2** - Students begin to work with live models in the clinic area under instructor supervision. Time is devoted to teaching specialized activities.

**Level 3** - Additional clinic work under instructor supervision with advanced work in their field, salon or spa management and related material

## **ADMISSION REQUIREMENTS**

1. Personal interview required of each student.
2. Complete all admission forms and essay.
3. High school diploma or equivalent (GED), Ideal Beauty Academy does not recognize diplomas not recognized by the state. Ideal Beauty Academy does not accept Ability to Benefit test.
4. Student enrollment fee must be collected prior to entering the enrollment agreement.
5. Kentucky Students are required to pay a permit fee to Kentucky State Board Of Cosmetology (25.00)
6. For students re-entering the program, refer to the Satisfactory Academic Policy (SAP)

## **PHYSICAL REQUIREMENTS FOR ADMISSION**

The applicants enrolling for this course must be free from contagious and infectious diseases and mentally and physically able to perform the work required.

## **TRANSFER STUDENTS**

Ideal Beauty Academy may accept hours that a student has accrued at another school, unless the student is unable to complete the minimum requirements set by the state board in the allotted time described by said board. Transfer students must attend and pay for a minimum number of hours as determined by management and required by State Law. Credit for hours accumulated at the former school shall be applied if certification of the hours and progress has been received at Ideal Beauty Academy before the student's graduation and complete the State Board requirements in the allowed amount of time. Transfer hours from another institution that are excepted 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 (see Length of Course pg. 15). Reciprocity is defined as the ability of a student licensed in one state to obtain a license in another state. It is necessary to obtain from the Indiana State Board of Cosmetology or the Kentucky Board of Hairdressers & Cosmetologists specific requirements as it relates to reciprocity for a state.

Ideal Beauty Academy does not recruit students already attending another school.

*"Students who are issued a diploma by the administrator (parent or legal guardian) of an Indiana home school possess a legally issued, non-accredited diploma according to the State of Indiana. Home schools, like all other non-accredited, nonpublic schools, may legally issue a diploma to students that complete the graduation requirements of that school, as established by that school. Indiana law requires home schools to give instruction equivalent to public schools but does not bind any requirements set forth regarding curriculum or the content of educational programs offered by the school."* <http://www.doe.in.gov/student-services/home-school/>

*"Students from non-certified, private schools or home schools do not receive a diploma recognized by the Kentucky Department of Education."* - *Non-Public or Private Schools in Kentucky Information Packet*, <http://education.ky.gov/pages/search.aspx?s=EDUCATION&k=homeschooldiploma>,

## **HOUSING**

Housing is not offered. Rooms and apartments are available within walking distance of the school. Public parking is available.

## **JOB COUNSELING SERVICES**

The school through contact with local salons maintains a placement assistance service for graduates. These job openings are posted; however, we cannot guarantee employment. Counseling is provided through the Director upon request from the student.

# **GRADUATION REQUIREMENTS**

## **Cosmetology**

Each student must complete the following:

1. Complete 1500 (IN); 1500 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
3. All practical work with a 75% or higher score
4. The student must take a final written exam and pass with a 75% or higher.
5. The student must take a final practical and oral and pass with a 75% or higher.
6. Satisfy all financial responsibilities to the school.

## **Esthetics**

Each student must complete the following:

1. Complete 700 (IN); 750 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score
5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral exam and pass with a 75% or higher.
7. Satisfy all financial responsibilities to the school.

## **Manicuring**

Each student must complete the following:

1. Complete 450 (IN); 600 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score
5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral exam and pass with a 75% or higher.
7. Satisfy all financial responsibilities to the school.

## **Instructors**

Each student must complete the following:

1. Complete 1000 (IN); 1000 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score
5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral and pass with a 75% or higher.
7. Satisfy all financial responsibilities to the school.

Upon graduation students will receive a diploma of course completion. This diploma will be signed and dated by the school administration and will have the student's name and date of graduation. This paperwork will not be completed in Indiana until the student passes their state written exam. You must bring the original pass report to be sent off to IN state board. Kentucky students must complete application to be sent to KY state board for testing to become licensed.

# **COSMETOLOGY COURSE OUTLINE**

**Course Title:** Cosmetology (1500 Hours) Ky and In. Location

**Language** -English

**Book** : Milady's Standard Cosmetology

**Course Description:** This course contains all practical and theory applications of cosmetology. It is designed for the student attending on a full-time regular basis. Upon completion of this course, the student will be prepared for employment in salons and other positions in the beauty industry.

**Course Objectives:** The objective of the course is to develop competitive students with a high level of perfection and distinction and to provide a solid foundation for graduates in the many opportunities available in the beauty industry.

**Course Format:** Teachers will use the following teaching techniques: lecture, demonstrations, discussions, visual aid, classroom practice and clinical practice.

<u>Subject</u>	<u>Total Hours</u>	<u>Grading Scale:</u>
Hair Cutting	275	90-100 A Excellent
Sanitation	40	80-89 B Good
Statutes & Rules	10	75-79 C Average
Management	10	0-74 F Failing
Manicuring	30	
Pedicuring	20	
Hair Removal (Waxing)	15	
Eyebrow		
Upper Lip		
Chin		
Anatomy & Physiology	10	
Skin	5	
Hair	10	
Electricity	5	
Chemistry	10	
Shampooing	35	
Scalp Treatments	20	
Facials & Makeup	65	
Hair Coloring	190	
Texture Services	320	
Hairstyling	280	
Includes Hair Weaving, Hair Pressing, & Finger Waves		
<u>Discretionary Hours</u>	<u>150</u>	
Total Curriculum:	1500	



## **Cosmetology Curriculum**

### 1. Curriculum for freshmen students.

#### A. Theory and related theory class,

1. General theory, including Kentucky cosmetology law and applicable administrative regulations promulgated there under.

2. Clinical theory.

3. Lecturing theory.

#### B. Clinical and related theory class (freshman practice class on students or mannequins),

1. Cold waves.

2. Facials and make-up.

3. Complete "S" formations or complete finger waves.

4. Pin curl technique.

5. Hair shaping.

6. Hair styling techniques.

7. Lash and brow tint.

8. Eyebrow arches.

9. Nail technology.

10. Scalp treatments.

11. Shampooing.

12. Hair coloring, bleaching, and rinsing

13. Heat permanent.

14. Safety measures.

### 2. Curriculum for junior and senior students.

#### A. Theory and related theory class,

1. Professional practices;

2. Life sciences (general anatomy);

3. Physical sciences (chemistry and treatment);

4. Hair designing safety measures; and

5. Kentucky cosmetology laws and applicable administrative regulations.

B. Clinical class,

1. Hair conditioning treatments.
2. Scalp treatments.
3. Hair shaping.
4. Shampoos.
5. Cold waves.
6. Chemical hair relaxing (permanent wave).
7. Complete "S" formation and complete finger waves.
8. Pin curl techniques.
9. Hair styles.
10. Iron curling.
11. Hair coloring and toning.
12. Bleaches and frostings.
13. Facials and make-up.
14. Nail technology.
15. Lash and brow tints.
16. Eyebrow arches.
17. Color rinses (certified color).
18. Wiggery.
19. Professional ethics and good grooming.
20. Salesmanship.
21. Reception desk and telephone answering.
22. Recordkeeping.
23. Dispensary (procedures for ordering supplies & retail)
24. Personality development.
25. Salon management.
26. Public relations.

# **Esthetics Course Outline**

**Course Title:** Esthetics -In (700 Hours) and Ky (750 Hours)

**Language :** English

**Book :** Milady's Esthetics

**Course Description:** The primary purpose of this Esthetics Course is to train the students in the basic manipulative skills, safety judgements, proper work habits, and desirable attitude necessary to obtain licensure and competency in entry-level positions in a related career field.

**Course Objective:** To develop competitive students with a high level of perfection and distinction and to provide a solid foundation for graduates in the many opportunities available in the beauty industry and related career fields.

**Course Format:** Teachers will use the following teaching techniques: lecture, demonstrations, discussions, visual aid, classroom practice and clinical practice.

<b><u>Subject:</u></b>	<b><u>Total Hours:</u></b>
Chemistry	40
Physiology & Histology	60
Bacteriology & Sanitation	35
Introduction & Operation to Skin Care Machinery	50
Introduction to Skin Care	45
Skin Care	155
Makeup	55
Hair Removal	70
Introduction to Advance Spa Techniques	25
Safety Precautions	20
Professional & Personality Development	20
Salesmanship, Marketing, Salon Management, Retail	45
Statues & Rules	10
Discretionary Hours	70
Total Curriculum: IN	700
<u>Ky State Board Laws</u>	<u>50</u>
Total Curriculum: Ky	750

## **Grading Scale:**

90-100	A Excellent
80-89	B Good
75-79	C Average
0-74	F Fail

# **Esthetics Curriculum**

## 1. Curriculum for beginning students:

### A. Theory and related theory class

1. General theory, including applicable state statutes and administrative regulations and applicable federal requirements.
2. Clinical theory.
3. Scientific lecturing theory.

### B. Clinical and related theory class with clinical practice class on students or mannequins,

1. Skin analysis.
2. Esthetic practices.
3. Diseases and disorders of the skin.
4. Electricity and light therapy.
5. Sanitation and sterilization.
6. Basic facials.
7. Chemistry.
8. Color theory and makeup.
9. Introduction and safety of machines.
10. Procedures for arching by tweezing or waxing.

## 2. The curriculum for students for senior student

### A. Chemical peels -

### B. Esthetic practices -

1. Consultation.
2. Skin analysis.
3. Facial and body treatments.
4. Disorders and diseases of the skin.
5. Electricity and light therapy.
6. Eyebrow arching by tweezing or waxing.
7. Skin care machines - proper use and safety.
8. Techniques of massage.
9. Artificial eyelash application.
10. Lash and brow tinting.

### C. Facial and body procedures with and without machines including disincrustation, ionization, all skin types, acne, body wraps

### D. Makeup application and artistry including corrective and camouflage

### E. Removal of excess or unwanted hair by tweezing or waxing

### F. Beautifying or cleansing of the body with preparations, antiseptics, tonics, lotions or creams

### G. Providing preoperative and postoperative skin care under the immediate supervision of a licensed physician

### H. Salon management

# **Manicuring Course Outline**

**Course Title:** Manicuring (450 Hours)

**Language:** English

**Book :** Milady Text Book

**Course Description:** The primary purpose of this Manicuring Course is to train the students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to obtain licensure and competency in entry-level positions in a related field.

**Course Objectives:** To develop competitive students with a high level of perfection and distinction and to provide a solid foundation for graduates in many opportunities available in the beauty industry and related career field.

**Course Format:** Teachers will use the following teaching techniques: lecture, demonstrations, discussions, visual aid, classroom practice and clinical practice.

**Grading Scale:**

90-100 A Excellent

80-89 B Good

75-79 C Average

0-74 F Fail

<b><u>Subject</u></b>	<b><u>Total Hours:</u></b>
Sanitation	40
Anatomy & Disorders	25
Laws	10
Nail Techniques	200
Tips, Sculptures,	
Overlays, Gels,	
Wraps, Acrylics, Etc.	
Manicuring	60
Pedicuring	35
Chemistry	10
Salesmanship	15
Electric Drill	20
<u>Discretionary Hours</u>	<u>35</u>
Total Curriculum:	450

90-100 A Excellment

80-89 B Good

75-79 C Average

0-74 F Fail

## **Manicuring Curriculum**

1. Science and theory;
  - A.1. Equipment;
  2. Sterilization;
  3. Sanitation;
  4. Chemistry and types of artificial nails;
  5. Public and personal hygiene safety measures; and
  6. Statutes and administrative regulations governing cosmetology and nail technology.
  - B. Nail condition and manicure techniques.
  - C. Hand and arm massage.
  - D. Science pertaining to areas of hands and arms.
  - E.
    1. Personality;
    2. Grooming;
    3. Salon management;
    4. Professional ethics; and
    5. Cosmetic theory laws.
  - F. Nails:
    1. Structure and composition;
    2. Growth and regeneration; and
    3. Irregularities.
2. Clinical;
  - A. Oil and plain manicure.
  - B. Nail polish changes;
    1. Nail polish changes;
    2. Moons;
    3. Half-moons; and
    4. Tips.
  - C. Hand and arm massage.
  - D. Safety measures.
  - E. Care of equipment.
  - F. Removal of stains.
  - G. Repair work including wraps and tips.
  - H. Buffing.
  - I. Application of lacquer.

## **Instructor Course Outline**

**Course Title:** Instructors IN (1000) and KY (750)

**Language:** English

**Book and Online Program** Milady's Master Educator

**Course Description:** This course contains all practical and theory application of instructor training. Upon completion of this course the student will be prepared for employment in the school and other educator in the beauty industry.

**Course Objectives:** To develop instructors with a high level of perfection and distinction and to provide a solid foundation for graduates in many opportunities available in the beauty industry and related career field.

**Course Format:** Teachers will use the following teaching techniques: lecture, demonstrations, discussions, visual aid, classroom practice and clinical practice.

<b><u>Subject</u></b>	<b><u>Total Hours</u></b>
Orientation and review of the Pertinent curriculum	100
Introduction to teaching	100
Course outline and development	200
(1) Lesson planning	
(2) Teaching techniques	
(3) Teaching aids	
(4) Developing, administering,	
(5) Grading examinations	
(6) <b><u>School administration</u></b>	150
(1) Record keeping	
(2) Law and rules	
<b><u>(3) Teaching</u></b>	
(1) Assisting in the clinic and theory classrooms	200
(2) Practice teaching in the <u>clinic and theory classrooms</u>	
	<hr/>
	750 Hours (KY)
Additional assisting and practice teaching in the clinic and theory classroom	<u>250</u>
	1000 Hours (IN)

## **Instructor Curriculum**

1. Orientation,
2. Psychology of student training
3. Introduction to teaching,
4. Good grooming and personality
5. Course outlining and development,
6. Lesson planning,.
7. Teaching techniques (methods),.
8. Teaching aids, audio-visual techniques,.
9. Demonstration techniques,
10. Examinations and analysis,.
11. Classroom management,
12. Recordkeeping,.
13. Teaching Observation
14. Teaching Assistant
15. Student Teaching

90-100- A Excellent

80-89- B Good

75-79- C Average

0-74- F Fail



## **PROGRAM COSTS**

<b>Cosmetology</b>	<b><u>KY(1500 HRS @ \$11.00 /hr.</u></b>	<b><u>IN(1500 HRS @ \$11.00 /hr.</u></b>
Tuition	\$16500.00	\$16500.00
Enrollment Fee	100.00	100.00
Books /Equipment*	1570.00	1570.00
Tax	<u>94.20</u>	<u>109.90</u>
Total Cost	\$18264.20	\$18279.90

\*Student Enrollment Fee and Books and Equipment are non-refundable – non-returnable after it has been issued to the student. \$11.00 per hour will be charged to any student who fails to complete their contracted hours of training within the allotted contract time. This charge will be applied only after the contract ending date. Payments may be made in the form of cash, money orders, credit card or through non-federal agency loan programs.

<b>Esthetics</b>	<b><u>KY 750 HRS @\$18.00/hr.</u></b>	<b><u>IN(700 HRS \$18.00/hr.</u></b>
Tuition	\$ 13500.00	\$ 12600.00
Enrollment Fee*	100.00	100.00
Books /Equipment *	1735.00	1735.00
Tax	<u>104.10</u>	<u>121.24</u>
Total	\$15439.10	\$14556.24

\*Student Enrollment Fee and Books and Equipment are non-refundable – non-returnable after it has been issued to the student. \$18.00 hour will be charged to any student who fails to complete their contracted hours of training within the allotted contract time. This charge will be applied only after the contract ending date. Payments may be made in the form of cash, money orders, credit card or through non-federal agency loan programs.

<b><u>Manicuring</u></b>	<b><u>KY 450 HRS @ \$11.00/hr.</u></b>	<b><u>IN 450 HRS @ \$11.00/hr.</u></b>
Tuition	\$ 4950.00	\$4,950.00
Enrollment Fee*	100.00	100.00
Books /Equipment *	1,200.00	1200.00
Tax	<u>72.00</u>	<u>84.00</u>
Total	\$6322.00	\$ 6334.00

\*Student Enrollment Fee, books and equipment are non-refundable – non-returnable after receipt and issuance. \$11.00 per hour will be charged to any student who fails to complete contracted hours of training within in the allotted contract time. This charge will be applied only after the contract ending date. Payments may be made in the form of cash, money orders, credit card or through non-federal agency loan programs.

<b><u>Instructor</u></b>	<b><u>KY 750 HRS @ \$9.00/hr.</u></b>	<b><u>IN 1000 HRS @ \$9.00/hr.</u></b>
Tuition	\$ 6750.00	\$9000.00
Enrollment Fee*	100.00	100.00
Books /Equipment*	250.00	250.00
Tax	<u>15.00</u>	<u>17.50</u>
Total	\$ 7115.00	\$9367.50

\* Student Enrollment Fee, books and equipment are non-refundable – non-returnable after receipt and issuance. \$9.00 per hour will be charged to any student who fails to complete contracted hours of training within in the allotted contract time. This charge will be applied only after the contract ending date. Payments may be made in the form of cash, money orders, credit card or through non-federal agency loan

## **REFUND POLICY – NOTICE OF CANCELLATION**

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.

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:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 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.
- 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 registration fee in the amount of \$100.
- A student notifies the institution of his/her withdrawal in writing.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- In type 2, 3 or, 4, 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.
- 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:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 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, and instruction has begun, 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, and instruction has begun, 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.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative 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.

Enrollment time is defined as the time elapsed between the actual starting date and the student's last date of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined above, or formal termination by the school which shall occur no more than 45 days from the last day of physical attendance. A student on an approved leave of absence notifies the school that he or she will not return. Unofficial withdraws are determined by the school through monitoring student clock hour attendance weekly.

## **FINANCING OPTIONS**

- Cash Payment — The Cash option allows students to either pay their program costs in full prior to the start date of the program or make monthly payments until the balance is paid in full.
- VA Contract Billing Program (if applicable) — Students who are eligible to receive tuition assistance from the Veteran's Administration must submit the military form to the school's Financial Aid Office prior to the first class session, in order for the school's Financial Aid Office to bill Veteran Affairs for the student's program costs.
- Financial Aid Programs — Financial aid consists of funding provided through federal sources to help cover educational expenses. This funding consists of Pell Grants that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs.

## **FINANCIAL AID**

- The school's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the school will be provided with access to the required financial aid forms and disclosures, the school catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained. The school Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:
- **Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment
- **William D. Ford Direct Loan Program:** The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half- time in school.
- Direct Subsidized Stafford Loan: The Direct Subsidized Stafford Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half-time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school or drop below half-time enrollment status.
- Direct Unsubsidized Stafford Loan: The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest

but may choose to defer and capitalize interest payments. Loan repayment begins six months after students graduate, leave school or drop below half-time status.

- *Direct Parent Loans for Undergraduate Students (PLUS)*: For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins within 60 days after the loan has been fully disbursed.

## **APPLYING FOR FINANCIAL AID**

- Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid.
- To apply for Financial Aid:  
The student must apply for a FSA ID at the following website: <https://fsaid.ed.gov/npas/index.htm>. Once that has been completed, the student may now complete their FAFSA at <https://fafsa.ed.gov/>. After those have been completed, you must now complete a Federal Student Loan Entrance Counseling Session and complete and submit the Direct Loan Master Promissory Note at <https://studentloans.gov/myDirectLoan/index.action>. In addition, the student must complete and submit other required forms or documentation as requested by the school's Financial Aid Office.

## **RETURN OF TITLE IV FUNDS**

A determination of the amount of any Title IV aid to be returned in accordance with the Department of Education Guidelines (R2T4 drop calculation form). The termination date, for refunds computation purposes, will be determined by the postmark on written notification, or the date said information is delivered to the school administrator in person. The refund must be calculated within 30 days of the withdrawal date, and all refunds will be made within 45 days of termination or receipt of the written cancellation. For purposes of calculating the date of withdrawal, attendance is monitored on a daily basis to determine unofficial withdrawal. If a student is absent 14 consecutive calendar days in Indiana or 10 school days in Kentucky, and was not granted an approved leave of absence, the student will be considered to have withdrawn. The last date of academic activity will be used for the date of the withdrawal. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, this policy may also result in the student owing a refund to the Department of Education.

Percentage of payment period or term completed = hours scheduled to complete divided by the total hours in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Multiply percent of aid earned times total aid disbursed or could have been disbursed.

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. Subtract aid earned from total aid disbursed.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. Funds are returned to the Federal Government within 45 days.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the institution within 14 days.

Our institution may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the institution needs the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the institution to keep the funds to reduce the student's debt at the institution.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (Other Plus Loans)
- Subsidized Direct Stafford Loans
- Direct Plus Loans
- Federal Pell Grants for which a Return of funds is required

*\*This institution honors that all monies to be refunded to the student, will be refunded within 45 days of notification.*

## **TRANSCRIPT OF RECORDS**

A transcript of the student's record will be issued to the student upon written request provided all money owed the school has been paid in accordance with the above policy and a transcript fee of \$10.00 has been paid.

## **DISCLOSURE OF EDUCATIONAL RECORDS/STUDENT PRIVACY**

All students, parents or guardians of dependent minor students, proper authorities of the schools and government agencies have the right to inspect, review, and challenge information contained in the educational records of the school. The student's records may be reviewed with the director of the school at a time that is during normal business hours. The director of the school will assist the student or allowed party to evaluate the records.

Education records are defined as files, materials and documents, which contain information directly related to the student such as name, address, and phone number of the student, date and place of birth, major of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school and maintained by the institution.

Before publishing "directory information" such as name, address, and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items:

Provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.  
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## **STUDENT INFORMATION RELEASE POLICY**

1. Request for information on a former student/ student of ideal Beauty Academy may be made in writing, or upon proper identification, by telephone.
2. A written request must state precise information requested.
3. A written request must be signed and dated.
4. Upon receipt of the above written request, the Director of ideal Beauty Academy will discuss with the student and/or parent (if the student is a dependent minor) if the student and/or parent will sign the release form for a specific person. If the student and/or parent do sign, the information will be forwarded or released by phone. Graduating students will be allowed to leave a signed release upon graduation.
5. Each and every student and/or parent, or past student of ideal Beauty Academy has the right to access his or her records for review at any time (as pre-arranged with the Director, during normal business hours).
6. The Director will provide proper supervision and interpretation of student records being reviewed.
7. Transcript service for eligible students is available upon request for a fee of \$10.00 each.
8. Ideal Beauty Academy as required by law will maintain and store all student records for a period of 7 years after the student leaves school regardless of whether the student graduates or not.
9. If a graduate chooses not to release information from their files, the school manager/owner will only inform the interested parties as to public information of whether the student did or did not graduate and the approximate date of graduation.
10. All material which pertains to any students' financial records will be stored in the student's personal records which are in the fire proof file cabinet. These records may only be accessed by the school manager, the financial aid officer, or authorized third parties.

## **RULES AND REGULATIONS OF THE SCHOOL**

1. All students must be clocked in and in class at the start of each session.
2. If you are more than 30 minutes late, you may not enter the class room for theory session.
3. If a student must be absent from school, please call the office before 10:00 am Tuesday through Saturday. A letter must be submitted stating reasons for any absences beyond three (3) days.
4. Students must make up time for absences. A charge of an hourly rate as stated on student contract will be charged to any student who fails to complete their training within the allotted contract date. This charge will be applied only after the contract ending date.
5. Students are not permitted to leave the school while clocked in. If a student leave the build they must be clock out and clock in upon return..
6. Students will have one half hour off for lunch.
7. Each student will check only himself or herself IN and OUT at the time clock.
8. For a more professional appearance, student's uniforms shall consist of:
  - Students can wear solid black T-shirt and solid Black pants
  - Students can also wear solid black scubs
  - Solid Black slacks or skirt (skirt must cover knees, skirt or pants may not touch floor). No shorts of any kind. This includes skorts.
  - Black, closed toe shoes with socks must be worn at all times.
  - Sandals are can wore during the warmer months but must have a back, no slip ons of any kind. No sandals with anything between the toes ie. flip flops, no matter how expensive or the brand.
  - Shirt must have Sleeves---- No tank top or skinny straps
  - Name tag (one name tag will be provided for each student. Name tag must be worn at all times! If it is lost or misplaced, it is the responsibility of the student to purchase a replacement. Name Tag can be purchase from the school
9. Students must obey all rules of personal hygiene and sanitation.
10. Students are responsible for their own personal property and equipment.
11. Students must have their kits and books ready for use and inspection at all times.
12. Students cannot use the school business telephone to place outgoing calls or receive incoming calls. Cell phones and or pagers are not permitted to be in use in any form inside the school.
13. Each student will at all times while attending school be in proper, clean, school required uniform; with hair groomed; with a complete set of equipment and tools and behave as perfect ladies and gentlemen toward patrons, instructors and fellow students or be subject to immediate dismissal from school.
14. Chewing gum and food on the clinic floor or in the classroom is prohibited.
15. Unsatisfactory progress scores will be retested within 7 days. If still not passed, the student must retake in 1 month.
16. The student must make up all missed tests (which are limited to only three tests failed) before they may return to school and resume their clock-in training.
17. These rules and regulations may be changed at any time at the discretion of the Owner/Director and any subsequent changes will be posted to the attention if the students.





### **SATISFACTORY ACADEMIC PROGRESS POLICES**

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.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

**\*All evaluations are based on actual hours acquired by student. \***

Evaluation Periods	1	2	3
Cosmetology (1500 hours) KY& IN	450	900	1200
Esthetics (700 hours) IN	350	N/A	N/A
Esthetics (750 hours) KY	375	N/A	N/A
Manicuring (450 hours) KY& IN	225	N/A	N/A
Instructor (750 hours) KY	375	N/A	N/A
Instructor (1000 hours) IN	450	900	N/A

\*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 and attendance. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. All evaluations are based on actual hours.

### **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.

## **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 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 75% and pass a FINAL written 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:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

## **QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- A minimum cumulative Theory grade level of 75% or higher.
- A minimum cumulative academic level of 75% or higher on practical worksheet completion. \*
- To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
- A minimum cumulative attendance of 80% of their scheduled hours\*\*

\*To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%.

\*\*We post updated hours on the 1<sup>st</sup> and 15<sup>th</sup> of every month.

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation.

## **TRANSFER HOURS**

Regarding 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. If a student decides to change programs, the hours accepted to the new program will be counted toward Satisfactory Academic Progress, including any transfer credits from the first program or other institutions.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are 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 (80%) or academic (75%) progress are placed on warning period. If a student falls below a 75% Academic, or if the student is not completing the required the amount of clock hours to keep Pace with the requirements for graduation within the 125%-time frame, will result in the student being placed on Warning for one payment period. A student who is put on a Warning can continue to receive Title IV, HEA funding for the next period after they receive the warning status 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 can 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. If Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

The student on probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP. he/she may continue on a cash basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status. If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

## **APPEAL PROCESS**

If the student does not make SAP at the end of the Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on Academic development Status, with a loss of Title IV, HEA funding, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the Academic development Status, with a loss of Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted. The student has five (5) days to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Admissions Director and the Financial Aid Director to make a decision on the appeal. The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changes that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final.

## **REINSTATEMENT OF TITLE IV,**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

## **REINSTATEMENT BEFORE 180 DAYS**

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.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100.00 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school director for placement.

Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

## **OFFICIAL WITHDRAWAL FROM SCHOOL**

If circumstances beyond the student's control, make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form with using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

## **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If the school unofficially withdraws a student from school the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV.

## **RE-ENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will a \$100.00 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling student will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a status.

A determination of SAP will be made and documented at the time of withdrawal That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-Enrollment is at the discretion of the school administration.

### **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:

<b>Kentucky Campus</b>	<b>Max.Time Frame Allowed Scheduled Hours</b>		<b>Max.Time Frame Allowed Scheduled Hours</b>
<b>Esthetics (750)</b>		<b>Instructor (750)</b>	
35 hours (27 weeks)	938	35 hours (27 weeks)	938
28 hours (34 weeks)	938	28 hours (34 weeks)	938
20 hours (38 weeks)	938	20 hours (38 weeks)	938

<b>Indiana Campus</b>	<b>Max.Time Frame Allowed Scheduled Hours</b>		<b>Max.Time Frame Allowed Scheduled Hours</b>
<b>Esthetics (700)</b>		<b>Instructor (1000)</b>	
35 hours (25 weeks)	875	35 hours (36 weeks)	1250
28 hours (32 weeks)	875	28 hours ( 45weeks)	1250
20 hours (44 weeks)	875	20 hours (63 weeks)	1250

<b>Kentucky/Indiana Campus</b>	<b>Max.Time Frame Allowed Scheduled Hours</b>		<b>Max.Time Frame Allowed Scheduled Hours</b>
<b>Cosmetology (1500)</b>		<b>Manicuring (450)</b>	
35 hours (54 weeks)	1875	35 hours (16 weeks)	563
28 hours (67 weeks)	1875	28 hours (21 weeks)	563
20 hours (94 weeks)	1875	20 hours (29 weeks)	563

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. Course must be paid in full before the student is able to receive graduation paperwork.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

As of September 1<sup>st</sup>, 2018, Ideal Beauty Academy will no longer be accepting leave of absence. If the student is out of school for more than 10 days consecutively, the student will need to withdraw. All financial aid and hours will stop at the time of withdrawal. If the student returns in less than 180 days of the student's withdrawal, the student will be able to re-enroll with the same financial aid. If the student returns after 180 days, new Title IV funds will need to be established. Both states (KY, IN), student hours are reported monthly to the respective Boards of Cosmetology. In both states (KY, IN), student hours are valid for 5 years. In any case a student enrolls, all transfer hours that are accepted, must be discussed before enrollment and student contract is signed.

Students should have a reasonable expectation of the time it should take to complete a program. Program lengths for all schedules are stated in weeks. If the school is closed for any reason-holiday, inclement weather or special events, the student attendance will be unscheduled. This will not count toward the students SAP. Students can attend class outside of their scheduled hours to make up missed work with instructor approval.

### **Students Scheduled for the Kentucky and Indiana Campus**

<b>Tuesday-Saturday</b>	<b>Instructional Credit Hours</b>	<b>Hours per week</b>
9:00-4:30	7 Hours	35
9:00-3:00 (9-3:30 Saturday )	5.50 Hours(6)	28
9:00-1:30	4 Hours	20

#### **Louisville School**

<b>Program</b>	<b>Program Length</b>	<b>Academic Year</b>	<b>Midpoint Of Academic Year</b>	<b>Midpoint Of Program Length</b>
Cosmetology	1500	900	450	750
Esthetics	750	900	450	375
Manicure	450	900	450	225
Instructor	750	900	450	375

#### **Indiana School**

<b>Program</b>	<b>Program Length</b>	<b>Academic Year</b>	<b>Midpoint Of Academic Year</b>	<b>Midpoint Of Program Length</b>
Cosmetology	1500	900	450	750
Esthetics	700	900	450	350
Manicure	450	900	450	225
Instructor	1000	900	450	500

### **SUMMER TERMS**

Our institution offers continual courses and therefore does not offer a standard summer term.

### **MAJORS, DEGREES, AND SECOND DEGREES**

We are a for-profit post-secondary school and do not offer majors, degrees or second degrees.

Upon graduation, the student will be given a certificate of completion.

### **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.

### **NON-DISCRIMINATION POLICY**

Ideal Beauty Academy, in its admission, instruction, financial and graduation policy practices no discrimination on the basis of race, color, age, sex, creed, religion, ethnic origin, financial status or country or area of residence.

### **TERMINATION POLICY**

Ideal Beauty Academy may terminate or suspend, at the directors discretion any students engaged in the following: under the influence of illegal drug(s), influenced by alcohol while attending school, consistent failing grade, poor attendance, physical fight(s) on school premises, theft, violating school rules and regulations, continuously disrupting students learning process, or disrespecting students/instructors or found unfit for the beauty industry.

### **EMPLOYMENT STATISTICS**

The majority of the students graduating locate employment due to their education received at the Academy. Due to the ever-increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position. Our Academy and staff have constant inquiries from employers about graduates.



## HOW OUR STUDENTS ARE DOING

2021 NACCAS Annual Report for Kentucky and Indiana Campuses.

- 61.54% of our students scheduled to graduate in 2020 went on to graduate.
- 62.50 % of our students that graduated in that year have found jobs.
- 100% of our graduate's exam administered by the State of Indiana & Kentucky in 2020 passed that examination.

2021 NACCAS Annual Report for the Kentucky Campuses---Esthetics

- 85.71% of our students scheduled to graduate in 2020 went on to graduate.
- 50% of our students that graduated in that year have found jobs.
- 100% of our graduate's exam administered by the State of Kentucky in 2020 passed that examination.

2021 NACCAS Annual Report for the Indiana Campuses-----Cosmetology

- 25 % of our students scheduled to graduate in 2020 went on to graduate.
- 50% of our students that graduated in that year have found jobs.
- 100% of our graduate's exam administered by the State of Indiana in 2020 passed that examination.

## CAMPUS SECURITY/CRIME REPORTING POLICIES

**A. Timely Warnings:** In the event that a situation arises, either on or off campus, that in the judgment of the Owner/Manager constitutes an ongoing or continuing threat, a verbal and written warning will be issued. Anyone with information warranting a warning should report the situation to the Owner/Manager at 502-290-4700 or 812-282-1371

**B. Policy for Reporting the Annual Disclosure of Crimes Statistics:** The Administration Office of this school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The information in this report is compiled by the Administration Office with the help of the Owner/Manager, and local law enforcement

**C. To Report A Crime:** All students and staff are to report any breach of school security such as theft, assault, or misconduct to the Owner/Manager of the school as soon as possible after the occurrence of the act, either in person or by calling 502-290-4700. If the Owner/Manager is unavailable notify the Administration Office or one of your instructors who will in turn see that the Owner/Manager is notified.

The Owner/Manager will be responsible to contact any authority such as local or state police, fire or medical personnel that might be required. The security of the school is monitored by the Owner/Manager continuously during normal business hours. Any breach of security, such as assault, robbery, sale of controlled substances, etc. will be reported to the local police and full prosecution will follow if needed.

Ideal Beauty Academy does not have a campus security or police force. We report all crimes directly to the proper civil authorities.

**D. Policy Statement Addressing Voluntary Confidential Reporting:** ideal Beauty Academy has no policy regarding Voluntary Confidential Reporting.

**E. Policy Addressing Security and Access:** The security of the school is monitored by the Owner/Manager continuously during normal business hours. During normal business hours the school is open to the students, staff and clientele. During non business hours the school is accessible only by personnel with keys. After hours an alarm system is in place which is monitored by a local Security Firm. Ideal Beauty Academy has no residence halls, therefore there is no policy concerning their security.

**F. Campus Police Authority and Jurisdiction:** ideal Beauty Academy has no campus police.

**G. Policy Statement Addressing Counselors:** Ideal Beauty Academy does not have Pastoral or Licensed Professional. Student encouraged to share any challenge that is creating conflict for them. If outside professional help is needed, a referral is made, and the student is given the name of the appropriate agency and telephone number. The following is an example of professionals trained in dealing with personal crisis management. Crisis Intervention 812-949-7305, Alcohol/Drug Abuse 812-218-0571, Center for Counseling & Wellness 812-949-9241.

**H. Policy Statement Addressing Security Awareness:** The consumer information, crime report, is updated October 1 of each year. Each team member, student, and perspective student may view the crime report on line at [www.idealbeautyacademy.net](http://www.idealbeautyacademy.net). The crime report is located on the consumer information page.

The Owner/Director of the school will discuss during orientation class on the first day of class the importance of the students to always guard against theft of personal property as well as the theft or misuse of school property. The Owner/Manager will direct all students and staff to report all such activities to the office as soon as possible.

**I. Policy Statement Addressing Crime Prevention Programs:** Ideal Beauty Academy has no Crime Prevention Programs available.

**J. Policy Statement Addressing Criminal Activity off Campus:** Ideal Beauty Academy has no off campus facilities. If a crime is committed off campus, contact the Metro Police by calling 911.

**K. Policy Statement Addressing Alcoholic Beverages:** The school through the Owner/Manager will report all illicit alcohol activities occurring that our students are involved in directly to local authorities. All students are encouraged to report any violations immediately.

**L. Policy Statement Addressing Illegal Drugs:** Although ideal Beauty Academy has no off campus organizations to which our students belong or reside, the school through the Owner/Manager will report all illicit drug or alcohol activities, including the possession, sale, manufacture, or distribution occurring that our students are involved in directly to local authorities. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to criminal prosecution, fine, imprisonment and expulsion from school. Ideal Beauty Academy is a Drug Free environment and any employee or student in violation will be immediately dismissed or expelled..

**M. Policy Statement Addressing Substance Abuse Education:** The management of ideal Beauty Academy has adopted and put into force a Drug Free School program. All students are given a copy of our policies in their student handbooks during orientation, and are gone over in detail. In addition all Students receiving financial aid are given Drug and Alcohol Counseling, including a brochure requiring their signature.

**Violence against Women Act (VAWA) Incidents:** On March 7, 2013, President Obama signed a bill that strengthened and reauthorized of the Violence against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus Save), which amends the Jeanne Clergy Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Following are the statistics for the following crimes occurring on campus for the past 3 calendar years:

Number Reported (KY/IN)

	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery/Theft	0	0	0
Aggravated Assault	0	0	0
Burglary, forced	0	0	0
Burglary, non-forced	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations referred for disciplinary action	0	0	0
Drug Law Arrests	0	0	0
Drug violations referred for disciplinary action	0	0	0
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations referred for disciplinary action	0	0	0
<b>TOTALS</b>	0	0	0
<b>VAWA (Violence against Women Act) Domestic Violence</b>			
<b>Dating Violence</b>		N/A	N/A
<b>Stalking</b>		N/A	N/A

## **FERPA**

The institution will annually distribute to all enrolled students information About:

- a. The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- b. Procedures for reviewing education records and requesting amendment of the records.
- c. Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

### **Information Sharing & The Family Education Rights and Privacy Act of 1974 (FERPA)**

#### **What is FERPA?**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

#### **What is considered Directory Information?**

In compliance with **FERPA**, the following statement reflects the school's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that XYZ is notified in writing by the student to permit release of "directory information".

#### **What about . . . ?**

##### **Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

##### **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

### **Your responsibilities as a Staff Member**

As an employee of XYZ School, you may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Director of the Academic Affairs. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a school employee, all of you should have your own accounts and passwords on the administrative computer system and on e-mail. You are responsible for your personal account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

### **In Summary, Remember . . .**

# checking a person's picture identification when releasing education records is required. Always check to see if the student permitted

disclosure of information before you release any information on the student.

# discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversations on and off the job.

# removing any document from the office for non-business purposes is a violation of **FERPA**.

# releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of **FERPA**.

# Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.

# making personal use of student information is in violation of **FERPA**.

# allowing another person to use your computer access code is in violation of **FERPA**.

# putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.

# In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to XYZ School

# Violation of confidentiality and security may lead to appropriate personnel action.

**What information cannot be given out, ever?** What do I mean by this? These are things that cannot be part of your directory information and that you cannot give out, without the student's written permission. You cannot make it something that you say that you will give out. It's really important that your staff is trained on this.

•Social security number. You cannot ever give out the student's social security number, you can't post it, you can't even use some or part of this information to confirm a student's identification. Just don't even go there.

•Citizenship.

•Gender.

•Ethnicity.

•Religious preference. Sometimes that can be challenging if you are a religious-based institution. If you are going to give out the student's religious preference -- say, to a student organization -- the student has to be notified first and has to give their permission for you to do that.

•Grades.

•GPA.

•Daily class schedule. This is really important. Local police authorities may be trying to find your student. Parents may be asking what classes the student is in today. You can't give that out. This even means to parents who are paying the bills.

**Authorization Consent Form**

**Ideal Beauty Academy  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
STUDENT RELEASE**

Student Name (Last, First) \_\_\_\_\_

Student ID# or SSN# \_\_\_\_\_

**Student's Authorization for Disclosure**

I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and authorize ideal Beauty Academy to discuss and/or disclose the following education records to the person listed below:

\_\_\_\_ Transcripts

\_\_\_\_ Financial records

\_\_\_\_ Disciplinary Records: \_\_\_\_\_

(specify incident or indicate "All")

\_\_\_\_ Other \_\_\_\_\_

(please specify)

\_\_\_\_ All information regarding my enrollment at ideal Beauty Academy without limitation

Name of Authorized Person: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address of Authorized Person: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # ( \_ ) \_\_\_\_\_ - \_\_\_\_\_

The purpose of releasing this information is \_\_\_\_\_

**I understand that this authorization will be in effect as long as I am a student at ideal Beauty Academy or until I revoke this authorization in writing.**

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization form is not required when school transmits information to state and federal agencies concerning processing of Title IV aid. This authorization is not also required if student files are subject to institutional, state and federal program review and audit.

Information Release via Telephone No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.

## **Self Pay**

A student may choose to pay for school without utilizing Title IV funds. Student is required to pay enrollment fee at the time entering the enrollment agreement. The first installment is due and payable on the first day of class which includes a down payment of 20% of the total amount of tuition, per the school catalog. Monthly and all subsequent installments are due and payable on the first Tuesday of each month until paid in full. Tuition and all monies must be paid in full at least 30 days prior to graduation. There is a \$10.00 late fee if payment is received 10 days after the due date. The school may, at its option and without notice, prevent student from attending classes until the unpaid balance is satisfied. No credit for training shall be transferable unless all charges are paid in full.

### **Cosmetology**

#### **Louisville Campus 1500 Hours**

Tuition	Enrollment Fee	20% down payment	10 payments
\$18,264.20	\$100.00	\$3,632.84	\$1,453.14

#### **Indiana Campus 1500 Hours**

Tuition	Enrollment Fee	20% down payment	10 payments
\$18,279.90	\$100.00	\$3,635.98	\$1,454.39

### **Esthetics**

#### **Louisville Campus 750 Hours**

Tuition	Enrollment Fee	20% down payment	5 payments
\$15439.10	\$100.00	\$3067.82	\$2454.26

#### **Indiana Campus 700 Hours**

Tuition	Enrollment Fee	20% down payment	5 payments
\$14556.24	\$100.00	\$2891.25	\$2313.00

### **Manicuring**

#### **Louisville Campus 450 Hours**

Tuition	Enrollment Fee	20% down payment	4 payments
\$6,322.00	\$100.00	\$1,244.40	\$1,244.40

#### **Indiana Campus 450 Hours**

Tuition	Enrollment Fee	20% down payment	4 payments
\$6,334.00	\$100.00	\$1,246.80	\$1,247.05

### **Instructor**

#### **Louisville Campus 750 Hours**

Tuition	Enrollment Fee	20% down payment	6 payments
\$7115.00	\$100.00	\$1,403.00	\$1122.40

#### **Indiana Campus 1000 Hours**

Tuition	Enrollment Fee	20% down payment	6 payments
\$9367.50	\$100.00	1853.50	\$1482.80

## Veteran Student Addendum

*This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs (VA) education benefits payments (GI Bill®) while attending Ideal Beauty Academy. Please acknowledge by your signature below that you have read and understand the information in this addendum and have received, read and understand the school's policies, rules and regulations.*

**Conduct Policy:** Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior, as explained in the school's rules of conduct, or as deemed unsatisfactory or inappropriate conduct by school officials, will result in termination of VA education benefits, and possible dismissal from Ideal Beauty Academy. Readmittance after conduct dismissal will be at the discretion of the school Director/Owner.

**Academic Progress Policy:** The academic progress of students receiving VA education benefits is evaluated monthly at the end of the month. VA students must maintain an 80% or greater cumulative grade point average on tests, written and practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on academic probation for one month. If satisfactory progress is not regained by the end of the academic probation period, VA education benefits will be terminated and the student will be subject to dismissal from school. ***Certification to VA for payment will not be resumed until satisfactory progress is regained.*** Readmittance after dismissal for academic reasons requires approval of the school Director/Owner.

**Attendance Policy:** Students are expected to attend all classes. The attendance of students receiving VA education benefits is evaluated monthly at the end of the month. If circumstances prevent attendance at a particular class, prior notification is expected. If attendance falls below 80%, the student will be placed on attendance probation for one month. If the student has not returned to satisfactory attendance at the end of the one month attendance probation period, VA education benefits will be terminated and the student will be subject to dismissal from school. ***Certification to VA for payment will not be resumed until satisfactory attendance is regained.*** Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be terminated. Readmittance after dismissal for violating attendance standards requires approval of the school Director/Owner.

### **Conditions of re-entrance for those students dismissed for unsatisfactory progress:**

A student whose training is interrupted due to unsatisfactory progress who wishes to re-enter, may do such after 30 days. At this time, the student will receive individual counseling from the school Director to determine if the cause of unsatisfactory progress has been removed and to see if the student is still suitable in his or her aptitudes, interest and abilities. The Director will then make a decision regarding the student's re-entry to the school.

After the student re-enters, he or she will be evaluated after a 30-day probation period to determine if they are making satisfactory progress (80% grade point average).

**Prior Credit Policy:** Per Title 38, Code of Federal Regulations (38 CFR), Section 21.4254 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD Form 214 or JST (Joint Services Transcripts), and all students must request that transcripts from all previous postsecondary schools attended be forwarded to Ideal Beauty Academy for review.

### **Reporting Tuition and Fees:**

School's Application and/or registration fees that also includes Test and/or Licensure fees **cannot** be certified to the VA.

A detailed description of tuition and fees charged must be provided in the school's catalog, student handbook, and student's enrollment agreement.

**Certifying tuition and fees:** According to the School Certifying Official Handbook 6<sup>th</sup> Edition (Revision 6.3); “Tuition is the actual established charges for tuition the student is required to pay. Tuition is defined in the school’s catalog or supplement and listed as tuition on the school’s billing statement or invoice. Fees are mandatory charges (other than tuition, room, and board).” **Tool Kit & Supply Cost can only be certified if purchased directly through the school and appears on the school’s billing statement or invoice and is required of all students.** If options to purchase the tool kit/supplies from an outside source, then the school cannot certify the fee to the VA.

**Full-time Requirements for VA Educational Benefits:** Non-College Degree (NCD) schools are measured in clock hours. Benefits are paid based on the clock hours of attendance per week as stated in the school’s catalog, student handbook, and/or student enrollment agreement. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates. Please see the chart below that provides further explanation for Training time requirements for VA Education benefits.

**IMPORTANT NOTICE:** *Students whose VA education benefits are terminated for violating academic progress or attendance standards may experience a negative impact to their VA education benefits that could result in **SIGNIFICANT DEBTS** owed to the VA.*

***Ideal Beauty Academy does not use erroneous, deceptive, or misleading practices with our veteran or non-veteran students.***

***A copy of the signed addenda must be provided to the student and a copy maintained in the school’s files.***

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Printed Name

References: 38 CFR 21.4135, 38 CFR 21.4253, 38 CFR 21.4254, 38 CFR 21.4277, 38 CFR 21.4278

Training Time Requirements for VA Education Benefits Non Degree Programs Measured in Clock Hours	
Training Time	Shop Predominate
Full-Time	22 Hours/Week
¾ Time	16-21 Hours/Week
½ Time	11-15 Hours/Week
Less than ½ Time	6-10 Hours/Week
¼ Time or Less	1-5 Hours/Week

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.*





## FILE A COMPLAINT

### STUDENT COMPLAINT PROCEDURES

In the event that a student has a personal complaint they wish to file against an individual client, staff member or student the complaint must be in written form. A supply of complaint forms are maintained on the front counter on the clinic floor.

Any student who is currently enrolled at the school may fill out the complaint form in its entirety and turn it into the school's Director. The Director will review the complaint with the student. A copy of the complaint will be given to the student for their personal records and the original will be given to the school owner as soon as possible or within five (5) business days.

The owner/manager will review the written complaint and interview the student who filled out the complaint. Any corrective action that needs to be taken should be handled by the owner within five (5) business days.

A written resolution will be produced by the owner/manager and returned to the student who filled out the original complaint, as well as, all parties that were involved.

### ARBITRATION

In the event that the complaint is not resolved to the satisfaction of the complainant, they may send the complaint to the school director.

The school complaint committee is comprised of three (3) persons not directly involved in the school. The persons on the committee will be evaluated and adjusted as needed.

These committee member's names and all addresses are on file in the school office and will be given to the complainant upon request.

The complainant will be responsible to contact the complaint committee chairperson by mail to file a formal complaint and ask for a review hearing.

The complaint committee chairperson will send a copy of the original complaint along with all the hearing or meeting notes and resolutions from the school administrators to each of the committee members within 21 days from the date of receipt of the complaint.

The committee can meet in person or by electronic means. The chairperson shall write the committee findings and give final orders in the matter of the complaint.

The chairperson shall send a copy to the person who filed the complaint, the person that the complaint was about and to the school origin. The committee chairperson shall retain a copy for the committee's records.

After this procedure is completed, if the complainant feels that they still are not satisfied with the conclusion, they may then formally send the complaint to the following:

The NACCAS Board or KY State Board of Cosmetology or Indiana State Board of Cosmetology:

National Accrediting Commission of Cosmetology Arts and Sciences

3015 Colvin Street

Alexandria, Virginia 22314

703-600-7600

<https://www.naccas.org>

Kentucky State Board of Cosmetology

111 St. James Court, Suite A

502-564-4262

<https://secure.kentucky.gov/formservices/KBHC/ComplaintForm>

Indiana State Board of Cosmetology

402 W. Washington Street, Room W072

Indianapolis, IN 46204

317-234-3031

<https://www.in.gov/pla/cosmo.htm>



Ideal Beauty Academy Official Complain Form

Please complete this form and return it to the above address:

Your Name: \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Your Address: \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Complaint Regarding: \_\_\_\_\_

What is your relationship to the school/person? (please choose only one)

( ) Student in the school from \_\_\_\_\_ to \_\_\_\_\_  
date date

( ) Employee in the school from \_\_\_\_\_ to \_\_\_\_\_  
date date

( ) School owner

( ) Guest

Reason for Complaint: \_\_\_\_\_

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Your Signature: \_\_\_\_\_ Date : \_\_\_\_\_

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1/19/2018