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STATEN ISLAND, NY 10306  
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## **COURSE CATALOG**

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Volume 1

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The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

# WHY BEAUTY CULTURE ACADEMY?

- ❖ Our training program includes advanced, creative, and comprehensive cosmetology and esthetics curricula.
- ❖ Our instructors are trained to our standards of excellence so that they can train you to be the best.
- ❖ We have a state-of-the-art, boutique beauty school in the fashion and beauty capital of the world. We foster an intimate and personalized program that puts the attention on you.
- ❖ You will be connected to the wealth of knowledge and talent at CLASSIQUE studio. Master stylists from the salon give periodic guest demos and lectures, offering you their unique experience and insight to the industry.
- ❖ Your education will be forever connected to the CLASSIQUE name: A company known across the world for its creative excellence and commitment to the highest standards of hairdressing.
- ❖ We help each and every student achieve their own career goals: we have connections throughout the industry and we use them to help to open the right career path for you. Also, after graduation students can apply to join the CLASSIQUE Salon team.
- ❖ Our combination of theory and hands-on practical work will build your knowledge, confidence, and creative repertoire so that you'll be ready for a lifetime of success.
- ❖ You will learn a full range of skills including communication, business building, editorial, retail success, team work, how to set and achieve goals, as well as hair cutting, coloring, chemical restructuring and styling.
- ❖ You will see cosmetology from every angle: You'll be in a retail environment, you'll be presenting your own creative projects, you'll meet and greet guests, and you'll even be put into the shoes of a salon manager.

# FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of Beauty Culture Academy is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with:

**Beauty Culture Academy, 233 Stobe Ave, Staten Island, New York 10306**

An authorization for Release of Information is not required by students, prospective students or guardian(s) of dependent minors wishing to review their own records or for legal or accreditation purposes, a student or parent/guardian of dependent minors may review the students' record by contacting the school Director to make an appointment. The school Director will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the school, seven (7) days after the school has received the student's written request to review his/her records in accordance with the manner set forth in the school catalog or any supplement to the catalog. The parent or eligible student may seek to amend educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise a violation of the student's privacy rights. Beauty Culture Academy will make a determination on the student's request for amendment within 30 days of the request. If the school agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, Beauty Culture Academy will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If Beauty Culture Academy decides not to amend the record, the student has a right to a hearing within 30 days of the denial. Beauty Culture Academy will notify the parent or eligible student of the time, date and place of the hearing.

The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the school deems to have a "legitimate educational interest" have access to student's information as required to perform duties that are specific to their position.

FERPA permits Beauty Culture Academy to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed the school in writing.

The FERPA regulations include exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. The institution provides access to student and other school records to its accrediting agency, if applicable, without the need for written consent.

# YOUR ACADEMY SPACE, EQUIPMENT AND FACILITIES

Beauty Culture Academy is a purpose built, state of the art facility. Designed with as much open-planned space as possible, the school reflects our belief in an open line of communication between students and staff. All equipment and facilities meet the highest professional standards.

## **Included in The Space:**

The salon is large, bright and airy and has been set up as a professional salon service environment. There will be a diverse spectrum of clients for you to practice hair and beauty skills and gain invaluable salon floor experience. All services will be performed under the supervision of your instructor(s).

- Two large student classrooms are fully equipped for theoretical and practical education.
- Retail Store featuring hair and beauty products from around the world to help give you the opportunity to perfect your client service retail skills.
- Student lockers and a fully stocked dispensary are included for your convenience.
- State of the art audio/video for guest speakers and presentations.
- Beauty Culture Academy is fully equipped for handicapped access.

## YOUR FUTURE

Welcome to the exciting world of cosmetology. As a licensed Cosmetologist and Esthetician, your future career opportunities will be rich and varied.

### **Job opportunities include, but are not limited to:**

Cosmetologist  
Master Stylist  
Color Specialist  
Editorial or Session Stylist  
Cruise Ship Stylist  
Esthetician  
Skin Care Specialist  
Salon and/or Spa Manager  
Salon Owner  
Educator

We are committed to your education and future career. Assistance in finding employment through salon visits, employer presentations, and promotion will be provided. We will also assist all students with salon placement by using our relationships with salons and spas across America. Students that excel

during their cosmetology course will be considered for the CLASSIQUE Salon cutting or coloring assistant training program. However, the Beauty Culture Academy cannot guarantee employment for any graduate.

Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists  
<http://www.onetcodeconnector.org/ccreport/39-5012.00>

Standard Occupational Code (SOC Code) for Skin Care Specialists  
<https://www.onetcodeconnector.org/ccreport/39-5094.00>

National Centre for Education Statistics (CIP Code) Classification of Instructional Programs  
<http://nces.ed.gov/pubs2002/cip2000/cip2000.asp/cip2=12.040>

## Housing and Professional Assistance Policy

The institution can recommend suitable housing in the area. However, the institution does not own or operate housing facilities.

Students in need of professional advising may be referred to professional counseling in the community outside the school. A list of professional services, with contact information, is available through the administrative office and in the student restroom.

## Beauty Culture Academy Mission Statement

Beauty Culture Academy is passionately committed to the future cosmetologist and esthetician. We aim to provide an inspirational, career-shaping curriculum that exceeds state requirements and pave the path to a rewarding and successful career.

We prepare all students to pass their State Board examination and find gainful employment. We give all students the foundation to build a successful career and master the art and craft of cosmetology. We aim to improve personal confidence and experience with exposure to a variety of clients.

Class size allows learning objectives to be achieved through individual attention. Expert staff from CLASSIQUE Salon will periodically provide advanced education in cutting, coloring, chemical restructuring, styling, make up and editorial and fashion related hairstyling.

## ACADEMY SCHEDULE

School Hours of Operation: Monday-Thursday 8am-10:30pm Friday 8am-5pm.

The daily schedules for the programs are as follows:

Cosmetology Full-time: 8am-4pm Monday -Friday; 7 hours daily, 35 hours weekly; 29 Weeks

Cosmetology Part-time: 4pm-9:30pm Monday -Thursday); 5 hours daily, 20 hours weekly; 50 Weeks

Esthetics Part Time: 4pm-10:30pm Tuesday & Thursday (6 hours); 12 hours weekly; 50 Weeks

Full-time students have a one-hour lunch break. Part-time students have a 30-minute lunch break.

## Class Start Dates

### Cosmetology (Full-time Day) Start and End Dates

Start Date	End Date		Start Date	End Date
September 14, 2020	April 5, 2021		May 24, 2021	December 13, 2021
November 2, 2020	May 24, 2021		July 5, 2021	January 24, 2022
December 21, 2020	July 12, 2021		August 9, 2021	February 28, 2022
January 19, 2021	August 10, 2021		September 13, 2021	April 4, 2022
March 1, 2021	September 20, 2021		October 25, 2021	May 16, 2022
April 12, 2021	November 1, 2021		December 6, 2021	June 27, 2022

### Cosmetology (Part-time night)

Start Date	End Date		Start Date	End Date
January 19, 2021	January 4, 2022		August 9, 2021	July 25, 2022
March 1, 2021	February 14, 2022		September 13, 2021	August 29, 2022
April 12, 2021	March 28, 2022		October 25, 2021	October 10, 2022
May 24, 2021	May 9, 2022		December 6, 2021	November 21, 2022
July 5, 2021	June 20, 2022			

(The above date ranges do not include holidays and school closures)

**Esthetics (Part-time)** Dependent upon enrollment. Please see Admissions.

## Scheduled Holidays & Closures

Beauty Culture Academy recognizes the following days as legal holidays.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day & the Day After
- Christmas Day (may be extended upon notice)

## Weather Related School Closings

Beauty Culture Academy does not generally close because of weather related conditions. When there is a serious "weather emergency", which causes retail businesses and government offices to close, Beauty Culture Academy may cancel or delay classes. A decision to have a late opening or early closing will be made by the School Director. Students will be contacted by text to inform of school closure.

# **COURSE CONTENT AND CURRICULUM**

## **Cosmetology 1000 Clock Hours**

Nobody becomes a true master hairdresser in 1000 hours. But, done right, those 1000 hours will equip you with the skills to make a successful start to your career. And, done right, those 1000 hours will give you the impetus to continue to improve throughout your career.

This course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in hair cutting, coloring, chemical restructuring and styling. It also includes basic knowledge of nail and skin care and make up application.

The aim of this curriculum is first to give you a rock-solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the cosmetology craft. The curriculum is broken down as follows:

### **PROFESSIONAL REQUIREMENTS- 24 HOURS**

- New York State License Requirements
- State and Federal Payroll Requirements
- New York State Sales Tax Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude
- Professional Organizations, Trade Shows and Publication

### **SAFETY AND HEALTH- 26 HOURS**

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms- Bacteria, Viruses, Molds, Fungus
- Growth and Reproduction of Infectious Organisms
- Infections and their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control
- Physical and Chemical Agents

### **ANATOMY AND PHYSIOLOGY- 15 HOURS**

- Cells, Tissues and Organs
- Body Systems
- Basic Principles of Nutrition
- Overview of Bones and Muscles of the Head, Arms, Hands, Legs, and Feet

## **HAIR ANALYSIS- 10 HOURS**

- Structure
- Growth Patterns
- Texture
- Porosity
- Elasticity

## **HAIR & SCALP DISORDERS & DISEASES- 10 HOURS**

- Dandruff
- Alopecia
- Fungal Infections
- Infestations
- Infections

## **CHEMISTRY AS APPLIED TO COSMETOLOGY- 5 HOURS**

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions
- The pH Scale
- FDA Laws Governing Hair Care Products and Product Safety

## **SHAMPOOS, RINSES, CONDITIONERS, AND TREATMENTS- 30 HOURS**

- Client Preparation, Analysis and Consultation
- Hair Analysis Instruments and Equipment
- Shampooing Products, Composition and Procedures
- Rinsing Products, Composition and Procedures
- Conditioning Products, Composition and Procedures
- Procedures for Hair and Scalp Disorders
- Scalp Manipulations

## **HAIRCUTTING & SHAPING- 175 HOURS**

- Fundamentals, Principles and Concepts of Design
- Scissor Haircutting: Nomenclature and Care of Scissors, Techniques & Procedures
- Razor Haircutting: Nomenclature and Care of Razor, Techniques & Procedures
- Clipper Haircutting: Nomenclature and Care of Tools, Techniques & Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting: Female Styles, Male Styles, Children Styles
- Mustache and Beard Shaping
- Shaving: Dexterity of the Hands and Razor, Preparation and Procedures

## **HAIR STYLING- 245 HOURS**

- Finger waving
- Pin curling
- Skip waving
- Roller Styling
- Patterns in Hairstyling: Waves, Pin curls, Rollers and Combinations
- Finishing Techniques
- Twisting, Wrapping, Weaving, Extending, Locking, and Braiding
- Traditional Weaving and Styling
- Services in Hairstyling: Tools and Implements, Blow drying, Thermal Curling, Hair Pressing
- Hair Pieces

## **CHEMICAL RESTRUCTURING- 180 HOURS**

- Chemistry
- Chemical Restructuring Products
- Client Consultation
- Preliminary Procedure of Chemical Restructuring
- Procedure of Chemical Restructuring
- Corrective Chemical Restructuring

## **HAIR COLORING AND LIGHTENING- 180 HOURS**

- Color Theory
- Chemistry
- Preliminary Procedure of Hair Coloring
- Client Consultation
- Hair Coloring Procedures
- Hair Lightening
- Special Effects
- Corrective Procedures

## **NAIL CARE AND PROCEDURES- 40 HOURS**

- Nail Structure
- Nail Disorders and Diseases
- Nail Shape and Color Analysis
- Basic Manicuring and Pedicuring
- Manipulations of the Hand, Arm, Leg and Foot
- Nail Tip Application: Adhesives, Fitting, Design, and Application
- Nail Wrap Application: Silk, Fiberglass and Linen Procedures, Surface Wrapping Natural Nail and Mending, Tip Overlay Wrapping, Repair, Maintenance & Removal

- Liquid and Powder Nail Extensions: Application Procedures for Tips with Overlays, Natural Nails and Sculptured nails, Repair, Maintenance & Removal
- Chemical Reactions to Liquid and Powder

## **SKIN CARE AND PROCEDURES- 60 HOURS**

- Structure and Function of the Skin
- Skin Conditions and Disorders
- Facial and Body Procedures: Client Preparation, Skin Analysis and Consultation
- Wet and Dry Exfoliations and Applications
- Use of Various Products to Enhance the Appearance of the Skin: seaweed, salt, paraffin, mud, ampoules, creams, etc.
- Discussion for Further Training Required for Advanced Techniques such as Aromatherapy and Water Therapies
- Temporary Methods of Hair Removal: Manual Tweezing, Depilatory Lotion, Waxing, and Bleaching
- Make Up Application: Color Analysis, Morphology of the Face, Product Knowledge, Chemistry and Related Composition, Eyebrow Contouring, Corrections and Contouring, False Eyelashes, Further Training Required for Advanced Techniques

**The Cosmetology course Curriculum is broken into four units:**

### **Unit 1: Introduction to Fundamentals**

To acquire theoretical knowledge and understanding of cosmetology.

### **UNIT 2: Cut & Color Techniques**

Unit 2 covers State Exam essentials and classic techniques in cutting, coloring, styling, blow-drying, and chemical restructuring.

### **UNIT 3: Apply Your Knowledge**

Now realizing techniques on models and clients on the student salon floor, students continue to evolve their skills in cutting, coloring, styling, and chemical restructuring.

### **UNIT 4: Perfect Your Skills**

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their state exam and become a successful cosmetologist.

## **Program Description**

Cosmetology is the art and science of enhancing beauty for both men and women. Our program includes instruction in the care of hair, nails and skin. Students will learn hair design, color, cutting and styling and will apply this knowledge to mannequins, live models and guests. The care of healthy nails, manicure, pedicure, and table set-up is also taught.

## Program Goals

The cosmetology program prepares students for the state licensing examination, and give students the advanced training needed to enter into their chosen profession with the knowledge to compete with licensed professionals.

## Instructional Methods

Our program is taught using the Milady Standard Cosmetology Course Management Guide. Instructors will use methods of lecture, visual aids, practical demonstration and interactive activities. Students will demonstrate their knowledge through practical, clinical and theory exams.

## Standard Grading Scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	Failing

## Esthetics 600 Clock Hours

Esthetics training includes theory and practical instruction that prepares the student to perform skin care services on the public.

### COURSE CONTENT

Estheticians shall include the following subjects and the hours assigned to each:

#### Scope of Curriculum Hours

Orientation	4
(1) Safety and Health	8
(2) Bacteriology/Infection Control	18
(3) Anatomy and Physiology	20
(4) Nutrition for Healthy Skin and Body	5
(5) Structure and Functions of the Skin	12
(6) Skin Disorders and Diseases	12
(7) Skin Analysis	8
(8) Superfluous Hair	43
(9) Chemistry as Applied to Cosmetics	21
(10) Electricity and Machines	18
(11) Facial Treatments	225
(12) Body Procedures (No Machines)	48
(13) Make-Up Techniques	84
(14) Business Practices	50
(15) Job Skills	6
(16) Introduction to Advanced Esthetics	18
Total	600 clock hours

Subject matter. Each Subject (including orientation) shall include a treatment of the topics as set forth herein:

#### ORIENTATION—4 HOURS

- School Rules and Regulations
- History of Esthetics
- The Role of the Esthetician
- Qualities of the Professional Esthetician
- Code of Ethics
- New York State and Federal Laws, Rules, and Regulations

#### SAFETY AND HEALTH—8 HOURS

- Local, State, Federal Safety Codes
- Classroom/Student Salon Rules and Regulations
- Hazardous Materials Communications (HAZMAT)

#### BACTERIOLOGY/INFECTION CONTROL—18 HOURS

- Types and Classification of Bacteria
- Viral, Bacterial and Fungal Infections
- Immunity and Body Defenses
- Methods of Infection Control
- Physical and Chemical Agents for Infection Control

#### ANATOMY AND PHYSIOLOGY — 20 HOURS

- Cells, Tissues, and Organs
- Body Systems

#### NUTRITION FOR HEALTHY SKIN AND BODY—5 HOURS

#### STRUCTURE AND FUNCTIONS OF THE SKIN—12 HOURS

- Physiology and Histology of the Skin
- Structure and Functions of the Skin
- Appendages of the Skin

#### SKIN DISORDERS AND DISEASES—12 HOURS

#### SKIN ANALYSIS—8 HOURS

#### SUPERFLUOUS HAIR—60 HOURS

- Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis and Blend)
- Temporary Methods of Hair Removal: Manual Tweezing and Waxing (Strip and Non-strip)

#### CHEMISTRY AS APPLIED TO ESTHETICS—21 HOURS

- Cosmetics and Skin Care Products
- Massage Creams and Oils
- New Product Technologies
- FDA Laws Governing Cosmetics and Skin Care

- Skin Sensitivity and Allergic Reactions
- Acidity and Alkalinity

#### ELECTRICITY AND MACHINES—18 HOURS

- Electricity as Related to Esthetics Equipment
- Electrical Equipment Safety
- Galvanic Current for Iontophoresis or Desincrustation
- High Frequency Current
- Esthetics Equipment
- Paraffin Unit
- Emerging Technologies

#### FACIAL TREATMENTS —225 HOURS

- Client Consultation
- Skin Analysis, Product Selection and Treatment Recommendations
- Facial and Body Procedures
- Overview of Various Products to enhance the Appearance of the Skin
- Facial Procedures with Electrical Equipment
- Wet and Dry Exfoliations and Applications
- Overview of Advanced Techniques

#### BODY PROCEDURES (No Machines)—48 HOURS

#### MAKE-UP TECHNIQUES—84 HOURS

- Color Theory
- Morphology of the Face
- Eyebrow Contouring
- Make-up Application
- Artificial Eyelashes
- Advanced Make-up Techniques

#### BUSINESS PRACTICES—50 HOURS

- Business Operation
- Accounting and Inventory
- Payroll Regulations
- Ethics and Professional Conduct
- Retailing Techniques
- Marketing (Advertising, Retailing, and Promotion)
- Customer Relations

#### JOB SKILLS—6 HOURS

#### INTRODUCTION TO ADVANCED ESTHETICS—18 HOURS

- Define Paramedical Procedures
- Discuss Scope of Licensure
- Overview of Medical Procedures
- Pre and Post-Operative Care

## Program Goals

The objectives of the Esthetics program is to prepare students for the state licensing examination, and give students the advanced training needed to enter into their chosen profession with the knowledge to compete with licensed professionals.

## Instructional Methods

Our program is taught using the Milady Standard Cosmetology Course Management Guide. Instructors will use methods of lecture, visual aids, practical demonstration and interactive activities. Students will demonstrate their knowledge through practical, clinical and theory exams.

## Standard Grading Scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	Failing

# PROGRESSION

## Academic Advising & Career Counseling

The Beauty Culture Academy provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

The school actively posts potential job offers on the in-house job posting board and continuously works to establish relationships with potential employers. In addition, the institution suggests student's access [www.indeed.com/beauty](http://www.indeed.com/beauty) to search employment opportunities.

If at any time you need further assistance with employment placement contact the Director. However, the institution does not guarantee employment to any students.

## Satisfactory Academic Progress Policy & Attendance Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds\*, if applicable. 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:

Program Name	Evaluation Point	Academic Year Length
Cosmetology	450 and 900, scheduled hours	900 clock hours
Esthetics	300 scheduled hours	600 clock hours

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 academic year or course and/or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

#### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% 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 70% 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 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 35 hrs/wk) - 1000 Hours	41 Weeks	1430
Cosmetology (Part time, 20 hrs/wk) – 1000 Hours	72 Weeks	1430
Esthetics (Part time, 12 hrs/wk) – 600 Hours	72 Weeks	858

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% 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.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds\*. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student’s enrollment agreement.

#### 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 and practical exam. Students must make up failed or missed tests and incomplete assignments.

The grading scale is as follows:

90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	Failing

#### 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. School staff will review with students a 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, HEA Funds\* interrupted, unless the student is on warning.

#### 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, your Title IV, HEA program funds\*, as applicable, will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV, HEA program funds\*, as applicable, by meeting minimum attendance (70%) and academic requirements (70%) by the end of the warning period at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

#### 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

#### 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

Beauty Culture Academy does not accept appropriate credit from other licensed schools for previous education.

NOTE: Withdrawal passing/withdrawal failing and appeals are not applicable to this institution.

\*The institution is not currently approved to offer Title IV, HEA Program funds.

- End of SAP Policy –

## NY ACADEMIC STANDING POLICY

Any student each marking period who has not maintained academic progress shall be placed on academic probation. Any student who fails to meet academic progress at the end of any marking period, regardless of attendance will also be placed on academic probation. For students, including transfers with more than 900 hours remaining in a program, the first marking period will end at 450 scheduled clock hours. The second marking period will be completed at 900 scheduled clock hours. For cosmetology transfer students with less than 900 hours remaining in a program, there may be two marking periods with the first marking period ending at the mid-point of the program.

Acceptable academic progress is defined as a minimum cumulative grade average of 70%. A student placed on academic probation who fails to raise his or her cumulative grade average to 70% and who fails to maintain attendance for at least 85% of the instructional hours offered during the probationary period shall be dismissed.

NOTE: In addition to the requirements for NY Academic Standing, students are also required to maintain overall standards of Satisfactory Academic Progress (SAP) to maintain eligibility for Federal Financial Assistance from Title IV funds. Those Standards require a cumulative rate of attendance of 70%, and a cumulative grade average of 70% at the end of each evaluation cycle (regardless of attendance and academics during a NY Academic Standing marking period). A full description can be found in Satisfactory Academic Progress (SAP) Policy.

It should also be noted that the term “probation” in the NY Academic Standing Policy and the term “warning” in the Satisfactory Academic Progress policy are defined as one and the same. Financial aid “probation” does not apply to the Satisfactory Academic Progress policy or this institution.

## Graduation Requirements

Beauty Culture Academy will graduate a student who meets all of the requirements. Graduates will be issued Certificate of Completion, Transcript of Hours and Licensing paperwork when the Student has:

- ✓ Completed documented actual clock hours for the *program enrolled* in the specific areas of training required by the State of New York.
- ✓ Completed all of the curriculum requirements.
- ✓ Paid all debt owed the school prior to graduation or have a current payment arrangement not in arrears.

## Certificate of Completion

A Certificate of Completion will be awarded to each graduating student. It will reflect the name and address of the institution, student’s name, course hours and the date of course graduation. Copies of the certificate will be kept in the student’s file.

## **Transcript**

A transcript listing the course, grades, final average and other permanent student record requirements will be maintained in the student's academic file. A final transcript is critical for student assistance after graduation. Students will receive one transcript at the end of their program.

Beauty Culture Academy will issue a Transcript of Hours to students, who withdraw prior to program completion when the student has successfully completed the required paperwork, and after all required tuition payments are paid in full. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 45 days of withdrawal.

## **Licensing Requirements**

Beauty Culture Academy will inform students of all licensing requirements and student understands that he/she is responsible for state licensing exam fees and other examination or licensing related expenses.

## **Licensure Information**

Required to take a written and practical exam with a passing grade of 65% or higher before receiving their license.

See the attached links to specific sections of the NY State Board website for your reference

**GENERAL-** <http://www.dos.state.ny.us/licensing/>

**COSMETOLOGY page-** <http://www.dos.state.ny.us/licensing/cosmetology/cosmetology.html>

**LICENSE APPLICATION-** <http://www.dos.state.ny.us/forms/licensing/0034-a.pdf>

**WRITTEN EXAM INFORMATION AND DATES-** <http://www.dos.ny.gov/licensing/exams/Jan-June2014/cosmet.html>

**STATES NY HAS RECIPROCITY WITH-**

<http://www.dos.state.ny.us/licensing/cosmetology/cosmetreciprocity.html>

## **College Credit – Disclaimer Statement**

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

# ADMISSIONS

If you want an inspirational education and a lasting, prosperous and rewarding career, there is no better place to start than Beauty Culture Academy. To enroll, you'll need to show us your academic background and your commitment to the craft of cosmetology. The programs are taught in English. The text books and course materials are only offered in the English language.

## Admissions and Enrollment Requirements

Beauty Culture Academy is committed to equal educational opportunity and does not discriminate in its employment, admissions, instruction, career services or graduation policies or any other activity on the basis of gender, race, sex, color, age, religion, ethnic origin, pregnancy, disability, marital or veteran's status, sexual orientation or financial status. Applicants will not be denied on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

## Enrollment

Beauty Culture Academy does not recruit students already attending and/or admitted to another cosmetology school offering the same or similar programs of study. Each student must meet the following requirements for consideration for admission to our programs of study:

- Driver's license or government issued photo ID (proof of at least 17 years of age)
- High school diploma, GED certificate or Transcript verifying high school graduation.
- Beauty Culture Academy does not accept ATB (Ability-to-Benefit) students
- Submit verifiable United States citizenship or residency documentation
- Have an interview with the school Admissions Director

Foreign diplomas must provide evidence that they have been translated and authenticated by a recognized agency such as World Educational Services (WES), Globe Language Services and Educational Credential Services to ensure that the education level is at the very least equivalent to a high school diploma in the United States.

## Additional Admissions Information

Beauty Culture Academy accepts appropriate credit from other licensed schools for previous education with a documented transcript from the previous school. The school does not guarantee the acceptance of credits from the previous school or the transferability of its credits received at this school to any other institution.

Beauty Culture Academy accepts students back for re-entry into the program after a period of withdrawal depending on the circumstances at the time of withdrawal, and at the discretion of the school director. All applicants must meet the current requirements for admission, pay a registration fee, and will be charged for the current rate per hour of instruction for the hours remaining in the program.

Additionally, the applicant must pay off any debt owed the school based on the previous enrollment period.

Beauty Culture Academy reserves the right to deny admission to any applicant who on the basis of background, record and statements or conduct during the admission process, determines not to be qualified to succeed in or benefit from the academic program offered.

### **Financial Assistance**

Beauty Culture Academy is a private school. We do not offer financial aid from the government. Enrolling students must pay their own tuition fees or seek out a private student loan, private scholarship, or family benefactor.

## **ACADEMY POLICIES AND PROFESSIONAL STANDARDS**

### **Attendance**

Students enrolled in the Cosmetology full time day schedule will attend 35 hours per week, 7 hours per day, Monday – Friday 8am to 4pm. Full-time students receive a one-hour lunch break. If a student is unable to take a lunch break due to curriculum or client related activities, the instructor must approve the adjusted lunch break(s) and the student will be given the full half hour to meet the daily schedule requirement.

Students enrolled in the Cosmetology part time program will attend 20 hours per week, 5 hours per day, Monday thru Thursday, from 4:00pm to 9:30pm. Part-time students receive a 30 minute lunch break.

Students enrolled in the Esthetics part time program will attend 12 hours per week, 6 hours per day, Tuesday & Thursday, from 4:00pm to 10:30pm. Part-time students receive a 30 minute lunch break.

Students are required to attend their scheduled hours to ensure they get the most out of their career education and avoid paying extra instructional charges for extending their training beyond their contract ending date. Tardiness is considered more than 15 minutes late. Attendance is recorded to the nearest quarter hour. Students unable to attend classes should call and let the instructor know that they will not be attending that day.

Excused/unexcused absences are not applicable this institution. All students must attend all clock hours in the program and make-up any hours and missed assignments.

### **How the School Ensures Good Attendance**

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance.

Attendance will be taken three times a day in the following manner:

1. The beginning of morning class
2. The beginning of afternoon class (after lunch)
3. The end of afternoon class

If absent that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form and/or their attendance record. If appropriate, the student will be informed that a leave of absence status is available.

### **Measures Taken When a Student Drops**

If absent thirty consecutive calendar days without notifying the school, the student will be considered dropped. The school will contact in writing and formally advise the student of this status. Results will be recorded.

### **Leave of Absence Policy**

All students must follow this policy in requesting an LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for extenuating circumstances, such as an accident, prolonged illness, or the death of a relative and where there is a reasonable expectation that the student will return from the LOA.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the school via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency. The institution will document the reason for the grant of an emergency LOA.

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the school and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days and the minimum is 1 week or 7 calendar days. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days within an enrollment period.

If the student takes an unapproved LOA or does not return from the approved LOA by the expiration of the approved leave of absence, the student will be dropped from the program. The school is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Additionally, the student's loans will go into repayment after 180 calendar days from the last date of attendance, if applicable.

The student's contract end date and maximum time frame will be extended for the same number of calendar days the student was on the LOA without any additional institutional charges or penalty to the student. 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.

## **Make Up Hours**

Make up hours are available upon the discretion of the school owner. We strongly suggest students sign up for make up hours in advance on content missed. Make up hours must be clearly differentiated from regular attendance.

## **Make Up Work**

Make up work is associated with any missed or failed assignments. All assignments and make up work must be made on the content that was missed. Make up work can only be completed with the permission of the instructor or School Director.

## **Personal Responsibility**

All students must be fully enrolled a minimum of one day prior to course commencement. It is the responsibility of the individual student to ensure they arrive on time, in proper uniform and with all necessary tools and equipment.

## **Uniform**

The school uniform is as follows: Black pants or skirts, with a black Beauty Culture Academy t-shirt (included in the tuition).

## **Personal Conduct**

While on school property, or representing Beauty Culture Academy outside of school, all students must conduct themselves in a respectful, safe, and businesslike manner. In order to maintain a professional environment, any student found to be disruptive (foul language, rude or unprofessional behavior), will be immediately removed from the learning environment and may be dismissed for the day or until further notice.

## **Professional Appearance**

In order to conduct oneself in a professional manner, a cosmetology student must look and feel professional in him or herself. Full uniform must be worn at all specified times, with no modifications or alterations. If uniform becomes damaged it is the individual's responsibility to replace it within 24 hours at their own expense. Suitable closed in footwear must be worn to comply with health and safety rules and regulations. For the same reason no jewelry is to be worn whilst attending practical class. Hair must be clean and styled at all times as we are promoting and working in a beauty environment (certain classes may require tying the hair back from the face and neck for health and safety reasons). Fingernails must be at a workable length, neat and clean; neutral nail polish is allowed.

## **Personal Hygiene**

All students must be fully aware of their responsibility for their personal hygiene. A daily bath or shower must be taken, teeth must be clean with fresh breath, please use regular mints/mouthwash if you

smoke or drink coffee. Beauty Culture Academy reserves the right to instruct students with regard to appearance and hygiene issues at any time.

## **Professional Conduct**

All clients must be treated courteously at all times. Client confidentiality must be maintained and never discussed with peers in or outside Beauty Culture Academy. All students will be responsible for arranging their own models for practical class, if no model is available students may use each other for the practical assignment.

## **Personal Belongings**

All student kits must be brought clean, safe and sanitized to every practical lesson. It is the individual student's responsibility to replace any missing or damaged items to the same quality they were provided. Tools and equipment must only be used for their purpose as directed. All belongings are the responsibility of the individual and Beauty Culture Academy bears no responsibility for items lost on school property. Lockers are provided for daily use and locks must be removed at the end of your course. Student must provide their own locks and assume responsibility for items lost on school property. Lockers are provided for daily use and locks must be removed at the end of your course, otherwise items will be removed and discarded. Students must provide their own locks.

## **Drug Free Workplace Policy**

Beauty Culture Academy intends to help provide a safe and drug free work environment for our students and our employees. Beauty Culture Academy explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on or around school premises.

## **Media Guidelines For Students**

Beauty Culture Academy respects the rights of students and coworkers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Myspace, Foursquare, Pinterest, Instagram, Twitter, YouTube, blogs, wikis, file sharing and user generated video and audio.

Beauty Culture Academy students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will remain online for a very long time and be respectful of your audience.

Beauty Culture Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Academies or any of Beauty Culture Academy media sites. Beauty Culture Academy reserves the right to remove any posts at its discretion

and take necessary disciplinary action as appropriate. It is the duty of Beauty Culture Academy to protect itself from undue harm related to information that is shared on social networking sites.

### **Copyright Infringement Policy**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject a student to civil and criminal liabilities. A summary of the penalties may be found at:

<http://www.copyright.gov/title17/92appf.pdf>

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

### **Reasonable Accommodation Policy**

The Americans with Disabilities Act Coordinator is your School Director. Prior to starting school, the Director should be contacted by any person requiring information relative to the services available for individuals with disabilities.

### **Tuition Reimbursement Fund**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations. To file a complaint, either write the New York State Education Department- Bureau of Proprietary School Supervision, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001 or telephone (212) 643-4760. The New York State Education Department's staff will assist you in the preparation of a tuition reimbursement form (a sample of which should have been provided to you upon enrollment).

### **Policy Against Harassment**

Beauty Culture Academy firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination, including any form of harassment. Therefore, Beauty Culture Academy has developed a "Policy Against Harassment" that is distributed at the time of enrollment. The Policy provides a means by which individuals can bring any violations of the Policy to Beauty Culture Academy's attention. It also includes guidelines for the investigation of complaints and enforcement of the Policy. Please address any questions regarding the Policy to your School Director.

## OSHA (Occupational Safety & Health Administration)

Beauty Culture Academy fully complies with all rules and regulations regarding OSHA industry standards. All MSDS sheets are kept on premises in a secured metal cabinet and are accessible to all employees as required.

## Performance Statistics - NACCAS Annual Report Outcome Rates 2019

(the below rates are for the Cosmetology program only. There were no Esthetics students enrolled)

Graduation Rate	83.33%
Placement Rate	80.00%
Licensure Rate	100.00%

## Performance Statistics – OEDS Reporting 2018-2019

Cosmetology Program only

7 students – Applied for Enrollment

7 student – Enrolled

7 Students – Graduated

## Career Considerations

The school wants to ensure that students interested in pursuing a career in hair, skin or nails, considers all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, an esthetician's treatment bed or manicurist table
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- Please see the last page of this catalog for more info.

## Physical and Safety Demands of the Profession

The institution educates students on the following physical demands essential to the beauty industry. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate. Students must understand that as part of the program, there may be other necessary physical and safety requirements. If you require a

reasonable accommodation to perform these demands, you must direct a written request with documentation, to the manager prior to enrollment.

Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

To ensure continued success, students will need to continue to learn new and current information related to skills, trends, and methods for career development. Students will be required to stand for long periods of time and perform precise work with arms and hands in a raised manner. Students must be able to physically and verbally interact with clients and staff. Students must have the ability to maintain work areas and sanitize all implements, towels and sheets that may have been used during a service. Individuals must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with people and have the ability to utilize basic analytical skills to determine safe and proper use of implements and/or tools, products, disinfection specifications, and able to follow patrons' instructions.

Students must have the skills to learn and ultimately be able to perform the following:

- Evaluate, wet, shampoo, comb, sculpt, cut, braid and dry the clients hair and/or scalp
- Evaluate, clean, file, buff, clip, massage and apply polish to a client's nails
- Evaluate a client's hair color to determine a course of action to achieve the desired result
- Evaluate, apply product and massage a client's face, hands, arms, feet and leg below knee
- Evaluate, test temperature, apply and remove wax
- Evaluate and apply product and makeup to a client's face
- Evaluate clients skin and nails

## COSMETOLOGY PAYMENT INFORMATION

Students requiring loans may seek out a private personal loan.

Registration:	\$100
Tuition:	\$7,700
Books:	\$1341.50
Supply/Kit:	\$858.50 (including tax)
Total Tuition:	\$10,000

## ESTHETICS PAYMENT INFORMATION

Students requiring loans may seek out a private personal loan.

Registration:	\$100
Tuition:	\$5,000
Books:	\$400
Supply/Kit:	\$500 (including tax)
Total Tuition:	\$6,000

*Registration fee, books/kit fees are non-refundable.*

## PAYMENT OPTIONS

Cash, credit card, or money order, certified check, and TFC Tuition Financing.

Any payments made by credit cards, there will be a 3% fee added.

Please ask the Admissions department for information on TFC Tuition Financing.

## Other Charges

- Extra Instructional Charges: School will charge additional tuition for hours remaining after the calculated contract ending date stated on the enrollment contract at the rate of \$10.00 per hour, or any part thereof, payable in advance until graduation.
- The student will be charged to replace books/kit items.

# FACULTY AND STAFF

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert educators with an abundance of in-salon, editorial and business-related knowledge. Each instructor has a broad understanding of cosmetology, our curriculum and the standards we set for students and educators. Our instructors also have a caring attitude, love of learning and a desire to make a difference in your life.

All school directors and teachers hold current New York State Cosmetology and Teaching Licenses.

## School Owner:

**Beauty Culture Academy LLC. 233 Stobe Avenue Staten Island, New York 10306**

<b>Staff Name</b>	<b>Title</b>
Vincent Gerwer	Owner/Director
Patricia Gerwer	Director
Robert Joseph	Admissions Director
Charles Milo	Director/ Cosmetology Day Teacher
Caroline Trombetta	Cosmetology Day Teacher
Desiree Cowhig Caserta	Cosmetology Day Teacher
Lisa Tenneriello	Cosmetology Evening Teacher
Linda Buttacavola	Esthetics Teacher

## Agents

Vincent Gerwer  
Patricia Gerwer

## Beauty Culture Academy is Governed By:

The New York State Education Department  
Room 560, Education Building Annex  
89 Washington Ave  
Albany, NY 12234  
Tel: 518-474-3969

## Beauty Culture Academy is in Candidate Status of Accreditation and has applied for Initial Accreditation with:

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
[www.naccas.org](http://www.naccas.org) or (703)600-7600

## **Termination of Enrollment**

Beauty Culture Academy may terminate a student's enrollment for noncompliance with any school policy or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student or employee of the school; failure to maintain Satisfactory Academic Progress; willful destruction of school property; theft or any illegal act; engaging in the use, manufacture, distribution, possession or sale of drugs or alcohol on school property.

A student may be terminated at the discretion of School Director if it is deemed necessary to maintain the general objectives of the school.

## **Disciplinary Probation and Suspension**

A student may be suspended from class for the day for any infraction of the Professional Guidelines. A student may be placed on disciplinary probation for a specific time for any infraction of the Guidelines. If the problem is not corrected the student may be placed on suspension for a specific time frame. Suspension time missed will not be included in the student's scheduled attendance percentage nor will the student incur additional charges due to this period of suspension. The student's contract and maximum time frame will be extended for the same amount of days the student was on suspension. Make-up hours do not apply to suspensions.

## **Complaint Procedure Guidelines**

Our staff is willing to resolve any problems our students may encounter during their education here. In some cases, students may feel the instructor did not answer a concern to their satisfaction. If they feel they did not receive a satisfactory answer, they should follow the procedure below:

1. Write a complaint and submit it to the school Director. Outline the nature of the complaint and the steps taken to date.
2. The Director will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, we will refer the complaint to a committee for review.
3. The complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed a letter is sent outlining required additional information.
4. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or provide information indicating the allegations were not warranted or based on fact.

We feel that all problems can be resolved through our school's complaint process. If students still believe, after exhausting the school grievance policy that their complaint is valid and wish to pursue the matter further, this procedure does not in any way limit a student's right to exercise their legally protected rights to take any complaint to the State Education Department or the school's accrediting agency. Contact information may be found elsewhere in this catalog.

## **New York State Complaints Procedure**

All complaints must follow the official complaints procedure. Please see the current edition of the Disclosure pamphlet for full instructions. Any student who believes he/she has been subjected to or affected by any such harassing and/or discriminatory conduct should report it to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the harassing and/or discriminatory conduct, in which case the complaint should be directed to the school director) so the supervisor may investigate and attempt to resolve the matter.

## **Corrective Action Policy**

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of the school policies and guidelines, corrective action will be taken. Students must understand that any infraction of the Professional Guidelines, General Policies or Enrollment Agreement could result in any of the following corrective actions. A student may be provided with a written warning for any infraction of the Professional Guidelines.

## **Disclosure Statement**

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

## **Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment the following refund policy 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.

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for
  - the non-refundable registration fee plus
  - the cost of any textbooks or supplies accepted plus
  - Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

All refunds are based on scheduled hours. The following schedule of tuition refund will apply:

Cosmetology Program Refund Policy:

Full Time Schedule 29 Weeks - 4 Quarters of 8 weeks

Part Time Schedule 50 Weeks - 4 quarters of 13 weeks

Esthetics Program Refund Policy: 50 Weeks – 4 quarters of 13 weeks

The following schedule of tuition refund will apply:

First Quarter

<b><i>If termination occurs</i></b>	<b><i>School may keep</i></b>	<b><i>Student Refunds</i></b>
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%

(b) Subsequent Quarters

<b><i>If termination occurs</i></b>	<b><i>School may keep</i></b>	<b><i>Student Refunds</i></b>
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
After the third week	100%	0%

- ✓ The cancellation date will be determined by the last date of attendance.
- ✓ If a student on an approved leave of absence does not return on the designated return date, they will be terminated and the refund schedule above will apply.
- ✓ Enrollment time is defined as the time scheduled between the actual starting date and the date of the student's last day of physical attendance at the school. Any monies due the applicant or student shall be refunded within 45 days of the formal cancellation date as defined above, or formal termination by the school, which shall occur no more than 30 consecutive calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the dates, when the student notifies the institution that they will not be returning on the documented return date.
- ✓ Student must notify the Director either in writing or orally, of intent to withdraw.

## ***Information for Students***

### **Student Rights**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

#### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational

program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

## **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two

years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

## **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of

the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.