

Academy Of Professional Cosmetology

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2018/2019 Catalog
Classes start monthly



ACADEMY *of professional* COSMETOLOGY



Offering Courses In:

**Cosmetology
Manicure**

**Aesthetics
Instructor**

At the Academy of Professional Cosmetology students are offered the opportunity to learn the principles and modern techniques of cosmetology that can start them on a profitable and rewarding career...

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The Academy is owned and operated by APC Schools, Inc. d/b/a Academy of Professional Cosmetology, an Arkansas company and located within 10 miles of scenic Beaver Lake in the growing urban area of northwest Arkansas. We began in 2011 with the confidence developed through the extensive experience of the managers and instructors many years in the cosmetology industry. All of our staff members are dedicated to providing the very best learning experience available to our students.

The Northwest Arkansas job market is known for its extraordinary growth and is experiencing a shortage of cosmetologists, aestheticians, and manicurists. The U.S. Bureau of Labor projects employment for hairdressers and cosmetologists to grow by 13% by 2022 with an increase of 83,300 jobs available. The school is licensed by the Arkansas Department of Health-Cosmetology Section, 4815 West Markham, Slot 8, Little Rock, AR 72205 ph. 501-682-2168 and began its initial class on June 6, 2011. Copies of the documents related to licensure are on file in the school administrative office and may be reviewed by the students upon request during regular business hours.

The Academy of Professional Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage. Their contact information is:

NACCAS
3015 Colvin Street Alexandria, Virginia 22314
Telephone: 703-600-7600 Fax: 703-379-2200 www.naccas.org

FACILITIES

The Academy of Professional Cosmetology provides modern, spacious (over 8000 sq ft) of climate controlled classrooms and clinic to accommodate over 150 students. All clinic practice is under supervision of the instructors. Academic resources include an abundance of professional material, and digital video equipment. Lunchroom/break areas are available for both students and staff. Several restaurants are located nearby.

MISSION STATEMENT

The Academy of Professional Cosmetology strives to provide our students with the best environment and opportunity to develop skills in the field of Cosmetology Arts and Sciences and other related fields. We must lead by example as our communities become more diversified, we must be all inclusive to our student body, faculty and staff. We aim to be distinctive among our peers in our commitment to our students during their time in our school and continuing throughout their careers.

PHILOSOPHY

Every student who has chosen cosmetology as their career field wants to enjoy that career, not just work at it. Given the right environment, quality equipment, and quality instructors, we believe we can ignite that spark of accomplishment, motivate and lead our students towards a professional, enjoyable career. Students are encouraged to develop creativity and a competitive attitude in their clinical practice while reinforcing their knowledge of the basics of cosmetology.

OBJECTIVES

To provide a well-organized, yet flexible, professional program that meets the need of the student in training. To make sure upon completion of the course the students know the importance of safety and sanitation while also learning effective communication, interpersonal skills and long-term goal setting to ensure a successful career as a licensed cosmetology professional.

CODE OF ETHICS

Academy of Professional Cosmetology maintains honest and fair relations with our staff, students, patrons, state agencies, and other schools. We will utilize appropriate equipment, supplies, and chemicals for use by our students and staff. We will advertise truthfully and are honest with our students and patrons. We will refrain from criticism, which reflects unfavorably towards other schools in our profession. We will not attempt to recruit students already admitted to another school. We will observe all rules and regulation by Arkansas State and national agencies, and keep our instructors current of the latest styles and teaching methods. We will allow no discrimination based on race, color, religion, national origin, sex, disability, ethnic origin, or age.

STAFF

Our staff are professionals. They are friendly, energetic, highly trained, and skilled in the field of Cosmetology and related subjects. They all have extensive backgrounds in cosmetology, which allows them to communicate effectively and relate to the students they are training.

School Administrator: Roger A. Barnes

Supervisor/Instructor/Manager: Sin H. Barnes

Cosmetology Instructor: Jennifer Jewett

Aesthetics Instructor: Tatiana Mitchell

Office Manager: Crystal Swadley

Substitute Instructor: Sara Manning

New classes begin on the first Tuesday of each month. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations. Contact the school office for the exact starting dates. Enrollment is based on a 12 or 15 month period for Cosmetology training, a 5 month period for manicure, aesthetics, and instructor, and a 7 month period for part-time aesthetics. Special conditions may require an alternative schedule based on documented student requirements. Classes are held per the published schedule each week. Class schedule is as follows: Cosmetology has day and night classes. Aesthetics and Manicure are day class only (night class based on demand and availability). Instructor class may include attending both schedules.

SERVICES TO STUDENTS

Students coming to the Northwest Arkansas area may be provided assistance with finding suitable housing, part-time employment, and other living necessities when possible. Administrative office can provide information on organization that may assist students with personal issues that may affect their studies.

At the end of each month the instructors will provide progress reports which include attendance rate, written and practical grades, and financial information.

FOR OUR GRADUATES

We request all our graduates maintain contact with us and help us continually improve our school through feedback. We do maintain contact with our friends in local salons and the owners in the local area in need of Cosmetologists, Aestheticians, and Manicurists. Every student should be aware we give references according to the student's attendance and academics: good student: good reference, fair student: fair reference, etc. However, the school does not guarantee placement under any circumstances. Additional guidance may also be given to help address the individual student needs after graduation, such as resume assistance, job search skills, interview preparation, and overall professionalism. We will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

SECURITY

Students are responsible for the security of their school-issued equipment and personal property. Valuables such as jewelry and excessive amounts of cash should not be brought to school. When clocking out for any reason, each student should secure their property under lock and key at his/her respective station or locker. The school and staff are not responsible for lost equipment or personal belongings.

STUDENT HOURS

Students are required to clock in when arriving for training and clock out when leaving the school for personal reasons. Hours are recorded electronically. All student-acquired time is recorded to the minute. A student may not record time for another student. It is the student's responsibility to ensure their time is recorded properly (mechanical or electronic). Students who cannot be found on the school will be clocked out at the last time they were observed by an instructor.

LUNCHES & BREAKS

Lunch breaks are typically scheduled between 11:00am-1:00pm for a period of 1 hour. Students are scheduled by the instructor on duty. Students who fail to clock out for lunch will have the lunch break recorded by the instructor.

Students are allowed an option of a 30-minute lunch break and 2-15 minute breaks. Students must clock out for all breaks, including coffee, smoking, etc. Students who fail to clock out for break(s) taken will have the break(s) recorded by the instructor. Students are required to clock out anytime they leave the school campus.

SCHOOL HOLIDAYS

We are closed the following nationally recognized holidays: Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day. Students may be excused for individual religious holidays, but these must be designated in writing at the time of initial enrollment. We may also designate additional days as required for special circumstances, such as an orphan weekday associated with a National holiday. Two-week notice will be given in such cases.

INCLEMENT WEATHER

When the school is closed for exceptional inclement weather the announcement will be made via the school Facebook page and the answering system on the school number 479-246-0046. We will try to have a decision made prior to 6:00am the day of class.

STUDENT DIRECTORY INFORMATION

It is your right under federal law, the Family Educational Rights and Privacy Act 20 U.S. -1232 (known as FERPA), to request the school to withhold the release of this information. The designation may be made on your registration form.

Occasionally the school may receive a request from a local salon or business for information on a student. We do not provide your information to the salon or business. We take the relevant information about the job opportunity and post it to the job board in the student break area and on the school Facebook page.

TELEPHONE COURTESY

Cell phone **RINGTONES** must be turned OFF or on vibrate while in school. Phone use is allowed for school activities only. Personal use of cell phones is allowed in the break room or during lunch period. The school phone is reserved for emergency and school business only. Students repeatedly using their phones/taking calls not of an emergency nature may be asked to clock out.

UNIFORM & DRESS CODE

Students are issued a school uniform which includes 2 scrub tops and 1 smock for cosmetology (1 scrub top for aesthetics). Students must wear the school t-shirt daily, along with smock or jacket. Upon entering the school student must be wearing school approved uniform and any type of pants, skirts, capris or shorts-knee length or longer. Jeans may not be cut up, ragged or worn. Shoes must be closed-toe, comfortable, and durable. All students must remember that this is a people business and cleanliness and proper appearance are very important to your career and future earnings potential.

NO facial metal such as tongue studs, eyebrow rings, lip rings is allowed while attending school. Earrings are acceptable.

The instructor has the final authority as what is acceptable. Students whom the instructor deems out of uniform may be clocked out by the instructor and sent home for the proper uniform.

SMOKING

Because of continuing health and legal reasons, smoking is not allowed in any area of the school building or within 20 feet of any entrance to the building.

SANITATION

Proper hygiene and sanitation must be practiced each day in school. Students wearing soiled or improper uniforms or footwear will not be allowed to attend class or work on the clinic floor. Food and drinks are not allowed on the clinic floor. Food and drinks are only allowed in the break room.

ATTENDANCE POLICY

All school programs are clock hour programs. Attendance records are maintained on each student. All absences and partial days are recorded based on your recorded time. Absence from class will prevent you from graduating on time and will incur additional tuition costs in accordance with your contract.

Personal appointments should be scheduled on Mondays when at all possible. In cases of unexpected absence, you are to call in by sign-in time to inform the staff you will be out that day.

Students more than 10 minutes late for their theory class will not be allowed to enter class room to avoid disruption and as a courtesy to the Instructor and students who arrived on time.

EXCUSED AND UNEXCUSED ABSENCE

The school does not recognize excused or unexcused absence in regards to attendance status, either the student is in the school accruing time or not. Students are responsible to make up missed class time as well as missed theory and academics.

Students who miss over 10% of their scheduled program will be charged additional tuition charges as per the student enrollment agreement. These added charges are not covered by Student Aid Programs.

SATURDAY ATTENDANCE POLICY

As stated above students who miss over 10% of their scheduled program hours will be charged additional tuition charges. Students may miss 3 Saturdays (total of 21 hours) that will accrue towards the 10% at a regular rate. Students who miss more than 21 hours of scheduled Saturdays will have double the scheduled hours deducted from the 10% allowance.

Example: Student misses 3 Saturdays, 21 hours are deducted from the 10% the student can miss. Once student misses their 4th Saturday, 14 hours are deducted from the 10% since student exceeded the 3 Saturday allowance. **Every missed Saturday hour after the first 21 missed Saturday hours deducts 2 hours from the 10% allowance.**

ASSIGNMENT MAKE-UP SCHEDULE

Students may make up missed exams following theory class daily, with instructor approval. All missed assignments must be made up within one week of the failed/missed assignment.

***2017 COMPLETION RATES**

A copy of this report is maintained in the administration office and can be viewed during regular business hours.

Official rates for all programs:

Graduation rate: 65.22%

Placement rate: 63.33%

Licensure rate: 100%

Cosmetology rates

Graduation rate: 50%

Placement rate: 70%

Licensure rate: 100%

Aesthetics rates:

Graduation rate: 82.61%

Placement rate: 57.89%

Licensure rate: 100%

Manicure rates:

Graduation rate: n/a

Placement rate: n/a

Licensure rate: n/a

Instructor rates:

Graduation rate: 33.33%

Placement rate: 100%

Licensure rate: 100%

COSMETOLOGY COURSE

1500 Clock Hours

The objective of the course is to train men and women in the field of cosmetology to become well trained professional Cosmetologists and prepare them for licensing by the AR Dept of Health-Cosmetology.

The many job opportunities available include hair stylist, salon or spa owner, management, makeup artist, writer, nail technician, platform artist, salon manicurist, or representative to companies serving the cosmetology field.



Day Class: 8:30am-4:30pm Tuesday-Saturday
35 hours per week

7 hours each day with a 1-hour lunch break

2 optional 15 minute breaks

*8:30am-12:30pm: theory/classroom (first 12 weeks)

*1:30pm-4:30pm: clinic floor

After first 12 weeks:

8:30am-9:30am: theory/classroom daily

9:30am-4:30pm: clinic floor

Night Class is not available at this time

Scheduled length of Cosmetology Course

Cosmetology Day Program: 1500 hours, 35 hrs/wk
 Cosmetology Night Program: 1500 hours, 25 hrs/wk

<u>Weeks</u>	<u>Maximum time allowed</u>	<u>Scheduled Hours</u>
43 weeks		2250
60 weeks		2250

Cosmetology Equipment:

All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Text books and study guides. Lockers are furnished to secure your equipment, as each student is responsible for their own equipment and must replace lost equipment at their own expense. Please bring a small pad lock on your first day of school.

2018/2019 Cosmetology	Course Fee
Academic Year 1 Tuition	\$7,200
Academic Year 2 Tuition	\$1,800
Kit	\$1,100
Books	\$600
Registration Fee	\$100
Student Permit/TC fee	\$25.00
Total	\$13,825

State rules and regulations require that the kit not be removed from the school until the student has completed training or has withdrawn from school AND has paid in full for the kit.

Cosmetology Course Outline

Instructional Methods And Support Materials

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost. These items are NOT required for completion of the course.

References and Texts

The Milady Standard Text Book of Cosmetology, Study Guide, CD Rom, and the State Board exam review book.

Additional books, magazines, videotapes, and computer training programs are available in the instructor's office.

Goals and Objectives

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student know the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.

Course Format

The course is presented through

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)
- » Milady Educational books, library books and magazines.
- » Hands on practical methods

Grading System

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	D	UNSATISFACTORY

BASIC ARKANSAS COSMETOLOGY CURRICULUM REQUIREMENTS: 1500 HOURS

Hygiene and Sanitation	80 Hours: Instructions in sanitation, sterilization, hygiene, lighting and ventilation. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
Related Science	120 Hours: Physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), Physiology and Histology Anatomy, Neurology, Myology and Osteology.
Hairdressing	1000 Hours: cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
Manicuring	100 Hours: the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage
Aesthetics	100 Hours: the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, eyebrow and eyelash dying.
Salesmanship-Shop Management	50 Hours: Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.
Salesmanship-Shop Department	50 Hours: Courtesy, neatness and professional attitude
Theory	5 Hours weekly prorated based on schedule



MANICURE COURSE

Note: This course is not currently not Title IV, HEA eligible.

600 Clock Hours

The objective of the course is to train men & women in the field of cosmetology to become well -trained professional manicurists & prepare them for licensing by the AR Dept of Health-Cosmetology.

Job opportunities include school owner, manicurist, salon manager, or representative to companies serving the cosmetology field.

Scheduled Length Of Manicure Course

	Weeks	Maximum Time Allowed Scheduled Hours
Manicure Day Program: 600 hours, 35 hrs/wk	18 weeks	900

The Academy of Professional Cosmetology has a lenient monthly hours schedule with 10% of the contracted hours added as make up time to accommodate circumstances beyond the control of the student. Because of this the school does not recognize excused versus unexcused absences.

Day Class: 8:30am-4:30pm Tuesday-Saturday

35 hours per week

7 hours each day with a 1 hour lunch break

2 optional 15 minute breaks

*8:30am-12:30pm: theory/classroom (first 4 weeks)

*1:30pm-4:30pm: clinic floor

After first 4 weeks:

8:30am-9:30am: theory/classroom daily

9:30am-4:30pm: clinic floor

2018/2019	Manicure Course Fee
Academic Year 1 Tuition	\$6,000
Books	\$400
Kit	\$960
Registration Fee	\$100
Student Permit/TC fee	\$25
Total	\$7,485

Manicure Equipment:

All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Text books and study guides. Lockers are furnished to secure your equipment, as each student is responsible for their own equipment and must replace lost equipment at their own expense. Please bring a small pad lock on your first day of school. The school will provide manikin hand. Practice supplies that the student wishes to use other than that supplied by the school will be at the student's expense

State rules and regulations require that the kit not be removed from the school until the student has completed training or has withdrawn from school AND has paid in full for the kit.

Manicure Course Outline

Instructional Methods And Support Materials

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost. These items are NOT required for completion of the course.

References and Texts

The Milady Standard Text Book of Manicuring, Study Guide, CD Rom, and the State Board exam review book. Additional books, magazines, videotapes, and computer training programs are available in the instructor office.

Goals and Objectives

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student know the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.

Course Format

The course is presented through

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)
- » Milady Educational books, library books and magazines.
- » Hands on practical methods

Grading System

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	D	UNSATISFACTORY

BASIC ARKANSAS MANICURE CURRICULUM REQUIREMENTS: 600 HOURS

Health, Sanitation, and Infection Control	75 Hours identifying diseases and disorders of the nails, infection control and sanitation, disinfection, universal precautions, regulations
Health Related Sciences	75 hours nail structure and growth, anatomy of the hands and feet, basics of chemistry
Manicuring and Pedicuring	200 Hours nail shape and growth, basic manicure, oil manicure, wax treatment, arm massage, spa manicure, pedicure and tools, foot massage, beyond basic pedicures
Advanced Nail Technology	200 Hours acrylic nails (methacrylate), nail enhancements, odorless nail products, colored acrylic powers, UV Gel nails and removal
Career Development	50 Hours preparing for licensure, managing money, operating a salon, selling product, working with clients, writing a resume

AESTHETICS COURSE

600 Clock Hours

The objective of the course is to train men and women in the field of cosmetology to become professional aestheticians and prepare them for licensing by the Arkansas Department of Health- Cosmetology. The many job opportunities available include aesthetician, skin specialist, eyebrow and lash service, school owner, or representative to companies serving the cosmetology field.



Scheduled Length Of Aesthetics Course

Full-times Day Program: 600 hours, 35 hrs/wk
 Part-time Day Program: 600 hours, 21 hrs/wk

Weeks	Maximum time allowed scheduled hours
18 weeks	900
29 weeks	900

**Full Time Day Program: 8:30am-4:30pm
 Tuesday-Saturday
 35 hours per week**

7 hours each day with a 1-hour lunch break
 2 optional 15 minute breaks
 *8:30am-12:30pm: theory/classroom (first 4 weeks)
 *1:30pm-4:30pm: clinic floor

After first 4 weeks:
 8:30am-9:30am: theory/classroom daily
 9:30am-4:30pm: clinic floor

**Part Time Day Program: 8:30am-4:30pm
 Wednesdays, Fridays, and Saturdays
 21 hours per week**

7 hours each day with a 1-hour lunch break
 2 optional 15 minute breaks
 *8:30am-12:30pm: theory/classroom (first 8 weeks)
 *1:30pm-4:30pm: clinic floor

After first 8 weeks:
 8:30am-9:30am: theory/classroom daily
 9:30am-4:30pm: clinic floor

2017/2018	Aesthetics Course Fee
Academic Year 1 Tuition	\$6,000
Books	\$475
Kit	\$1200
Registration Fee	\$100
State Permit/TC fee	\$25
Total	\$7,800

Aesthetics Equipment: All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Text books and study guides. Lockers are furnished to secure your equipment, as each

student is responsible for their own equipment and must replace lost equipment at their own expense. Please bring a small pad lock on your first day of school.

State rules and regulations require that the kit not be removed from the school until the student has completed training or has withdrawn from school AND has paid in full for the kit

Aesthetics Course Outline

Instructional Methods & Support Materials

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost. These items are NOT required for completion of the course.

References and Texts

The Milady Standard Text Book of Aesthetics, Study Guide, CD Rom, and the State Board exam review book. Additional books, magazines, videotapes, and computer training programs are available in the instructor office.

Goals and Objectives

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student know the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.

Course Format

The course is presented through

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)
- » Milady Educational books, library books and magazines.
- » Hands on practical methods

Grading System

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	D	UNSATISFACTORY

BASIC ARKANSAS AESTHETICS CURRICULUM REQUIREMENTS: 600 HOURS

Chemistry	40 Hours	define chemistry and its branches, explain matter and it's structure, understand acid, alkaline, and pH
Physiology	35 hours	functions of the skin, skin layers, collagen and elasticity, glands of the skin, effects of hormones on the skin, how skin ages
Bacteriology & Sanitation	35 Hours	state laws and rules, differences between cleaning, disinfecting, and sterilizing, types of disinfectants
Intro. to Skin Care	45 Hours	skin types, skin conditions, healthy habits for skin
Skin Care	150 Hours	healthy skin habits, treatment contraindications, causes of skin conditions
Makeup	50 Hours	cosmetic color theory, warm and cool colors, different cosmetics and uses, makeup products
Eyebrows and Lashes	40 Hours	artificial lashes, eyelash waxing, arching
Hair Removal	40 Hours	hair morphology, growth cycle, methods of removal, temporary hair removal, waxing techniques
Safety Precautions	20 Hours	
Personality Development	20 Hours	proper business protocol, face to face client interactions, diplomacy,
Management	20 Hours	managing money, assets, scheduling, clients
Salesmanship	15 Hours	selling products in the salon, managing inventory, building clientele
State Laws & Rules	10 Hours	state laws, rules, and regulations applicable to the field
Testing Evaluation	15 Hours	
Instructor's Discretion	65 Hours	

INSTRUCTOR COURSE

Note: This course is not currently not Title IV, HEA eligible.

600 Clock Hours

The objective of the course is to train selected men and women in the field of cosmetology to become professional instructors and prepare them for licensing by AR Dept of Health-Cosmetology.

The many job opportunities available include school cosmetology instructor, platform artist, school owner, or representative to companies serving the cosmetology field.



Scheduled Length Of Instructor Course

The instructor program is 600 clocked hours. Student instructors are normally scheduled 8 hours daily, which may occur on a flexible schedule including both day and evening class hours between 8:00am and 10:00pm. Because of continuing student activity demands the Instructors Course has unscheduled starting dates.

The school has additional built in makeup time to accommodate circumstances beyond the control of the student as well as additional holiday closures. Because of this the school does not recognize excused versus unexcused absences. Because of the infrequent schedule of enrollment in this course and the additional one on one instruction by the school instructors, students desiring to take this course must discuss enrollment with the school administrator to ensure the scheduling and required theory classes will not be in conflict. The decision to enroll the student is reserved for the school.

The school administrator may approve selected students for a work scholarship as payment for the course.

Scheduled Length Of Instructor Course

	Weeks	Maximum Time Allowed Scheduled Hours
Instructor Program: 600 hours, 20 weeks, 30 hrs/wk	20 weeks	900

Admission Requirements for INSTRUCTOR COURSE

Applicants must have a high school diploma or GED certificate. An Arkansas Cosmetology License issued by the Arkansas Department of Health-Cosmetology and legal photo identification is required. Applicant must be 21 years old.

2017/2018	Instructor Course Fee
Academic Year 1 tuition	\$6,000
Books	\$220
Registration Fee	\$100
State Permit	\$25
Total	\$6,345

Instructor Course Outline

Instructional Methods And Support Materials

Daily utilization of training program materials: Laser Discs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost. These items are NOT required for completion of the course

References and Texts

The Milady Standard Text Book for Instructor Course, Study Guide. Additional books, magazines, videotapes, and computer training programs are available in the school library.

Goals and Objectives

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student know the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career.

Course Format

The course is presented through

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white boards.)
- » Milady Educational books, library books and magazines

Grading System

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

- » 93 - 100 A EXCELLENT
- » 85 - 92 B VERY GOOD
- » 75 - 84 C SATISFACTORY
- » 74 and BELOW D UNSATISFACTORY

BASIC ARKANSAS INSTRUCTOR CURRICULUM REQUIREMENTS: 600 HOURS

Preparatory Training	50 Hours teaching of theory and practical operation, selecting subject matter for class, preparing lectures, conducting a review of subjects taught, grading exams, demonstrating practical operations, and teaching practical operations
Class Attendance	100 hours accurately recording attendance for each class daily, maintain records
Conducting Theory Class	50 Hours conducting daily theory classes for students, while under the supervision of a licensed instructor
Conducting Practical Class	300 Hours conducting daily practical classes for students
Maintaining Student Records	100 Hours accurately maintain student academic files, including exam papers, essays, reviews, and other documents

ADMISSION REQUIREMENTS

Academy of Professional Cosmetology is an equal opportunity employer and follows the same policies in accepting applications from potential students. Academy of Professional Cosmetology is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Arkansas Department of Health-Cosmetology Section and National Accrediting Commission of Career Arts and Sciences.

To be eligible for admission the student must meet the following requirements.

To enroll in any course a student must

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also be able to provide proof of appropriate educational requirement such as;
 - 1) High school diploma
 - 2) Homeschooling
Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.
 - 3) Foreign High School diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
 - 4) Recognized equivalents of a high school diploma- The Department of Education recognizes several equivalents to a high school diploma:
 - A GED certificate;
 - A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are not included in this qualifying category);
 - Ability to Benefit (ATB)- the Academy of Professional Cosmetology does not accept Ability to Benefit (ATB) students.

The school grants credit for previous training under very limited conditions and shortens the course accordingly provided the Arkansas Department of Health-Cosmetology section certifies the hours. As stated above all hours attempted count whether or not they are accept toward the 143% Quantitative requirements for Title IV, HEA funding.

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 180 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Course Specific Admission Requirements

Note: Instructor course is not currently Title IV, HEA eligible.

Instructor Training – Only

- Students must have previously obtained licensure in the field in which they wish to teach
- Be at least 21 years of age

PAYMENT TERMS AND CONTRACT COSTS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in the enrollment agreement. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans. Students who leave the school with an outstanding delinquent contract balance will be required to pay all applicable collection and account fees.

INSTITUTIONAL CHARGES

Students are advised that the school fees and additional charges are the responsibility of the student in accordance with the student's contract. All student accounts are maintained in accordance with Federal and State laws.

A student who does not complete his/her course by the "contract ends" date listed on the contract will be responsible to pay the additional institutional charges of \$7 per hour for each hour required to reach the contracted required hours, including the theory hours required for graduation (180 theory hours for cosmetology, 100 theory hours for aesthetics and manicure). This timeframe must remain within the maximum timeframe of 143% completion for the program. Over contract charges are not covered by Title IV funds.

ADDITIONAL CHARGES

The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 180 days after termination, of \$100. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$7 per hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. Students may also switch from day program to night program for a \$100 administrative fee, a change to schedule will only be allowed if the School administrator determines that a position is available and the request is made in writing with a justifiable reason.

GRADUATION REQUIREMENTS (for all courses)

Students must complete the appropriate curriculum and clock hours as required by the state of Arkansas, which may include hours previously acquired and approved by the state of Arkansas Department of Health-Cosmetology. Student must successfully complete all phases of study, required tests, practical assignments; passed a final examination; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Failure to attain a 75% average or pass the final exam may require remedial training of 150 hours. The final exam must be passed prior to receiving a graduation certificate and attempting the Arkansas Department of Health-Cosmetology Examinations.

STATE EXAMINATIONS (for all courses)

The practical examination is held at the Arkansas Department of Health-Cosmetology section testing site in Little Rock, AR. After the students completes all graduation requirements and has paid all remaining charges-or made financial arrangements with the school regarding any balances-the student will then complete an application for examination by the Arkansas Department of Health-Cosmetology section. A certificate of graduation is provided by the school demonstrating that the student has successfully completed his/her required hours of training and all curriculum requirements. The school will also certify that the student tuition has been paid in full or that other financial arrangements have been made.

A money order or check for \$65 must be supplied by the student and made out to the Arkansas Department of Health-Cosmetology section. The funds must accompany the application to cover the cost of the examination. The student will be notified of the test date, and information will also be provided to the student about scheduling the written examination. The student may also check the student "CIB" (candidate information bulletin) regarding the steps to schedule the written exam.

WITHDRAWAL POLICY

Official Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Admissions Office or School Administrator in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Academy of Professional Cosmetology records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Occurs on the day that the student fails to attend class for 14 continuous calendar days, unless the student has been granted a Leave of Absence. If a student fails to show up for class for 14 continuous calendar days without notifying the school of his/her absence the school will determine that the student is an “unofficial withdrawal”. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every 30 days.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the student’s enrollment agreement.

Termination

Any student who fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Academy of Professional Cosmetology contractual agreement, will be subject to termination and considered to have been officially withdrawn.

RE-ENTRY

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 180 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. 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.

Satisfactory Academic Progress Policy

This institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government’s Title IV financial aid programs. These standards apply to all students, regardless of the source of the student’s funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

- » All students must maintain a cumulative academic average of “C” (75% or better for all Academy of Professional Cosmetology programs)
- » All students are held responsible for regular and punctual attendance.
- » All students must complete the program within 143% the scheduled length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours scheduled.
- » Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be unofficially withdrawn. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days are encouraged to request a Leave-of-Absence.

- » In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

Academic Year Definition

Academy of Professional Cosmetology's academic year is defined as, 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual) hours
Aesthetics	300 clocked (actual) hours
Manicure	300 clocked (actual) hours
Instructor	300 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 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.

TITLE IV Maximum Time Frame Quantitative Requirements

The maximum time allowed for students to complete each course at satisfactory academic progress is 143% of the program length for the current total contracted hours. An approved Leave of Absence will extend the student's contract end date and maximum time frame by the same number of days in the approved Leave of Absence.

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.

Academic Progress Evaluations Qualitative Requirements

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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. 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 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments within one week of the failed/missed grade. Numerical grades are considered according to the following scale:

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	D	UNSATISFACTORY

Determination of Progress Status

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

Warning

Students who fail to meet minimum requirements 70% cumulative attendance and 75% Cumulative GPA for attendance and academic progress at a scheduled evaluation will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the evaluation period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Financial Aid Suspension Status and may be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. **Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.**

The student must submit a written appeal to the school administrator on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information must include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed and a decision will be made and reported to the student within 10 calendar days. The appeal and decision documents will be retained in the student file.

If the student is granted an appeal they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP. Note the appeal has been granted for one payment period only. The School Director will notify the student in writing of the decision and all decisions are final.

Probation Status

A student placed on Probation may receive Title IV, HEA programs funds for one payment period only. Any student that prevails upon the appeal process shall be placed on probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this probation period.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

If the student is not granted a Probation they will not be eligible for Title IV, HEA funding, if applicable, for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

Requirements for the Academic Improvement Plan

- » Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.

- » Maintain an 80% Cumulative GPA (The higher grade point is required to raise the standard to help the student make up for areas that may have been previous lacking.)
- » Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- » Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- » The academic improvement plan will be monitored by the school administrator and school manager
- » The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.
- » Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

Re-establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

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

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

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

Credit for Previous Training

The school grants credit for previous training under very limited conditions and shortens the course accordingly provided the Arkansas Department of Health-Cosmetology section certifies the hours. As stated above all hours attempted count whether or not they are accepted toward the 143% Quantitative requirements for Title IV, HEA funding.

Leave of Absence

A student may be granted a leave of absence for emergency circumstances beyond the control of the student. A leave of absence is granted with the reasonable understanding that the student will return from the leave of absence. The approved leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave and the institution will not assess the student any additional institutional charges as a result of the leave of absence. The leave must be no less than two weeks and the approved reason must be documented. The leave of absence must be requested and approved in writing from the school manager or administrator prior to the leave of absence. A student who is granted an LOA is not considered to have withdrawn and no refund calculation is required at that time. A leave of absence will not be granted within the first 30 days of enrollment, except for a death in the immediate family or a major medical problem. Emergency leave of absence without prior written request may be granted by telephone provided the student contacts the school administrator or admissions office within 5 days and completes the leave of absence form and returns it to the school via mail or in person. Only one leave of absence is allowed in a twelve-month period. In addition, the maximum time frame is sixty (60) days. Marriage, divorce, vacations and work requirements are not acceptable reasons for a leave of absence. The school administrator must approve any extenuating circumstances. Students failing to return to school the first school day following their

leave will be unofficially dropped from their program. The withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. Expected absence in excess of 60 days will require an official withdrawal from school.

STUDENT ACCESS TO RECORDS

1. Student Records are maintained in a locked filing cabinet. Only the school administrator and authorized personnel have access to the student records.
2. All files are the property of the Academy of Professional Cosmetology.
3. Records of students over 18 years of age are only released to the student unless the student has provided written permission to the Administrator's office to release the records on file. Written permission is maintained in the individual student's file.
4. The Academy of Professional Cosmetology only provides access to student records without written consent to authorized state and federal agencies.
5. Student records of students under the age of 18 are released to the parent and/or guardian of dependent minor student
6. Transcripts are available upon request.
7. Files are kept for a minimum of 7 years.
8. Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc. Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. The request must be made to a staff member or administrator during normal business hours. The student will be granted supervised access to their records within five business days, at a time convenient to both parties.

CONDUCT REPORT, SUSPENSION AND TERMINATION

Courtesy and proper decorum is to be observed in the classroom and on the clinic floor at all times.

Students who have violated school rules will be advised of the situation in writing or terminated in accordance with the school policy for termination. Failure to comply with the school Satisfactory Academic Progress Policy will be a violation of the student's contract with the school and may be grounds for termination.

If a student fails to regain satisfactory progress in attendance or grades he/she may be terminated. Students who are unable to complete their course within 143% of course length because of attendance deficiencies may be terminated. Special circumstances will be considered but the school administrator's decision is final.

Advisory reports are given based on seriousness of the infraction, ranging from first level (less serious) to immediate termination.

FIRST LEVEL OFFENSE

Habitual tardiness
Inappropriate clothing or uniform violations
Foul language/swearing
Arguing with another student or client (whether or not you are right or wrong)

1st offense receives written advisory in student file

Subsequent offenses require student to check out for remainder of school day

SECOND LEVEL OFFENSE

Insubordination
Refusing to comply with a directive by an instructor or school administrator
Refusing a ticket or client service
Disrupting classroom or clinic floor

1st offense student will be sent home for remainder of day

Subsequent offenses will earn a 2-day suspension

THIRD LEVEL OFFENSE

Verbally threatening physical harm to another student or school employee (This includes threats by the student or a member of the student's family or by any person acting on behalf of the student with the student's consent)

1st offense will earn a 1-week suspension

Any further acts shall be cause for termination of the student

AUTOMATIC TERMINATION

Consuming or distributing any alcoholic beverage or illicit drug on the school premises
Stealing
Threatening or having physical contact with the intent to restrain or harm any school employee
Malicious destruction of school property

*The school administrator reserves the right to terminate a student for any reason deemed severe enough to warrant such an action

REFUND POLICY – NOTICE OF CANCELLATION

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

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

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

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and the enrollment agreement

INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES

It has always been in the best interest of Academy of Professional Cosmetology and our students to maintain a friendly and professional environment for our students and employees. Occasionally a situation may occur when a student feels his/her problem has not been taken care of properly. Staff and students are requested to make every effort to resolve disputes informally. In the event it is not solved satisfactorily the following procedures must be followed for filing a complaint.

1. If a student, teacher, or interested party wishes to file a complaint against the school, the complaint must be in writing to the school Administrator and must detail the allegation or nature of the complaint and describe what attempts were made to resolve the complaint. The complaint should also provide a recommended resolution of the problem. Three copies of the complaint must be submitted.
2. Upon receipt of the complaint the school representative will date and sign the first page and a copy is given to the complainant.
3. A school representative will meet with the complainant within 10 days of receipt of the complaint. If after careful evaluation, the problem cannot be resolved through discussion; the complaint will be referred to the school complaint committee, which shall be composed of the school Administrator, the school Manager/Instructor, and one student who has completed at least 800 hours.
4. The complaint committee will review all allegations within 10 calendar days of receipt of the complaint. If additional information is required, a letter will be written outlining the additional requirements and sent to the appropriate individual.
5. Within 14 calendar days following receipt of all pertinent information required by the committee, the complaint committee will act on the allegations and a letter will be sent to the complainant stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact,
6. The complainant has 3 school days to accept or reject the decision. The complainant must write a letter accepting the decision or appealing the decision.
7. If the complainant does not accept the committees' decision and wishes to continue to pursue the complaint, a letter of appeal must be submitted to the school Administrator. The appeal must include a copy of the original complain, a copy of the complaint committee letter, and a written statement describing why the complainant disagrees with the recommended resolution of the problem.
8. The school Administrator will review the appeal and investigate any additional information. The school Administrator will make a written determination and deliver the response to the complainant by registered mail.
9. The Administrators written response to the appeal is the schools final determination. No further appeals will be considered. Complaints must first be submitted to the school but if the complainant wishes to pursue the matter further a complaint must be submitted to The Arkansas Department of Health- Cosmetology Section, 4815 West Markham, Slot 8. Little Rock, AR 72205

VETERANS STANDARDS OF PROGRESS

For a student to be considered making satisfactory academic progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet both minimum academic progress and attendance requirements will be placed on probation. At the end of the probationary period, the student's academic and attendance progress will be re-evaluated. If the student is meeting minimum satisfactory requirements, the student will be determined to be making satisfactory progress and will be considered off of probation.

VA students will be evaluated in accordance with the school's satisfactory academic progress policy and schedule. Students with a minimum of 75% academic average and minimum 70% attendance will be considered making satisfactory progress until the next scheduled evaluation.

Students who fail to meet the minimum standard requirements in either academics or attendance will be determined to not be making satisfactory academic progress and the VA education benefits will be suspended (by the school's certifying official submitting a 22-1999b) effective on the last day of probation.

Reinstatement of VA student's educational benefits:

Once VA students educational benefits have been suspended and after 30 days and the students are meeting the minimum standards of progress, the education benefits will be re-instated by the school's certifying official by submitting a 22-1999.

The school may or may not terminate you from school attendance, but you must meet the minimum standards discussed above in order to receive payment for your VA benefits.

Refunds and Prior Credit

As this School's refund policies and prior credit are in compliance with the requirements of our Accrediting Agency and the Department of Education (Title IV), the standard shall be the same for Veterans.

Be sure to check the requirements for your specific award program.