

Hair Arts Institute  
15001 North May Avenue, Suite D  
Oklahoma City, OK, 73134

Catalog revised as of February 2022; Volume 1

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\*For the purpose of this catalog, Hair Arts Institute will also be referred to as “The School” or “School”.

## **Mission Statement**

Hair Arts Institute is committed to innovative education, as a way of developing the skill-sets necessary for our graduates to successfully pass the State Board Examination of their chosen discipline, and to secure gainful employment in the Hair Design and overall Beauty Industries.

## **Accreditation, Licensure, and Affiliations**

Hair Arts Institute is licensed by The Oklahoma State Board of Cosmetology and Barbering.

Contact Information:

2401 23<sup>rd</sup> Street, Suite 84  
Oklahoma City, OK 73108  
Phone: (405) 521-2441

Hair Arts Institute is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Contact Information:

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

\*Our Barber program is approved for Title IV Funding by the U.S. Department of Education. Our Cosmetology program is in the application process currently waiting for funding approval.

Contact Information:

<http://www.ed.gov>

## **Ownership Information**

Hair Arts Institute is owned and operated by Hair Arts Institute, LLC.:

Mr. Rick Bennett	Owner/Corporate Officer
Mr. Greg Welchel	Owner/Corporate Officer
Mr. Mark Wood	Owner/Corporate Officer

## **Administrative Staff & Faculty**

Rick Bennett	School Director, Educator
Greg Welchel	Educational Director
Lacey Dillard	Admissions Director
Mysti Robertson	Educator
Rossi Haven	Educator

## **Non-Discrimination Policy**

The Hair Arts Institute does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, color, ethnic origin, creed, religion, sex, financial status, or area of origin or residence.

## **Space & Facilities**

The Hair Arts Institute facility reflects the philosophy of our hair design, clean lines, modern styling, organic materials, with attention paid to detail and function. All efforts are made to maintain the educational environment, while mimicking a real-life professional service environment. Our facility provides over 3,100 square feet and includes a salon floor with student workstations, a large classroom, a student breakroom, and administrative offices. Every effort is made to equip the facility with the current tools and implements used in fully functional professional service facilities.

## **Admissions Requirements**

The Hair Arts Institute does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, color, ethnic origin, creed, religion, sex, financial status, or area of origin or residence nor does the school actively recruit students already enrolled in or attending another institution offering similar programs. The school requires that each student enrolling in the Barber or Cosmetology program must complete an Application for Enrollment. Prior to starting classes, all Students must:

1. Provide proof of age (minimum 16 years of age)
2. Provide proof of a High School Diploma, GED, or Valid Home School Certificate/Diploma (The policy is to validate home school diplomas/certificates with the regulations set forth by the state in which the student completed the education). The school reserves the right to request HS transcripts.
3. In the case of foreign credentials, evidence of verification performed by a qualified outside agency must be provided. Verification includes all documents translated into English and confirmation of academic equivalence to a U.S. Highschool Diploma (example: Worldwide Education Consultant Services, Inc.).
4. Pay the applicable registration fee which is refundable if the applicant is rejected.
5. Register with the State Regulatory Agency and pay the required fee of \$5.00 that may not be refunded and is only accepted in the form of a money order payable to the Oklahoma State Board of Cosmetology and Barbering.

Hair Arts Institute does not admit "Ability to Benefit" Students.

## **Transfer Policy**

If the prospective Student is a transfer or returning student, they must meet the following additional criteria:

- If he/she is transferring hours from another School, Hair Arts Institute will accept up to 1200 hours and he/she will be asked to request a transcript from the previous institution. Tuition and hourly credit will be allowed as verified by the transcript.
- If the prospective Student is transferring instructional hours from a school in another State, the instruction provided must be recognized and accepted by the State Board of Cosmetology and Barbering toward the course offered by Hair Arts Institute.
- Transfer Students will not be allowed to enroll until they have officially terminated their enrollment at their previous School. Tuition and hourly credit will be allowed as verified by the transcript.
- Tuition charges will be prorated for the remainder of instruction hours needed to complete the

course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly.

Any and all previous tuition balances must be tenured before being allowed to re-enroll and/or complete remainder of required hours.

The School will administer a scholastic evaluation to Students wishing to transfer to the School or require the transfer Student to enter Beginners. Based on the test results, if applicable, the School may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the State Regulatory Agency. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program of study at the time of enrollment, plus the applicable registration fee. Transfer Students will be required to meet kit requirements required by Hair Arts Institute. Contact the School administration office for applicable kit prices. All transfer and re-entry Students must be properly registered with the State Regulatory Agency.

### **Re-Entry Policy**

Former Students of Hair Arts Institute who wish to re-enter, must request approval from the School administration. Students who have previously withdrawn from a particular program, or were terminated, may be readmitted, or reinstated to the program, depending on the circumstances associated with their withdrawal/termination. Depending on the length of time that has passed, the student may have to undergo a skills assessment to determine the amount of information retained during their absence. These instances are examined on a case-by-case basis. Information regarding this process is available through the School Director. The request will be reviewed, and a decision made within 30 days of the request. The student will be responsible for any balance owed previously.

Students who re-enter may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Re-entry Students who did return their complete kit, text and other issued items upon withdrawal may be required to provide all such items at their own expense. Books and Student training kits may be purchased from the School if the Student desires.

Finally, students re-entering any program will return under exactly the same status scholastically (including SAP Status), as when they left the program.

### **Scholarship Policy**

Hair Arts Institute may accept the award of certain scholarships in the payment of a student's cost of attendance. A list of what scholarships may be available to the student is available in the Admissions Office. Many of the scholarships have different requirements in order to qualify, so please check with the Admissions office for that list, and the associated requirements for each.

### **Course Offerings**

Barber	Offered in English Only
Cosmetology	Offered in English Only

**BARBER – 1500 CLOCK HOURS** (Full-Time: 35 Hours Per Week, Part-Time: 21.5 or 15 Hour Per Week)

DESCRIPTION: The Primary purpose of the Barber course is to train the student in the basic manipulative skills,safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barbering or related career path.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board Exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers,field trips, projects, activities, and other related learning methods are used for program delivery.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

<u>HOURS</u>	<u>SUBJECT – UNIT</u>
75	SAFE WORK PRACTICES AND INFECTION CONTROL
20	LICENSING LAWS
100	SALESMANSHIP AND JOB SEARCH
100	SHOP MANAGEMENT
35	HISTORY OF BARBERING
40	FACIAL MASSAGE AND TREATMENT
555	HAIRCUTTING AND STYLING
25	ELECTRICITY AND LIGHT THERAPY
15	CHEMISTRY
35	PROPERTIES AND DISORDERS OF SKIN, SCALP AND HAIR
60	HAIR AND SCALP TREATMENT
40	CHEMICAL HAIR RELAZING AND SOFT CURL PERMANETS
35	MEN’S HAIRPIECES
5	SHAVING
15	MUSTACHE AND BEARD DESIGN
15	BACTERIOLOGY
50	PROFESSIONAL IMAGE
40	ANATOMY
70	IMPLMENTS, TOOL AND EQUIPMENT
150	HAIRCOLORING
<u>20</u>	<u>PERMANENT WAVING</u>
<b>1500</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the State Licensing Board for examination.

**REQUIRED PRACTICAL EXPERIENCES:** Practices may be completed on manikins, models, or clients. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated at satisfactory or better.

**GRADING POLICY:** Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

**WRITTEN/PRACTICAL GRADING SCALE:**

E	Excellent	90% - 100%
VG	Very Good	80% - 89%
G	Satisfactory	75% - 79%
F	Fail/Unsatisfactory	74% & below

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes are available to support the program of study and supplement the Students' training. Students should avail themselves of the opportunity to use these extensive materials.

**COSMETOLOGY – 1500 CLOCK HOURS** (Full-Time: 35 Hours Per Week, Part-Time: 21.5 or 15 Hour Per Week)

**DESCRIPTION:** The Primary purpose of the Cosmetology course is to train the student in the basic manipulativeskills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career path.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board Exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers,field trips, projects, activities, and other related learning methods are used for program delivery.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and thefundamentals of business management applicable to the program.

<u>HOURS</u>	<u>SUBJECT – UNIT</u>
150	GENERAL THEORY
90	MANICURING AND PEDICURING
30	FACIALS
30	SCALP TREATMENTS
60	SHAMPOOING
390	HAIRSTYLING
120	HAIR COLORING
180	HAIRCUTTING AND SHAPING
30	LASH/BROW TINTING AND ARCHING
180	PROFESSIONAL DEVELOPMENT
<u>240</u>	<u>HAIR RESTRUCTURING/PERMANENT WAVING</u>
<b>1500</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the State Licensing Board for examination.

**REQUIRED PRACTICAL EXPERIENCES:** Practices may be completed on manikins, models, or clients. All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated at satisfactory or better.

**GRADING POLICY:** Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

**WRITTEN/PRACTICAL GRADING SCALE**

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G	Satisfactory	75% - 79%
F	Fail/Unsatisfactory	74% & below

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes are available to support the program of study and supplement the Students' training. Students should avail themselves of the opportunity to use these extensive materials.

**Class Start Dates & School Calendar**

Classes begin each calendar week. The actual day will be determined based on the student's selection of a full-time or part-time schedule. Please see an Admissions Representative, or the School Director to find out specific start dates for specific programs, and schedules.

Classes are held throughout the year, with no formal closing period. Official school holidays are:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day

## **Satisfactory Academic Progress Policy**

All students enrolled at Hair Arts Institute are required to meet established requirements for attendance and academics. Satisfactory Academic Progress (SAP) standards apply to all NACCAS approved programs regardless of course, program schedule and/or length. Students will be evaluated using quantitative and qualitative measures to determine if they are making adequate progress towards course completion. The policy is printed in the school catalog and provided to students prior to enrollment.

### **Evaluation Periods**

Satisfactory Academic Progress evaluations will be issued at least twice during the student's course of study. Evaluations are established using an academic year of 900 clock hours and based on scheduled hours completed. SAP evaluations will be executed at the conclusion of each evaluation period and will determine if the student has met the minimum requirements for Satisfactory Academic Progress. Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of their course.

<b>Barber &amp; Cosmetology</b>	<b>1<sup>st</sup> Evaluation Academic Year 1</b>	<b>2<sup>nd</sup> Evaluation Academic Year 1</b>	<b>3<sup>rd</sup> Evaluation Academic Year 2</b>
Full Time – 35 hrs/wk	450 and 13 weeks	900 and 26 weeks	1200 and 35 weeks
Part Time – 21.75 hrs/wk	450 and 21 weeks	900 and 42 weeks	1200 and 56 weeks
Part Time – 15 hrs/wk	450 and 30 weeks	900 and 60 weeks	1200 and 80 weeks

### **Attendance Progress**

For a student to be deemed making satisfactory attendance progress, the student must maintain a minimum attendance average of 75%. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.

### **Academic Progress**

For a student to be deemed making satisfactory academic progress, the student must maintain a minimum Grade Point Average (G.P.A.) of 75%. Grade point average is determined by a combined average of all practical and written examinations. Those students who have not satisfied the school's minimum academic requirements may retake any written or practical examination at the discretion of the School Director. The new grade will become the final grade for that unit of instruction. The grading scale is listed below.

E	Excellent	90% - 100%
VG	Very Good	80% - 89%
G	Satisfactory	75% - 79%
F	Fail/Unsatisfactory	74% & below

### **Maximum Time Frame**

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Students who exceed the maximum time frame will be terminated from the program. The maximum time frame for course completion is listed below.

<b>Program Schedule</b>	<b>Program Length in Hours</b>	<b>Program Length in Weeks</b>	<b>Max Time Frame in Hours</b>	<b>Max Time Frame in Weeks</b>
Full Time – 35 hrs/wk	1500	29	1995	39
Part Time – 21.5 hrs/wk	1500	69	1995	92
Part Time – 15 hrs/wk	1500	100	1995	133

Students who are terminated for exceeding the maximum time frame may apply to re-enroll in accordance with The School’s Re-Entry Policy; however, they may only enroll on a cash pay basis as they no longer qualify for Title IV Funding.

**Determination of Progress**

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. 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 the status of probation. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student’s records and are available for review upon student request.

**Warning**

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive TitleIV funding until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

**Probation**

Students who do not meet Satisfactory Academic Progress requirements following the Financial Aid Warning period, will be deemed not making Satisfactory Academic Progress. Students not making Satisfactory Academic Progress following the Financial Aid Warning period are no longer eligible to receive Title IV funding, unless the student appeals the decision, and prevails upon appeal. Students who prevail upon appeal will be placed in the status of Financial Aid Probation.

Additionally, only students who have the ability to meet Satisfactory Academic Progress standards by the next scheduled evaluation may be placed on Financial Aid Probation. Students who are not considered making Satisfactory Academic Progress by the second evaluation period are subject to dismissal. The institution may elect to place students who are not able to meet the minimum requirements for attendance and academics by the second evaluation on an Academic Plan. The Academic Plan will ensure the student meets Satisfactory Academic Progress standards at a designated point within the maximum time frame. Students who progress according to their academic plan will be considered making Satisfactory Academic Progress and are eligible to receive Title IV funding. If at the end of the Financial Aid Probation period, the student has still not met the minimum requirements for attendance and academics or as established by the academic plan, he/she will be determined as not making satisfactory academic progress and, if applicable, is no longer eligible to receive Title IV funds.

**Re-Establishment of Progress**

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled

evaluation. To re-establish Title IV funding, students must appeal the negative progress determination and prevail upon appeal.

### **Appeal Procedure**

Students who do not meet Satisfactory Academic Progress standards may submit an appeal.

- Students may appeal by submitting a written appeal to the School Director within ten (10) calendar days of the notification of a negative progress determination.
- Students may submit an appeal for reasons which are serious in nature, such as death of a relative, personal illness or injury, or other allowable special circumstances.
- The documentation submitted must include the reasons why the student failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow them to achieve Satisfactory Academic Progress by the next scheduled evaluation.
- Students have the right to make a personal appeal before the School Director in addition to submitting the required written documentation.
- Notification of the school's action, including reasons if the appeal was approved or denied, will be sent directly to the student within ten (10) calendar days of receipt of the appeal.

All appeal documents and results will be maintained in the student's records.

### **Leave of Absence**

Leaves of Absence are defined as an approved interruption of training for extenuating circumstances. A leave of absence has no effect on Satisfactory Academic Progress standards, and the student will return to school in the same progress status as prior to the leave of absence. The leave of absence will extend the student's contract period and maximum time frame by the same number of days as taken in the leave of absence. For more information, please see the Leave of Absence Policy.

### **Interruption/Re-Enrollment**

Students who re-enter the program will re-enter the program in the same attendance and academic status as prior to the withdrawal. All students who re-enter the program will retain their Satisfactory Academic Progress status from their first enrollment until their next scheduled evaluation, regardless of time of withdrawal. Incompletes, withdrawals, repetitions, and noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

### **Transfer Students**

Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Grading Policy**

Tests will be administered and recorded on the student progress report. Student's work will be observed, and progress will be evaluated. The grading scale listed in the Satisfactory Academic Progress Policy will be used. The evaluation of the student's ability and performance will become a permanent part of the student's file. Students have the right to access information regarding their progress. Students will be evaluated for Satisfactory Academic Progress at the check points listed above. In addition, students will be apprised of their academic standing through meetings with their instructor, and SAP Evaluations as

well as Progress Reports will be given to them, and a copy placed in the student file. Students will be given a progress report (not a formal Satisfactory Academic Progress Evaluation) every four to six weeks.

### **Leave of Absence Policy**

Hair Arts Institute allows for students to take a Leave of Absence when extenuating circumstances warrant such an interruption in study, and there is a reasonable expectation that the student will return from the interrupted period. The student must follow this policy and request the leave in writing. In the event that the School Director determines that a student situation does warrant a Leave of Absence, such a Leave will be granted in the following way:

- The application process for a Leave of Absence, as well as required documentation must be submitted for approval to the School Director.
- A student may take up to two Leaves of Absence during the entire length of their course of study. These may be taken together (concurrently), or separately.
- A leave of absence will be granted for a minimum of 14 calendar days and shall not exceed 30 calendar days.
- In the event that a student's situation requires that they use both Leaves of Absence concurrently, such a Leave shall not exceed 60 calendar days.
- Certain circumstances may require a student to initially be approved for one Leave of Absence, but in the end, require additional time. Such extensions shall be requested of the School Director, prior to the expiration of the original Leave of Absence dates.
- Leaves of absence must be applied for in advance unless circumstances prevent it (e.g., an injury due to a car accident), and often are not granted unless the situation warrants it. The request must include a reason, and the student's signature. In the event of these unforeseen circumstances, the school shall determine that the first date of absence (as a result of the accident, etc.) shall be the beginning date of the leave. If the school does not receive the request in advance, the school will document why a student is placed on the LOA, and the final documentation is gathered at a later date.
- If the student is granted a Leave of Absence, neither actual hours, nor scheduled hours continue to accrue.
- No additional charges are incurred by the student as a result of the leave.
- During the Leave of Absence, the student is not considered to have withdrawn, and no refund calculation is performed.
- An LOA extends the contract graduation date of the student by the same number of days taken in the Leave of Absence.
- A contract addendum with the signature and date of the student and the school is used to document the extension.
- If a student takes an unapproved LOA or does not return by the expiration of an approved LOA, the student's enrollment will be terminated, and the student's last day of physical attendance will be used as the withdrawal date for purpose of calculating the refund.

### **Schedule Change Policy**

The Hair Arts Institute allows a student to elect to change their schedule (from part-time to full-time, or the opposite) one time during their enrollment. Should the need arise, the school can elect to initiate further schedule changes if it is in the best interest of the student. Upon processing a schedule change, a new contract end date is calculated, and an enrollment agreement addendum is completed.

## **Levels Of Advisement**

A Student may be advised by Hair Arts Institute administration regarding attendance, academic grades or conduct by any of the following actions:

### Academic Advisement:

Students who are finding it difficult to understand a subject are advised to seek help from their instructor.

### Student Report:

A Student will be given written notification, from the instructor or administrative Staff member of a violation by record on the Advisement Report.

### Suspension:

An immediate out-of-School suspension from Hair Arts Institute can be given in the event that a Student causes extreme disruption during School hours. An out of School suspension will be for a period of up to three (3) days not to exceed two suspensions. A violation of School policy or conduct after a second suspension period may result in the Student's termination from the course.

## **Student Right to Information Policy/FERPA/Releases of Information**

Any student is permitted to review the contents of their file in the Administrative Office of the school. Review must be in the presence of School Administrator, at a time compatible to both the student and the school. The school requires written consent signed by the student before releasing individual student information to third party. Parents or guardians of a dependent minor student may have access to the records of the dependent minor student. The school requires written consent signed by the parents of a dependent minor student before releasing individual student information regarding the dependent minor student. The school can not disclose to a parent if the student is an independent student under IRS laws without the student's written permission. Student records may be released to the Federal Government, State Education Department and NACCAS without the student's consent.

These policies and procedures are in place, in accordance with the Family Educational Rights to Privacy Act (FERPA).

## **Other Services/Referrals**

Hair Arts Institute does not purport to be subject-matter experts in the areas of emotional counseling, drug abuse/addiction, etc. However, should the need arise, the School will make every attempt to make any professional referrals necessary during the student's matriculation.

There is no campus housing available; however, there are apartment complexes located in close proximity of Hair Arts Institute. The Hair Arts Institute does not offer medical or dental services to its Students. The Hair Art Institute offers continuous educational advisements to currently enrolled Students and qualified Graduates. Staff members and Instructors are encouraged to mentor Students for their professional growth. Students who are in need of additional services may be referred to professionals who can assist them. These professionals may be Employees at health facilities, financial consultants, religious leaders/institutions, and social service agent. The Hair Arts Institute Staff members and Instructors are not qualified to provide assistance in these areas.

## Standards Of Professionalism

### REGULATIONS FOR CONDUCT

Students are expected to conduct themselves in a professional manner befitting the industry. High standards of integrity and character are expected. A Student will be asked to leave if their conduct is unbecoming or in discord with any rules of the Hair Arts Institute. Students must treat each other, Staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble making will not be tolerated.

- Students may not disrupt class.
- No children are allowed in the classroom.
- Vulgar or profane language (spoken or written in any form) is not tolerated.
- Sexual Harassment and or other inappropriate behavior is not tolerated. Please notify a staff member immediately should this occur.
- Students are responsible for clocking in and out on time and correctly.
- Students are responsible for the workstation they are assigned and its upkeep.
- No smoking is allowed in Hair Arts Institute or within 10 feet of any entrance.
- Hair Arts Institute is not responsible for lost or stolen items.
- Students must be respectful and treat every customer as an important class assignment.
- It is the responsibility of the Student to ask for an Instructor when needed.
- A student refusing to do work that is assigned to them will be clocked out and sent home.
- Students will wear a uniform of black, white, or combination.

### GENERAL RULES OF APPEARANCE

- Students will not be allowed to clock in unless dressed appropriately professionally and in assigned uniform.
- Shoes must be polished and free of scuffmarks.
- Clothing must be clean and free of tears and stains.
- Students must practice good hygiene at all times.
- *Play days*: A *dress play* day may be declared for special occasions such as Halloween, Mardi Gras, etc. Rules established by the administration must be adhered to and aprons must be worn while performing guest services.

### DRESS CODE

- Black, white, grey or combination.
- Appropriate footwear.
- No denim jeans; black, grey, or white jeans acceptable.
- No shorts (rompers included), no crop tops.
- Hair is to be neat and clean.

### STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success. All Students must:

- Attend all classes according to the assigned schedule including theory classes even if all required

tests are completed. Students in non-attendance for 14 consecutive days will be terminated from the program and an Un-Official Withdrawal will be processed.

- Students are allotted 10% for excused absences and should maintain a 90% attendance while in school.
- Arrive for all classes on time.
- Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the Student's responsibility to contact the Instructor regarding makeup exams.
- Notify the school via phone call or voicemail before starting hours prior to an absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled. Three no calls or no shows at contracted times will result in suspension.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others.
- Obtain permission from a Staff member to leave the facility for any reason other than lunchtime and closing.
- Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
- DO NOT smoke, chew gum, eat or drink except in the designated areas. Do not smoke, congregate, or loiter anywhere at the front of the building.
- Comply with scheduled lunch breaks. Students must clock out for lunch at a time approved by an Instructor.
- The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow Students, clients, and Instructors, please notify the School if you are not returning from lunch.
- DO NOT perform any services on clients until successful completion of a Phase I training.
- Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to the School and Staff.
- Follow all State laws and regulations at all times during School hours.
- Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. A staff member must evaluate daily assigned sanitation duties before clocking out each day. State Board regulation requires all Students to follow Sanitation rules and practices at all times.
- Discuss only ethical and professional subject matter during School hours and refrain from using profanity.
- Be fair, honest, and never steal; refrain from the willful destruction of property.
- Refrain from having personal visitors to the School. Guests will be asked to leave unless they are scheduled for a clinic service.
- Be involved in curriculum related activities at all times when clocked in. Excessive time in the Student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other Students from training responsibilities.
- Refrain from using the business phone for incoming or outgoing calls without the express permission of a Staff member or at designated times.
- All calls must be made outside of the building (off of the clock) or in the Student break room while clocked out for lunch. In addition to standard disciplinary policies, phones may be confiscated and held until classes end for the day. Please notify family members of the School's phone for

- use in case of emergency.
- Park behind the building only in the designated areas for Student parking. The School does NOT provide parking for its Students. Front of the building parking is ALWAYS reserved for client use. Students may park only in designated areas.
- Students may not bring personal products into the School without permission.
- Know all pricing and service policies of the School and the name, purpose, benefits, procedures and cost of products used.
- Keep all client analysis and service records up to date.
- Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
- Strive to continually upgrade abilities through education and practice.

### **Graduation Requirements & Credentials**

Students must meet the following requirements in the applicable program of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all levels of study, required hours, required tests, practical projects, and assigned guest services.
- Completion of the Program of Study as required by the State Regulatory Agency.
- Complete all required exit paperwork and attend an exit interview.
- Make satisfactory arrangements for all debts owed to the Hair Arts Institute. Upon completion of the program of study and all graduation requirements, a Hair Arts Institute Diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the Graduate will be eligible to pay the required examination fee and file an application for the State-licensing exam. Upon obtaining a valid license, the Graduate may engage in his or her chosen field for compensation.

### **Employment Assistance**

While the Hair Arts Institute cannot guarantee employment for Graduates, assistance in finding suitable employment is provided by posting area job openings. Students also receive classroom training on how to write a resume, completing an employment application and preparing for an effective interview. This is an excellent opportunity for the Student to obtain professional salon exposure, secure future employment and make the transition from School to work with ease.

### **Higher Education After Graduation**

It should be noted that licensed private career schools offer curricula that is measured in clock hours, not credit hours. Certificates of completion, i.e., diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed the 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.

### **Grounds For Withdrawal**

A Student may be Officially Withdrawn at the discretion of Hair Arts Institute at any time; reasons for Official Withdrawal may include but is not limited to: Failing Grades, Conduct, and Attendance. Hair Arts Institute assesses a \$100.00 drop fee.

#### **OFFICIAL WITHDRAWALS**

To officially withdraw from the School, the Student must initiate the withdrawal process by contacting the School Administrator. The School's Cancellation will apply to withdrawn Students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

**UNOFFICIAL WITHDRAWAL**

Termination of a Student is defined as no longer attending, whether by the Student's voluntary withdrawal or dismissal by the School as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy. Unofficial withdrawals are determined through monitoring clock hour attendance weekly, and unofficial withdrawals shall be processed if the student is absent for fourteen consecutive calendar days from the last day of physical attendance.

**Refund Policy**

This refund policy applies to all terminations, for any reason, by either party, including student decision, course/program cancellation, or school closure.

- Applicants not accepted by the school shall be refunded all monies paid to the school.
- If student (or in the case of Student under legal age, his/her parent or guardian) cancels the enrollment in writing within three (3) business days of signing the enrollment agreement, all monies collected by the school will be refunded.
- If a student cancels the enrollment more than three (3) business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100 will be made.
- If a student on an approved Leave of Absence notifies the school that he or she will not be returning from the Leave of Absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence, or the date the student notifies the school that he/she will not be returning.
- Official cancellation occurs when a student notifies the institution of his/her withdrawal or a student is terminated by the school.
- The "formal cancellation date" is determined by the postmark on written notification, the date notification is delivered to the school in person, the date the school terminates the student, or fourteen (14) days after the last day of attendance or the expiration date of an approved Leave of Absence.
- For Students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract) refunds will be based on the scheduled hours as of the last day of attendance, and the following schedule of tuition earned by the school applies:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION EARNED BY SCHOOL</b>
0.01% to 4.9%	20%
5.0 % to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Unofficial withdrawals are determined through monitoring clock hour attendance weekly, and

unofficial withdrawals shall be processed if the student is absent for fourteen consecutive calendar days from the last day of physical attendance.

- The required date of the refund is determined by counting from the date the withdrawal was determined. Any monies due the applicant or student shall be refunded within 30 days of the date of determination 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, and the refund may exceed the amounts listed in this policy.
- If the program is canceled subsequent to a student’s enrollment, and before instruction in the program has begun, the school will either provide a full refund of all monies paid or completion of the program at a later time.
- If the school cancels a program and ceases to offer instruction after student 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 program, or participate in a Teach Out Agreement, or provide a full refund of all monies paid.
- 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 or participate in a Teach Out Agreement.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g., books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal which includes a \$100 withdrawal fee.
- Students will be required to pick up all personal items including kit materials, books, and products within seven (7) business days from the date of withdrawal.

### **Cost of Attendance & Financial Aid Information**

#### **Barber**

Registration Fee:	\$100.00
Tuition	\$18,500.00
Kit and Books:	<u>\$1,000.00</u>
Total Tuition & Fees:	\$19,600.00

#### **Cosmetology**

Registration Fee:	\$100.00
Tuition:	\$18,500.00
Kit and Books:	<u>\$1,000.00</u>
Total Tuition & Fees:	\$19,600.00

\*Payment Methods include Cash, Check, Cashier’s Check, Money Order, Credit Card, or Payment from third-party lender.

### **Extra Instructional Charges**

Once a student reaches their contracted graduation date and has not yet met all requirements in either exams/projects/services, or in actual hours, the student is given a grace period to make up those hours or assignments during which they are not required to pay any extra instructional charges (overtime). That grace period is 10% of the length of the program. Students enrolled in the Barber and Cosmetology

programs have a 150 clock-hour grace period. That is to say that if the student finishes the program by 1650 scheduled hours, no charges will be incurred. Any hours beyond the grace period will be charged at the hourly rate for that respective course. At that point, the institution charges the hourly rate listed in the enrollment agreement.

### **Outcome Rates**

Annually, Hair Arts Institute must submit data to our various oversight agencies regarding “outcomes.” These rates are measured in three areas: how many students enroll in the program, versus how many complete the program (completion); how many students attempt all portions of the State Board Exam, versus how many pass (licensure); and how many students are eligible to be placed for employment, versus how many actually secure employment (placement). Our rates for 2020, as submitted to our accrediting body, are:

	<b>Barber</b>	<b>Cosmetology</b>	<b>All Programs</b>
Completion Rate	87.5%	n/a*	87.5%
Placement Rate	87.5%	n/a*	87.5%
Licensure Rate	71.4%	n/a*	71.4%

\*There were no cosmetology students scheduled to graduate in the calendar year 2020.

### **Grievance Policy**

In accordance with the institution's mission Statement, the School will make every attempt to resolve any Student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in School files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The Student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the complaint occurred and turn in to the School Director.
2. The complaint will be reviewed by the School Director and a response will be sent in writing to the Student within 30 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the Student of continued investigation and/or actions being taken regarding the complaint.
3. Students must exhaust the School's Student Complaint Procedure before submitting the complaint to the State.

### **General Information About This Catalog**

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment, check with the Campus Director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the campus’ teaching personnel and courses/curricula offered. Therefore, it is possible that courses/curricula listed in the catalog may not be approved at the time that a student enrolls at the campus, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the Campus Director to determine if there are any changes in the courses/curricula or the teaching personnel listed in the catalog.