

## Consumer Information Contents

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## About the School!

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. **The Academy of Professional Cosmetology** is operated by APC schools, Inc. 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 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 for 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  
 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302  
 Telephone: 703-600-7600 Fax: 703-379-2200  
[www.naccas.org](http://www.naccas.org)

## Facilities

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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.

## Philosophy

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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.

## Staff

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Please refer to the current school catalog for a list of Academy of Professional Cosmetology staff members. All instructors are licensed to teach in the state of Arkansas. All office staff are interviewed and background checked before employment.

## The Financial Aid Office Location

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The Office of Financial Aid is located in the front of the building, left of the lobby and student clinic floor in a locked office. Files are stored in this office. Files of non-current students are boxed, labeled with a destroy date seven years hence and store in a locked and secured storage room.

Institution	Address	Telephone	Contact	Website
Academy of Professional Cosmetology	2600 West Hudson Rd suite A Rogers, AR 72756	479-246-0046	Roger Barnes Financial Aid Administrator	www.apcschools.com

## Mission Statement of the Institution

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Our 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.

## Purpose of Financial Aid

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- To provide access to higher education to any student who has the desire and ability to benefit from post secondary education.
- To provide the student a choice among schools without regard to their cost or the student's resources.
- To provide students with the financial means to enable them to complete their chosen program of study.

## Admission Policy

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This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Academy of Professional Cosmetology as a regular student. Academy of Professional Cosmetology must adhere to the U.S.

## **General Admission Requirements**

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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, 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, an applicant must be able to read and write English, and 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)- Note: Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test.) However, the Academy of Professional Cosmetology does not accept Ability to Benefit (ATB) students.

### **High School Diplomas from Other Sources**

The Academy of Professional Cosmetology does not accept high school diplomas from "diploma mills" or online entities that charge someone a fee and requires little or no education or course work. The admissions office representative makes that determination on a case-by-case basis by:

Requiring the student to furnish an official transcript from the entity that issued the diploma

- Attempting to verify that the state department of education has jurisdiction over the school in the state the diploma originated

- Attempt to verify if the entity is “Accredited”
- Notification to the prospective student is within five (5) business days of the Academy of Professional Cosmetology’s receipt of the credential.

The admissions office decision is final. Students that provide a “diploma mill” document will be denied admissions based on that criteria and are directed to the following agency for assistance in obtaining a GED from the State of Arkansas and are encouraged to re-apply for admission upon obtaining their GED:

Rogers Adult Education Center  
1200 West Walnut  
Rogers, AR 72756  
Telephone: (479) 986-6924

### **High School Diploma Verification**

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The Academy of Professional Cosmetology will only verify high school diplomas from secondary schools if the document appears to be altered or fraudulent. We will cross check the secondary school named on the diploma against the information provided on the students FAFSA. If no conflicting information exists, the credential is accepted.

If conflicting information exists the student will be:

Require the student to furnish an official transcript from the entity that issued the diploma

The Admissions office representative will contact the entity that issued the document to gain verbal verification that the document is authentic. If verbal verification is received, it is noted on the document and the credential is accepted.

If verification is not obtainable, the credential is rejected and the student will be denied admissions based on that criteria and are directed to the following agency for assistance in obtaining a GED from the State of Arkansas and are encouraged to re-apply for admission upon obtaining their GED:

All decisions made by the Admissions Office relating to this policy are final.

All information obtained by the Academy of Professional Cosmetology from any source during any attempt to verify a credential will be kept in the students file or denial file.

**Diploma mill** definition - An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

### **Admissions Process**

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- Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
- Submit the proof of age and diploma
- Complete the Enrollment Agreement.
- Pay the \$100 Registration Fee & Pay the \$20 state student permit Fee

### **Facilities/ Services for Student with Disabilities**

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The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Academy of Professional Cosmetology but are in need of accommodations, you should schedule an appointment with the Administrator. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Academy of Professional Cosmetology, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with Arkansas Department of Health-Cosmetology section in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

#### **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

**HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 re-vised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)**

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the Academy of Professional Cosmetology website and can be found in the student consumer information cd. Paper copies are available upon request.

### **Financial arrangements**

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The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

### **Enrollment Requirements**

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Prior to admission the prospective student is given an enrollment requirements form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

#### **Attendance and Academic Requirements**

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## **Course Specific Admission Requirements**

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**Note: This 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

## **Vaccinations**

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The Academy of Professional Cosmetology does not require vaccinations for admission into our program. If you are interested in getting more information about vaccinations, please contact your local public health department or consult with your health care provider. <http://www.immunize.org/cdc/schedules/>

## **Cancellation Policy**

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A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student or within the student's first three scheduled class days.

## **Transfer Students**

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Enrollment is available for students wishing to transfer to Academy of Professional Cosmetology after they have withdrawn from other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed instructor training programs may be granted. The acceptance of transfer hours is at the discretion of the School and there is a possibility that no such credit will be granted. Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

The student must meet all regular entrance and registration requirements. A transferring cosmetology student may be required to enroll for a minimum of 500 hours and a transferring aesthetics or instructor student may be required to enroll for a minimum of 300 hours. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy (see policy listed in the school catalog Students accepted for admission may be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.)

## **Consumer Information on College Navigator Website**

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The National Center for Educational Statistics (NCES) provides consumer information on all colleges who receive Title IV funds on the College Navigator website.

<http://nces.ed.gov/collegenavigator/> Data is updated annually.

## Net Price Calculator

To see the Net Price Calculator for the Academy of Professional Cosmetology, please review our school information:	<b>Website Location for Net Price Calculator</b>
Academy of Professional Cosmetology	<a href="http://www.apcschools.com/financialaid">www.apcschools.com/financialaid</a>

## Defining Estimated Cost of Attendance

Cost of Attendance (COA) is an average figure to determine your financial aid eligibility. It includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses such as unreimbursed medical/dental expenses, clothing, and transportation.

**Cost of Attendance**   Students Living with   Students Not Living with  
**Cosmetology**   Parents (dependent & independent)   Parents (dependent & independent)

Tuition and fees	\$ 9,120.00	\$ 9,120.00
Books and supplies	\$ 1,230.00	\$ 1,280.00
Room/board	\$ 408	\$ 4,410.00
Other	2,184.00	\$2,184.00
Total	\$ 12,942.00	\$ 16,994.00

## Student Body Diversity

Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
  - Female
  - Self-identified members of a major racial or ethnic group
  - Federal Pell Grant recipients
- You can review the diversity of the Academy of Professional Cosmetology by going to the following web site address: [www.nces.ed.gov](http://www.nces.ed.gov). Select the location you wish to review then select enrollment to review the diversity of the campus.

## Student Financial Aid Information

### Need-Based and Non-Need-Based Financial Assistance Programs

There are many different types of aid available. Some of these are grants, scholarships, and Veterans Benefits.

### Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information visit

[www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Iraq and Afghanistan Service Grant**

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional Student Eligibility Requirements:

Must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and

- Be under 24 years old, or

Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

### **Veteran's Education Benefits**

The Department of Veterans Affairs administers a variety of education benefit programs. Many Veterans and active duty personnel can qualify for more than one education benefits program, including the:

- The Post-9/11 GI Bill [http://www.gibill.va.gov/benefits/post\\_911\\_gibill/index.html](http://www.gibill.va.gov/benefits/post_911_gibill/index.html)
- Montgomery GI Bill - Active Duty (MGIB-AD)  
[http://www.gibill.va.gov/benefits/montgomery\\_gibill/active\\_duty.html](http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html)
- Montgomery GI Bill - Selected Reserve (MGIB-SR)  
[http://www.gibill.va.gov/benefits/montgomery\\_gibill/selected\\_reserve.html](http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html)
- Reserve Educational Assistance Program (REAP)  
[http://www.gibill.va.gov/benefits/other\\_programs/reap.html](http://www.gibill.va.gov/benefits/other_programs/reap.html)
- Veterans Educational Assistance Program (VEAP)  
[http://www.gibill.va.gov/benefits/other\\_programs/veap.html](http://www.gibill.va.gov/benefits/other_programs/veap.html)
- Educational Assistance Test Program (Section 901)  
[http://www.gibill.va.gov/benefits/other\\_programs/educational\\_assistance\\_test\\_program.html](http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html)
- Survivors' and Dependents' Educational Assistance Program (DEA)  
[http://www.gibill.va.gov/benefits/other\\_programs/dea.html](http://www.gibill.va.gov/benefits/other_programs/dea.html)
- National Call to Service Program  
[http://www.gibill.va.gov/benefits/other\\_programs/national\\_call\\_to\\_service\\_program.html](http://www.gibill.va.gov/benefits/other_programs/national_call_to_service_program.html)
- Veterans Retraining Assistance Program [http://www.gibill.va.gov/benefits/other\\_programs/vrap.html](http://www.gibill.va.gov/benefits/other_programs/vrap.html)

Other Programs:

- Reserve Educational Assistance (REAP)
- Survivors & Dependents Assistance (DEA)
- Veterans Educational Assistance Program (VEAP)
- Educational Assistance Test Program
- National Call to Service Program
- Veterans Retraining Assistance Program

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

<http://www.finaid.org/military/vedbenefits.phtml> are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions.

<http://www.finaid.org/military/combatpay.phtml> can be a source of confusion on the FAFSA.

<http://www.finaid.org/military/veteranstatus.phtml> is not necessarily the same as veteran status for VA purposes.

The Academy of Professional Cosmetology is approved for some Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for benefits. You can find more information on the web by visiting [www.gibill.va.gov](http://www.gibill.va.gov).

### ***Survivors' and Dependents' Educational Assistance Program (DEA)***

Of particular interest is the Survivors' and Dependents' Educational Assistance Program (DEA). It provides up to 45 months of education and training opportunities to eligible dependents of certain veterans. To be eligible, you must be the son, daughter, or spouse of a veteran who died or is permanently and totally disabled as the result of a service-connected disability, or who died while such a disability was in effect, or is MIA or captured in the line of duty by a hostile force, or is forcibly detained or interned in the line of duty by a foreign government or power. Sons and daughters must be between the ages of 18 and 26. Spousal benefits end 10 years from the date the VA finds the spouse as eligible or from the date of death of the veteran. To apply, complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. For more information, call 1-888-GIBILL-1 (1-888-442-4551).

### ***Federal Benefits for Veterans and Dependents***

Updated annually by the Department of Veterans Affairs (VA), the publication *Federal Benefits for Veterans and Dependents* contains information about education and training benefits available to veterans and eligible dependents. [VA Pamphlet 80-02-1, 114 pages, Stock Number 051-000-00225-3.]

The booklet may be obtained free of charge from VA hospitals or regional offices. To request a copy, visit your nearest VA facility, call 1-800-827-1000 or write to Department of Veterans Affairs, Office of Public Affairs (80D), 810 Vermont Avenue, NW, Washington, DC 20420. It is also available for download free in pdf format from the VA's website.

The publication can also be purchased for \$5.00 (\$6.25, international customers) from the US Government Printing Office, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954

### ***ThanksUSA Scholarship Program***

ThanksUSA is a non-profit tax exempt charitable organization focused on thanking American troops. ThanksUSA sponsors a large scholarship program for children and spouses of active duty US military personnel. As many as 500 scholarships worth \$3,000 each are available for undergraduate study at accredited two and four year institutions of higher education. A minimum GPA of 2.0 on a 4.0 scale is required. Active duty US military personnel is defined as having served on active duty in the Army, Navy, Air Force, Marines and Coast Guard for at least 180 days since September 11, 2001, including all members of the Armed Forces who were killed or wounded in action. (Members of the reserves who have been activated to full-time duty and federalized members of the National Guard are eligible.) Dependent children (including adopted and stepchildren) must be age 24 and under as of the deadline. The scholarship program opens on April 1 and the deadline is May 15. Recipients are selected based on financial need, academic performance, leadership and community service. Preference is given to the families of military personnel who are wounded or killed during active duty.

For more information, call 1-877-THX-USAS (1-877-849-8727), write to ThanksUSA Scholarship Program, Scholarship America, c/o Shellee Hintz, One Scholarship Way, PO Box 297, Saint Peter, MN 56082, or send email [toshintz@scholarshipamerica.org](mailto:toshintz@scholarshipamerica.org).

### ***The Military Spouse Career Advancement Accounts (MyCAA) Program***

MyCAA is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue a license, certificate, certification or Associate's Degree (excluding General Studies and Liberal Arts) necessary for gainful employment in a high demand, high growth portable career field and occupation. For more information, see [www.militaryonesource.mil](http://www.militaryonesource.mil).

## **Other Funding Sources**

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Additional funding may be obtained for eligible candidates through many different programs; The determinations for these funds are made through the respective organizations.

### **Arkansas Rehabilitation Services**

4058 N College Ave  
Fayetteville, AR 72703  
479-582-1286

A division of the Department of Career Education, Arkansas Rehabilitation Services (ARS) has been charged with providing opportunities for Arkansans with disabilities to lead productive and independent lives. This is our mission statement and it is the foundation for the programs and comprehensive services that we provide to individuals with disabilities to enable them to prepare for and enter the workforce.

### **Single Parent Scholarship Fund of Northwest Arkansas**

16 Colt Square Rd  
Fayetteville, AR 72703  
479-935-4888

To qualify for a Northwest Arkansas Single Parent Scholarship, you must be:

- A single parent (see definition below)
- A legal United States resident and a resident of Carroll, Madison, or Washington County, Arkansas.
- A high school or GED graduate.
- Pursuing a career-oriented course of study (full or part-time) to ensure a better standard of living for your family.
- Living at or near the poverty level ([up to 200% of Federal Poverty Guidelines](#))
- An applicant of the [Pell Grant](#). (*not required for Professional Certification Scholarship applicants*)
- Must maintain a cumulative GPA of 2.5.

### **Arkansas Department of Higher Education Financial Aid for scholarships and grants**

423 Main Street, suite 400  
Little Rock, AR 72201  
501-371-2000

Many different grants and scholarships are available through the Arkansas Dept of Higher Education website. All rules, regulations, requirements, and application processes are listed on their website.

How Do I Apply for Any of the Financial Aid Programs Administered by the Arkansas Department of Higher Education?

Answer: Complete the Arkansas Department of Higher Education's (ADHE)

"YOUiversal Arkansas Financial Aid System" application. The application can be found at [www.adhe.edu](http://www.adhe.edu).

[http://www.adhe.edu/divisions/financialaid/pages/fa\\_programs.aspx](http://www.adhe.edu/divisions/financialaid/pages/fa_programs.aspx)

## **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

## **Required Documentation (provided by School)**

This is a list of required documentation provided to the student during enrollment and orientation;

- Enrollment Requirements
- Course Description
- Enrollment Information Form
- Completion/Licensure Statistics
- Physical Demands Information
- Safety Requirements Information
- Campus Consumer Crime Statistics information
- Student Catalog
- Consumer information

## **How Eligibility is determined for TITLE IV, HEA**

**To be Eligible to receive Federal Student Aid, you will need to:**

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);

- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
  5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
  6. Sign certifying statements on the **FAFSA** stating that:
    - you are not in **default** on a **federal student loan**
    - do not owe a refund on a **federal grant**
    - Sign the required statement that you will use federal student aid only for educational purposes
  7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
  8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
  9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
  - a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
  - a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
  - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - b. Refugee
    - c. Asylum Granted
    - d. Cuban-Haitian Entrant (Status Pending)
    - e. Conditional Entrant (valid only if issued before April 1, 1980)
    - f. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
  - a. You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
  - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) **U-Visa" holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.

- a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number

### **Conviction for possession or sale of illegal drugs**

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- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. Academy of Professional Cosmetology is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork

### **How Do I Apply for Federal Aid?**

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Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA) ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) which collects your family's income and asset information. If you have any difficulty in accessing or understanding the FAFSA, you may make an appointment at our school to have assistance in filling out the FAFSA.

## Important!

Know your deadlines

Use the School Code Search

Verification= We may be asked by the Department of Education for additional, supporting information regarding your FAFSA. We will not be able to process your application without any requested documentation.

### Post-FAFSA

1. Your FAFSA will be analyzed and assigned an Eligibility Index Number (EFC) which stands for Estimated Family Contribution.
2. You will receive a Student Aid Report (SAR).
3. An Institutional Student Information Record (ISIR) will be sent to the schools you selected.

### Eligibility Index Number

Financial need is determined by an annual, congressionally approved formula applied for all financial aid applicants. To determine financial need, an index is created based upon facts about you and your family's income and assets; the size of your family; number of family members attending post-secondary school(s); and any unusual circumstances or financial hardships specific to you. This index is used to determine your financial aid assistance in meeting the cost of attending a post-secondary institution.

### Determining Financial Need

Financial need = Cost of Going to School less your < Expected Family Contribution >.

Cost of Going to School is tuition, fees, books, supplies, equipment, and other educational costs.

Expected Family Contribution is the amount that is determined to be your family's contribution to your education.

## Determining Independent Student Status

If you can answer **No** to **all** of the following questions, you are considered a dependent student on the

Free Application for Federal Student Aid (FAFSA):

- Were you born before January 1, 1989?
- As of today are you married?
- At the beginning of the 2012-2013 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1,

2012 and June 30, 2013?

- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2013?

- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2011, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2011, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2011, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you are considered a dependent student, your parents must answer the parental questions on the FAFSA. If you can answer **Yes to any** of the questions above, you are considered an independent student and information about your parents is not required on the FAFSA.

If you have a special circumstance that prevents you from providing parental information you **may** be able to submit your FAFSA. However, your FAFSA will be incomplete. You must contact the financial office at your college and provide them with documentation to verify your situation.

## **Award Packaging**

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Academy of Professional Cosmetology seeks to find the best combination of resources to meet our students' financial need while using statutory/regulatory limits, available resources at the school and institutional policies. The Pell Grant is the foundation of our Aid Package. No other aid is considered in determining Pell eligibility. After determining Pell eligibility, the school will award other aid available to meet need and/or COA including aid sources both within and outside of the school's control. Grants and scholarships will be applied first and then Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans in that order to meet the students' need and/or COA.

## **Frequency of Disbursements**

Financial Aid is packaged and awarded within an Academic Year. The academic year is used to measure the amount of coursework a student is scheduled to complete or should complete during a set period of time. Academy of Professional Cosmetology meets the Title IV financial aid definition of an academic year as 900 clock hours and 26 weeks. The Award Year begins July 1 through June 30 of the next calendar year. The Academy of Professional payment periods for Cosmetology are: 0-450 actual hours and half the weeks, 451-900 actual hours and half the weeks, 901-1200 actual hours and half the weeks, and 1201 to 1500 actual hours and half the weeks. For aesthetics the payment periods are: 0-300 actual hours and half the weeks and 301-600 actual hours and half the weeks. Financial aid award is required to be split equally between two parts of the academic year. Financial aid is paid to a student's account when the following conditions are met. Once determined, Credit Balances are issued by check to the student directly. Student must be in attendance that day in order to receive the check. If the student is absent on that day the check is mailed to the student's address on file and sent via USPS.

1. The student is determined to be eligible and is awarded.
2. Loan funds have been received from the lender.
3. The student has achieved the appropriate number of hours.

4. The student is determined to be maintaining Satisfactory Academic Progress.
5. The disbursement date for the term has been reached.

We continue to release funds throughout the term to student accounts as students are awarded and as funds arrive from the lenders if applicable.

References and Resources:

FSA Handbook

Volume 3, Chapter 7 Packaging Aid 34 CFR Citations

600.2 Award Year

668.3 Academic Year

668.3(b) Weeks of Instructional Time

668.4 Payment Period

673.5(c) Estimated Financial Assistance

685.200(A) REQUIREMENT TO CONSIDER GRANTS AND SUBSIDIZED LOANS FIRST

### **Federal Perkins Loan Program**

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Academy of Professional Cosmetology does not participate in the Federal Perkins Loan Program.

### **Federal Work-Study Program and Job Location Development Program**

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Academy of Professional Cosmetology does not participate in the Federal Work-Study Program and Job Location Development Program.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

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Academy of Professional Cosmetology does not participate in the Federal Supplemental Education Opportunity Grant (FSEOG).

### **Federal Pell Grant required and optional recalculations**

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Term payments will need to be adjusted in the event the student's enrollment status changes during the academic year.

### **Iraq and Afghanistan Service Grant Program**

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A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional Student Eligibility Requirements:

- Must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

## **Academic Competitiveness Grant (ACG) and National SMART Grant**

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Academy of Professional Cosmetology does not participate in the Academic Competitiveness Grant (ACG) and National Smart Grant.

## **Federal Direct Loan Program**

### **Overview**

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Federal student loans have been available to students and their parents since the passing of the Higher Education Act of 1965. The loan programs have gone through several modifications and name changes over the years, but have always provided for a family to borrow funds for educational expenses. The programs have also deferred interest payments on some loans until students have completed their programs of study and have had a reasonable opportunity to find employment.

### **Entrance Counseling for Student Loan Borrowers**

Entrance and Exit Counseling is mandatory for first time student loan borrowers. The following is a guide that should be used when counseling student loan borrowers. Your guaranteed student loan is a serious obligation; therefore, it is important that you understand your rights and responsibilities involved in this transaction. Your responsibilities are summarized below:

Upon enrollment in the school, Students are given the Entrance Counseling pamphlet provided by the Dept of Education. Student is required to complete Entrance Counseling via [www.studentloans.gov](http://www.studentloans.gov). Once student completes counseling a message is sent to the school financial aid office and put into student's financial aid file. No loan proceeds are given out until the Entrance counseling has been completed.

### **Exit Counseling for Student Loan Borrowers**

Students are given the Exit Counseling pamphlet provided by the Dept of Education upon completion/withdrawal from the course. Student is required to complete Exit Counseling via [www.studentloans.gov](http://www.studentloans.gov).

### **Stafford and Plus Loan Programs**

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The basic student loan programs include the Stafford and PLUS programs. Stafford loans are available to student borrowers while PLUS loans are available to the parents of dependent students. Stafford Generally, a student's first loan payment may not be disbursed until 30 days of enrollment have elapsed. Future payments may be made at the beginning of future payment periods. The 30-day delay on the first payment is a regulation designed to combat high default rates for students who withdraw early in their attendance. Loans are further split into subsidized and unsubsidized loan types. The subsidized Stafford Loans are available for low-income students, while unsubsidized are generally available to all applicants regardless of income level. The terms "sub" and "unsub" are commonly used to identify each loan type, with "sub" loans having the interest paid by the Department of Education until student repayment begins. The PLUS program provides loans to parents of dependent students, and is available regardless of parental income. Stafford and PLUS loans were historically available through local lenders under the Federal Family Educational Loan Program (FFELP) until the Department of Education initiated the Direct Loan program.

### **Federal Direct Student Loan (FDSL) Program**

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The Federal Direct Student Loan (FDSL) Program originated in the 1994-95 award year as a pilot program. It has steadily grown in popularity and participation since its inception. For schools who prefer having the complete control over its student loan funding, or for schools that have difficulty finding lenders for eligible students, the FDSL program provides your best approach.

**William D. Ford Federal Direct Loan Program**

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov). There are three types of loans in the program:

***Subsidized Stafford Loan-*** A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need.

***Unsubsidized Stafford Loan-*** A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate of 6.8 percent can be paid

while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

**PLUS Loans-** Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent for the Direct Loan.

## **FFEL Eliminated**

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Legislation signed into law by President Barack Obama in March 2010 eliminates the historic FFEL program and as of July 1, 2010, all Stafford and PLUS loans will be processed through the USDE's Federal Direct Student Loan (FDSL) Program.

## **Professional Judgment**

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Professional Judgment decisions for special or unusual family or student circumstances may be made. Circumstances must be documented. Adjustments to data components may increase or decrease a student's EFC or cost of attendance. The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

## **Areas of Administration**

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Professional Judgment decisions may be made to adjust eligibility for Title IV aid. Documentation must be maintained in the student's folder.

## **Authority**

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All requests for Professional Judgment must be verified and approved by the School Administrator and are on a case-by-case basis.

## **Circumstances**

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Student circumstances, which may require Professional Judgment include, but are not limited to:

- ☐ Cancellation of a parental contribution due to an abusive or estranged relationship. Documentation examples: letters from priest, rabbi, therapist, adult-non-family member. Three examples should be used.
- ☐ Cancellation of a parental contribution due to abandonment. Documentation should include a notarized letter explaining the circumstances from another adult. Other assistance should be checked and documented.
- ☐ The Administrator reserves the right to deny any request for a dependency override.
- ☐ Income Reductions. If the independent student or the dependent student or their parents have had a loss or change in income, they may request a Professional Judgment review. Documentation should include verification of the change in income.
- ☐ Medical Expenses. An income reduction may be done at the discretion of the Director due to extensive out of pocket medical expenses from the student or the student's parents in the case of a dependent student.

## **Documentation**

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All Professional Judgment decisions should be supported by documentation. Documentation must be maintained in the students' file. Because Professional Judgment decisions are unique, which documentation is required is left to the discretion of the Administrator. Documentation should meet the following criteria:

- ☐ Should substantiate the student's situation

- ☐ Preferably from a professional outside the family and not a family member
- ☐ Try to get more than one piece of documentation from more than one person.

## **Appeal**

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Students wishing to appeal Professional Judgment decisions are required to present additional supporting documentation, not from family members, supporting cause for appeal. Appeals will be considered on a case by case basis by the Administrator if additional documentation is provided. Decisions on appeals will be discussed with the student by a representative of the Administrator.

## **Contact Information For Assistance in Obtaining Institutional or Financial Aid Information**

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Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media  
**HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)**  
Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on Academy of Professional Cosmetology's website and can be found in the student catalog. Paper copies are available upon request.

### **Institutional Contact Information**

Name: Roger A. Barnes, Financial Aid Administrator  
Office hours: Monday-Friday 9:30am-4:30pm  
Phone number: 479-246-0046  
Fax number : 479-246-0040  
Email: roger.apcschool@gmail.com

## **Campus Security Act Disclosure Statement**

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The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2012 and 12/31/2014.

See attached map(s) campus outline of the building and parking lots that students use while attending classes

Office Responsible to annually update the campus security information for all prospective students, current students, and employees

Academy of Professional Cosmetology Administrator's Office

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Date updated as of May 20, 2015

Report Distribution Date: July 1, 2016

**Occurrences within the 2013, 2014, and 2015 Calendar Years**

Crimes Reported	2013	2014	2015	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime
Criminal Homicide					
• Murder (Includes non-negligent manslaughter)	0	0	0		
• Negligent manslaughter	0	0	0		
Sex Offenses					
• Sex offenses - forcible	0	0	0		
• Sex offenses - non-forcible	0	0	0		
Robbery	0	0	0		
Aggravated assaults	0	0	0		
Burglaries	0	0	0		
Motor Vehicle Thefts (on Campus)	0	0	0		
Arson	0	0	0		
Larceny - Theft	0	0	1	N	
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction/Damage /Vandalism of property	0	0	0		
Any other Crime involving bodily injury	0	0	0		
<b>Number of arrest made for the following crimes</b>					
<b>Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.</b>					
Liquor Laws	0	0	0		
Drug Laws	0	0	0		
Illegal Weapons Possession	0	0	0		
<b>Hate Crimes Reporting</b>					
Larceny-theft	0	0	0		
Simple Assault	0	0	0		
Intimidation	0	0	0		
Destruction, Damage or Vandalism of Property	0	0	0		

		0	0	
Domestic violence		0	0	
Dating violence		0	0	
Stalking		0	0	

#### Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Crimes Against Women Act	for calendar year 2013	2014	2015
Domestic violence	00	00	00
Dating violence	00	00	00
Stalking	00	00	00

#### Crimes Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by—
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
  - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"
2. "Dating violence" means " violence committed by a person –
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interactions between the person involved in the relationship."
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  1. Fear for his or her safety or the safety of others; or
  2. Suffer substantial emotional distress.

**If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:**

#### Contact Information:

Office Responsible to provide a copy of the Campus Security information	Academy of Professional Cosmetology Administrator's Office
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Who to contact to report an incident at the Institution	Administrator: Roger A Barnes
Local Law enforcement agency to report an incident	Rogers Police Dept: 621-1172 Bentonville Police Dept: 271-3170
Agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim.	Peace At Home Family Shelter: 479-444-8310 Northwest Arkansas Women's Shelter: 479-246-9999 Crisis Intervention Center: 479-756-1995

**General Information:**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available instructor or administrator, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. The Academy of Professional Cosmetology reserves the right to ask any visitor, student, staff, or patron to leave the facility following any disruptive behavior. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The "Crime Awareness And Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the

destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administrator's Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff.
11. Sexual assaults (criminal offenses) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the school administration.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. Information for crime victims about disciplinary proceedings. The institution must, upon written request, disclose to the accuser and the accused, of any crime of violence, or a non-forcible sex offense, the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, the school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, any changes to the result, and when such results will become final. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon written request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.bentoncountysheriff.org/sexoffenders.aspx> Or <http://acic.org/registratorin/index/htm>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident.

ROGER A BARNES  
2600 WEST HUDSON RD, SUITE A  
ROGERS, AR 72756  
479-246-0046

If above named is unavailable, report to the instructor in charge of the campus.

#### **Policy/Operating Procedure: Security Report – Missing Person**

The Academy of Professional Cosmetology does not provide on-campus housing; therefore, in accordance with Department of Education and HEA Sec. 488(g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (j), we do not have a Missing Person Notification Policy.

#### **Submitting Crime Statistics to the U.S. Department of Education**

Office Responsible:	Administrative Office
Area Information is located:	Locked Filing Cabinet
Date Document was last updated:	July 1, 2014
Date Policy and Procedure was last updated:	July 1, 2014

## **Part 86-Drug and Alcohol Abuse Prevention**

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Effective: January 1, 2014

### **Drug and Alcohol Abuse Prevention Program**

The Academy of Professional Cosmetology will review the Drug and Alcohol Abuse Prevention Program on a biennial basis of each odd numbered year to determine its effectiveness and to ensure consistent sanction enforcement. The review will include the following:

- The number of violations and fatalities that occur on campus and that are reported to the school officials
- The number and type of sanction that were imposed by the school official

The Academy of Professional Cosmetology will make available the results, the data and methods supporting its conclusion upon request. Requests must be submitted in writing and in person to the following school official:

Roger A Barnes-Administrator

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

Specifically, this institution via employee hiring interviews, employee reviews, student orientation, handouts to all current students and staff in July annually, and printed in our School Catalog states:

1. We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities.
2. Below, please find a summary of applicable legal sanctions under local, state, and federal law for unlawful possession, use and distribution of illicit drugs and alcohol.
3. Below, please find a summary of how drug use affects health.

DRUG CRIMES - Arkansas	
DRUG CONVICTION FOR <u>POSSESSION</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 1 Year after 1 <sup>st</sup> Conviction for Possession; for 2 Years after 2 <sup>nd</sup> Conviction and for an indefinite amount of time after 3 <sup>rd</sup> Conviction.
DRUG CONVICTION FOR <u>SALE</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 2 years after 1 <sup>st</sup> Conviction and indefinite amount of time after 2 <sup>nd</sup> Conviction.
DRUG POSSESSION	
CANNABIS (<2.5 grams)	Up to \$1500 Fine and/or Up to 30 Days in Jail
CANNABIS (2.5 grams to 10 grams)	Up to \$1500 Fine and/or Up to 6 Months in Jail
CANNABIS (10 grams to 30 grams)	1 <sup>st</sup> Offense: Up to \$2500 Fine and/or Up to 1 year in Jail 2 <sup>nd</sup> Offense: Felony Up to \$25,000 Fine and/or 1-3 Years Pen.
CANNABIS (30 grams to 500 grams)	1 <sup>st</sup> Offense: Felony Up to \$25,000 Fine and/or 1-3 Years Pen. 2 <sup>nd</sup> Offense: Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
CANNABIS (500 grams to 2000 grams)	Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
CANNABIS (2000 grams to 5000 grams)	Felony Up to \$25,000 Fine and/or 3-7 Years in Pen.
CANNABIS (over 5000 grams)	Felony Up to \$25,000 Fine and/or 4-15 Years in Pen.
PRESCRIPTION FORGERY	1 <sup>st</sup> Offense Felony: Up to \$100,000 Fine and/or 1-3 years in Pen. 2 <sup>nd</sup> Offense Felony: Up to \$200,000 Fine and/or 2-5 years in Pen.
POSSESSION DRUG PARAPHERNALIA	\$750 to \$2,500 Fine and/or up to 1 year in Jail
POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD	
15 GRAMS to 100 GRAMS	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
100 GRAMS to 400 GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 6-30 years in Pen.
400 GRAMS to 900 GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 8-40 years in Pen.
900 + GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 10-50 years in Pen.
PEYOTE, BARBITURIC ACID, AMPHETAMINE (more than 200 grams)	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE (more than 30 grams)	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
ANABOLIC STEROID	1 <sup>st</sup> Offense: Up to \$1,500 Fine and/or 30 Days in Jail. 2 <sup>nd</sup> Offense: Up to \$1,500 Fine and/or 6 Months in Jail.
NITROUS OXIDE	1 <sup>st</sup> Offense: Up to \$2,500 Fine and/or Up to 1 Year in Jail. 2 <sup>nd</sup> Offense: Up to \$25,000 Fine and/or 1-3 Years in Pen.
SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS	
CANNABIS (less than 2.5 grams)	Up to \$1,500 Fine and/or 6 Months in Jail.
CANNABIS (2.5 grams to 10 grams)	Up to \$2,500 Fine and/or 1 Year in Jail.
CANNABIS (10 grams to 30 grams)	Felony Up to \$25,000 Fine and/or 1-3 Years in Pen.
CANNABIS (30 grams to 500 grams)	Felony Up to \$55,000 Fine and/or 2-5 Years in Pen.
CANNABIS (500 grams to 2000 grams)	Felony Up to \$100,000 Fine and/or 3-7 Years in Pen.
CANNABIS (2000 grams to 5000 grams)	Felony Up to \$150,000 Fine and/or 4-15 Years in Pen.
CANNABIS (more than 5000 grams)	Felony Up to \$200,000 Fine and/or 6-30 Years in Pen.
COCAINE (1 to 15 grams) HEROIN (10 to 15 grams) MORPHINE (10 to 15 grams) METHAMPHETAMINE (5 to 15 grams)	Felony Up to \$250,000 and/or 4-15 Years in Pen.

COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD	
15 GRAMS to 100 GRAMS	Felony Up to \$500,000 and/or 6-30 Years in Pen.
100 GRAMS to 400 GRAMS	Felony Up to \$500,000 or Street Value and/or 9-40 Years in Pen.
400 GRAMS to 900 GRAMS	Felony Up to \$500,000 or Street Value and/or 12-50 Years in Pen.
OVER 900 GRAMS	Felony Up to \$500,000 or Street Value and/or 15-60 Years in Pen.
NITROUS OXIDE	Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
<b>*FELONY, INCREASES PENALTY TO 15-20-25-LIFE</b> Increased Penalties for use of Firearm during Commission of Offense: Use of firearm during commission of offense: 15 years added to sentence imposed Discharge of firearm during commission of offense: 20 years added to sentence imposed Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed	
MISDEMEANORS	Class A: Up to \$2,500 Fine and/or Up to 1 Year in Jail Class B: Up to \$1,500 Fine and/or Up to 6 Months in Jail Class C: Up to \$1,500 Fine and/or Up to 30 Days in Jail
FELONY CONVICTION	Class X Felony: Up to \$25,000 Fine and/or 6 to 30 Years in Pen. Class 1 Felony: Up to \$25,000 Fine and/or 4 to 15 Years in Pen. Class 2 Felony: Up to \$25,000 Fine and/or 3 to 7 Years in Pen. Class 3 Felony: Up to \$25,000 Fine and/or 2 to 5 Years in Pen. Class 4 Felony: Up to \$25,000 Fine and/or 1 to 3 Years in Pen.
IF POSSESSION OR SALE OF ANY DRUG IS WITHIN 1500 FEET OF A SCHOOL, CHURCH, PUBLIC PARK, OR MOVIE THEATER, COURT MAY DOUBLE THE FINE AND THE SENTENCE.	

### How Does Drug Use Affect Health?

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus.

Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles.

A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at: <http://ncadi.samhsa.gov/>

and at the Drug Enforcement Administration of the U.S. Department of Justice website: <http://www.usdoj.gov/dea/concern/concern.htm>

Federal Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties/htm>

### Federal Law

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

#### **If convicted of an offense involving:**

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years

Third Offense	Indefinite
<b>Sale of a Controlled</b>	<b>Ineligibility</b>
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A. the student satisfactorily completes a drug rehabilitation program that:
  1. Complies with the criteria prescribed in the federal regulations; and
  2. Includes two unannounced drug tests;
- B. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C. the conviction is reversed, set aside, or otherwise rendered nugatory.

### **Counseling and Help**

The Academy of Professional Cosmetology encourages students and employees to voluntarily seek help with drug and alcohol problems. There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available.

The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment.

The following is a list of just a few:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Pinnacle Counseling<br/>5500 Pinnacle Point Dr<br/>Rogers, AR 72758<br/>Telephone: 479-685-7223</li> </ol> | <ol style="list-style-type: none"> <li>3. Vista Health System<br/>4253 N Crossover Rd<br/>Fayetteville, AR 72704<br/>479-521-5731</li> </ol> |
| <ol style="list-style-type: none"> <li>2. Youth Bridge<br/>1200 West Walnut St<br/>Rogers, AR 72756<br/>479-636-0083</li> </ol>                      | <ol style="list-style-type: none"> <li>4. Ozark Guidance<br/>2508 SE 20<sup>th</sup> St<br/>Bentonville, AR<br/>479-273-9088</li> </ol>      |

### **There are also national organizations that can be contacted for help.**

- The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1- 800-252-6465.
- The Cocaine Hotline, 1-800-444-9999 is also open 24 hours.
- The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357

## **U.S. Copyright Law and the Higher Education Opportunity Act Requirements**

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing.

Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.

Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.

Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.

Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office, especially their FAQ's page.

### **Academy of Professional Cosmetology Penalties for Violation of Federal Copyright Infringement Laws and Unauthorized Use of Peer-to-Peer (P2P) File-Sharing**

Penalties for violation of copyright laws, policy regarding (P2P) file sharing, or any other institutional rules governing internet usage will be individually assessed and based upon severity of the abuse and will range from temporary suspension of internet privileges to expulsion. In addition to institutional penalties, violators may also be subject to civil and criminal penalties as well.

### **Academy of Professional Cosmetology Plan to Effectively Combat the Downloading and Distribution of Copyrighted Material**

The school's firewall provides protection campus-wide to both our wired and wireless network users against all threats coming from the web. Firewall policies determine which ports are blocked and which are open, allowing granular control over network traffic by permitting access to specific network protocols only to specific incoming and outgoing ports. When it is discovered that a system is using excessive bandwidth, the owner is contacted to ensure that the bandwidth consumption is for legal purposes and that the user is aware of the School's policies concerning illegal file sharing.

The **Digital Millennium Copyright Act (DMCA)** passed by Congress in 1998, makes it illegal to copy or share intellectual property--music, videos, games, software and other materials--without permissions. Academy of Professional Cosmetology adheres to the regulations and guidelines outline by the DMCA. For more information about the DMCA, see <http://www.copyright.gov/legislation/dmca.pdf>.

### Reviewing Effectiveness of the school's Copyright Infringement Plan

Prior to the start of the new calendar year, the administrator and IT staff will compare the frequency of incidents of abuse and review bandwidth usage statistics as a means of evaluating the effectiveness of the plan and make adjustments accordingly to increase the plan's overall efficiency.

#### Alternatives Offered to Illegal File Sharing

There are plenty of sites that offer legal downloads such as: [CinemaNow](#) and [iTunes video](#)

Educause **links** to legal sources of online content <http://www.educause.edu/legalcontent>

## Constitution Day and Citizenship Day

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Revised June 24, 2016

The Academy of Professional Cosmetology will designate September 17 each year as Constitution and Citizenship Day. The scheduled Theory classes will be devoted solely to educating students about the United States Constitution and Citizenship of the United States. The Academy of Professional Cosmetology holds regular theory classes on Tuesday through Friday each week. If September 17 should fall on a Saturday, Sunday or Monday, Constitution and Citizenship Day will be held on Tuesday of the following week.

## Policy/Operating Procedure: Emergency Response and Evacuation

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Effective: January 1, 2011

Office Responsible:	Administrative Office
Area Information is located:	Policy and Procedures Binder
Date Document was last updated:	July 1, 2014
Date Policy and Procedure was last updated:	July 1, 2014

### Emergency Response and Evacuation

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Should an emergency or dangerous situation arise that may impact the health or safety of students and/or employees adhere to the following guidelines:

- » **Fire Evacuation:** Exit the building in the event of a fire; follow signage to the nearest exit
- » **Tornado Procedure:** Seek shelter in the event of a tornado, follow staff instructions
- » **All Other Emergency Situations:** Refer to campus managers and instructors
- » **Icy Days and Emergency Notices** will be sent via mass notice via text:

### GENERAL EMERGENCY PROCEDURES

#### Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Academy of Professional Cosmetology Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students

and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

### **Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home or seeking medical help.

### **PERSONAL RESPONSIBILITY FOR SAFETY**

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

#### **Individual Responsibility**

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools & other equipment used to make sure such tools & equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves. Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

#### **Accident Investigation and Reporting**

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

#### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property

#### **Good Housekeeping**

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

## Fire Prevention and Security

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### Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School Director.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

**Storage of Flammable Liquids:** Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F.

### SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

#### Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

#### Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

#### First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## **Severe Weather**

### **Tornado**

If (in the judgment of the Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the Director the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

Because of the elevation of the School, buildings at the Academy of Professional Cosmetology are not likely to flood. However, during periods of flooding, the Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Ice and Snow**

In the event that ice and/or snow threaten to make road travel hazardous, the administrator may dismiss classes to allow a safe commute

### **Closing the School as the Result of Severe Weather**

Only the Director has the authority to close the School. When this action is taken, the Director will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

### **Self-Determination Policy**

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

## **Evacuation Procedures**

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### **Emergency Evacuation**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor’s responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

## **CRITICAL INCIDENT RESPONSE PLAN**

### **OBJECTIVES**

1. To coordinate the School’s response to critical incidents while pay special attention to the safety and security needs of members of the Academy of Professional Cosmetology community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

## DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves an Academy of Professional Cosmetology student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

## PROCEDURES FOR SCHOOL:

**1** - The School Director is notified of a critical incident involving an Academy of Professional Cosmetology student or employee at (479) 246-0046 during the day, (479) 283-9529 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**2** – The Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty who in turn will notify students.

Any media contact, press releases, email or website assistance must be coordinated through the School Director.

**3** – Depending on the evaluation of the situation, one or more of the following may occur:

- **3A** – School will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the emergency.

The Director goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the Administrator, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **3B** – Director initiates family contacts.

**Step 4** – Once the issue/situation is under control, the school administrator and staff will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the staff will be scheduled. Administrator will evaluate all responses to critical incident at the closure/evaluation meeting.

## Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Rogers Fire Department NON emergency	479-621-1117
Hospitals:	
Mercy Hospital – Rogers, AR	479-338-8000
Northwest Medical Center-Bentonville, AR	479-553-1000
Utilities:	
Roger Water Utilities	479-621-1142
SWEPSCO-Southwestern Electric Power Co.	479-636-1650
Arkansas Western Gas Corporation	479-636-1750

School Name: Academy of Professional Cosmetology    OPE ID: 04241800

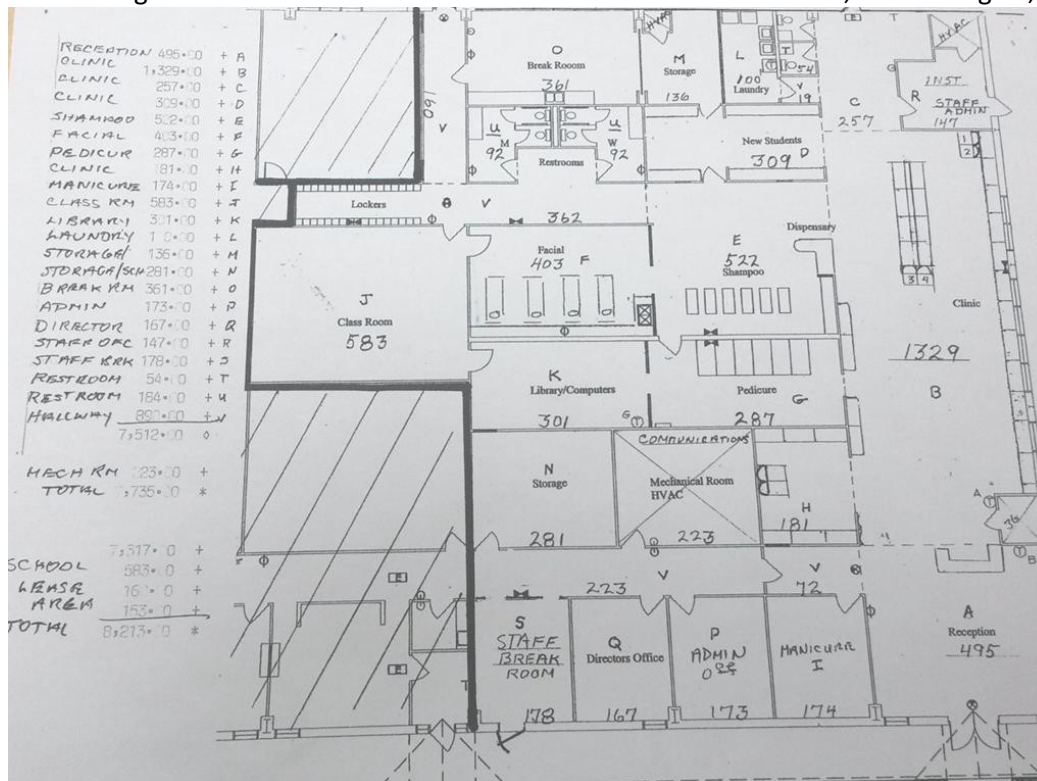
2600 West Hudson Road, suite A

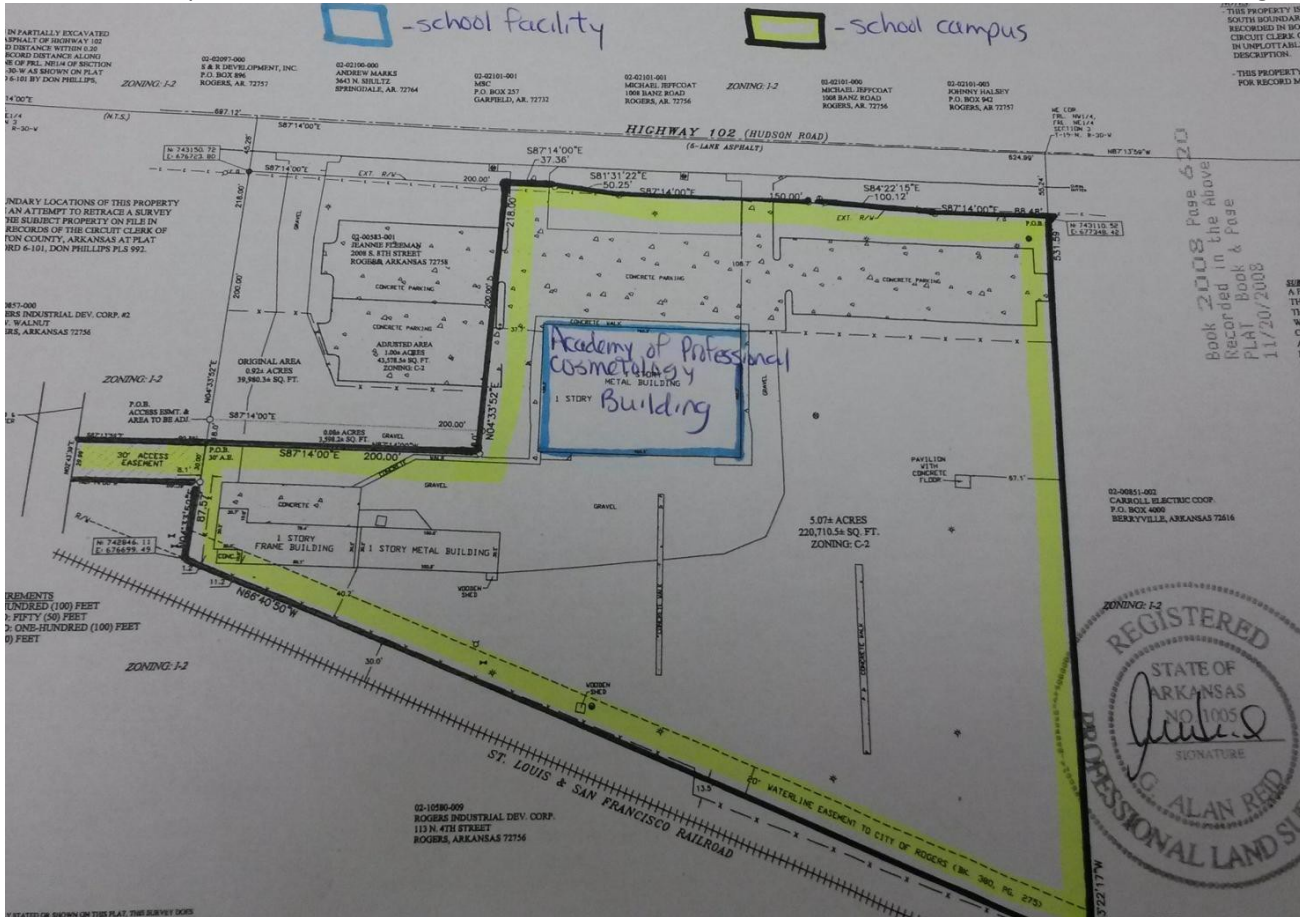
Rogers, AR 72756

479-246-0046    [www.apcschool.com](http://www.apcschool.com)

## Building Floor Plan

2600 West Hudson Rd, suite A Rogers, AR 72756





## Satisfactory Academic Progress Policy

Please see the Academy of Professional Cosmetology Catalog for details regarding the school's Satisfactory Academic Progress Policy.

## Institutional Refund Policy

Please see the Academy of Professional Cosmetology Catalog for the Refund Policy Requirements for the institutional refund policy.

## Return of Title IV, HEA Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Academy of Professional Cosmetology will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

## **Return to Title IV Funds Policy**

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This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at Academy of Professional Cosmetology. It is separate and distinct from the Academy of Professional Cosmetology refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

## **Official withdrawal**

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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**

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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 7 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.

### **Withdraw Before 60%**

---

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

### **Withdraw After 60%**

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After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Academy of Professional Cosmetology measures progress in Clock Hours, and uses the payment period for the period of calculation.

#### **The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed. Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Academy of Professional Cosmetology will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Academy of Professional Cosmetology or Sign a repayment agreement with the U.S. Department of Education.

## **Order of Return**

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Academy of Professional Cosmetology is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

## **Earned AID**

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Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## **Post Withdraw**

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If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Academy of Professional Cosmetology may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with Academy of Professional Cosmetology).

The institution will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew.

The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

For all other school charges, Academy of Professional Cosmetology needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

## **Time frame for returning an unclaimed Title IV, HEA credit balance**

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If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected.

When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

### **Institution Responsibilities in regards to return of Title IV, HEA funds**

Academy of Professional Cosmetology's responsibilities in regards to Title IV, HEA funds follow:

- » Providing students information with information in this policy;
- » Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- » Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Academy of Professional Cosmetology or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV, HEA funds**

- » Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- » Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- » A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- » Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

### **Refund vs. Return to Title IV, HEA Funds**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Academy of Professional Cosmetology may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Academy of Professional Cosmetology may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Academy of Professional Cosmetology's refund policy is, you may ask your Schools Financial Aid Office for a copy.

### **Return to Title IV, HEA questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may

call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

### **Access to Student Records**

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1. Student Records are maintained in a locked file cabinet in the school administrator's office in the school. Only the school administrator and the admissions office have access to the student records.
2. All files are the property of the Academy of Professional Cosmetology.
3. We do not copy; we do not fax, and we do not electronically scan files and their contents.
4. At the time of registration a student is asked if they wish to have their student records released to parents, spouse, and/or employers. It is explained that their student records will not be released without their written approval.
5. Records of students over 18 years of age are only released to the student unless the student has provided written permission to release the records on file. Written permission is maintained in the individual student's file.
6. Student records of students under the age of 18 are released to the student's parents and to the student.
7. Transcripts are available upon request.
8. Files are kept for a minimum of 7 years.
9. 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. A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.

### **Privacy of Records-Family Educational Rights and Privacy Act (FERPA)**

#### **Family Policy Compliance Office (FPCO) Home**

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, or student handbook) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

## **Recordkeeping**

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

## **Student's & parents' rights to review educational records**

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

### **Prior written consent to disclose the student's records**

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and,
- be signed and dated.

### **If the consent is given electronically, the consent form must:**

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

### **Disclosures to school officials**

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

### **Disclosures to government agencies**

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition—

Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

### **Disclosures in response to subpoenas or court orders**

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

### **Documenting the disclosure of information**

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

### **FERPA Responsibilities and Student Rights**

A school is required to:

- Annually notify students of their rights under FERPA;
- Include in that notification the procedure for exercising their rights to inspect and review education records; and
- Maintain a record in a student's file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Student has the right to:

- Inspect and review education records pertaining to the student;
- Request an amendment to his/her records; and
  - Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

### **Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
  - A student should submit to the Director, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a

service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

- The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

### **Voter Registration Forms effective July 1, 2013**

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The Academy of Professional Cosmetology provides a link for Voter Registration via the school website [www.apcschool.com](http://www.apcschool.com) and encourages its student to register and to vote. Voter registration forms are available in the Administrator's office and are handed out as part of students' First Day Orientation Packet at the start of each new class session. Registration forms are also available at most post offices, libraries, city and county offices and Department of Motor Vehicles. Web link:

<http://www.sos.arkansas.gov/elections/Pages/voterRegistration.aspx>

### **Academic Programs (Educational Program, Instructional Facilities, and Faculty Information)**

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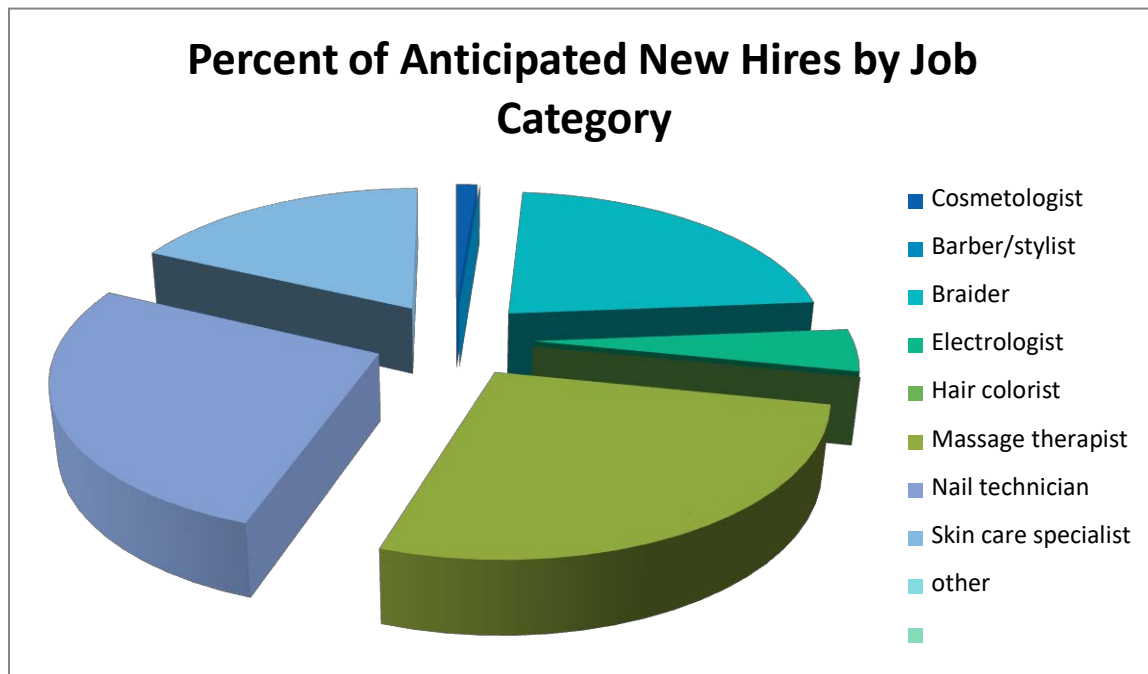
Our school must make available to prospective and enrolled students information about the academic program offered at the school. Additional information can be found in the current Academy of Professional Cosmetology School Catalog.

## Job Demand Survey 2007 – Results for Arkansas

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The 2007 Job Demand Survey results indicate that salons in Arkansas plan to hire 1,982 new employees in the next twelve months. The average annual salary for a salon professional in Arkansas is \$34,028. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 67 percent of Arkansas salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

Chart 1 – Percent of anticipated new hires by job category



As of January 2007, there were 17,672 professionals employed at Arkansas's 3,882 salons. 55 percent of salons in the state are employer-owned, and 21 percent are booth-rental salons. The other 24 percent are a combination of the two. 70 percent of Arkansas salons are classified by their owners as full-service salons; 11 percent are listed as haircutting salons. Barbershops make up 4 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that Arkansas has a slightly lower percentage of specialized establishments.

## **Physical Demands & Safety for Cosmetology**

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It is extremely important that you understand that your future career has physical requirements and that you understand any safety. The following is a list that is designed to help you decide if a career in cosmetology is right for you.

**Body Position:** Long periods of time standing are required for cosmetologists and aestheticians.

**Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.

**Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.

**Chemicals:** As a cosmetologist you will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to. As an aesthetician, you may encounter ingredients that may be contra-indications. It is important to know what you and your clients are allergic to so that you are prepared.

**Electric Equipment:** Some equipment may be electronic and some equipment may impair pacemakers. It is important that you understand the dangers and safety rules of all equipment.

**Sanitation:** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.

**Trade Tools:** There are obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.

**General Safety:** On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

**U. S. Department of Labor figures place salon industry grosses at (approximately) \$56 Billion per year with over 1.6 million professionals employed in the field! Full time salon employees can make as much as \$30,000 or more per year.**

## **This is a Drug Free School**

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### **WE HAVE AN OBLIGATION**

Your school has an obligation to do whatever we can to make sure our students don't use drugs for two reasons:

1. We have an obligation to you, our students. We have made a commitment to help you get the best education, and the best preparation possible for your chosen career, and to help you find an exciting and challenging career. We simply cannot do that if you are using drugs.

2. We have an obligation to the employers who hire our graduates. They trust us to provide the best employees in the field with top-notch skills.

We simply cannot do that if our students are using drugs.

### **WE WANT TO HELP!**

If you have questions about how drug use can affect your studies or your career, or if you need information about getting help to get off, and stay off, drugs, we can help. Our Drug Abuse Prevention Program Coordinator has the information and the resources you need.

This school does not accept, and will not overlook drug abuse. We do want to provide the information and support to help keep you, and the rest of our school, drug free.

### **MAKE YOUR CHOICE NOW!**

Make the choice now to take charge of your life and stay away from drugs. Now, while you're making a commitment to build a successful future with important career skills, make the extra commitment not to ruin that future with drugs.

### **STATEMENT OF COMMITMENT**

Sign and date this commitment to let us know you understand our policy on drug abuse. This form will be kept in your permanent file.

I understand that drug abuse is not accepted or overlooked here, and that the school has information to help me stay drug-free. I am making the commitment to myself right now to stay drug-free and to make the most of my education and my future.

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Student Signature

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School Official



The Academy of Professional Cosmetology purchases all books and supplements at wholesale prices and provides all materials and supplies as a part of the tuition costs, items cannot be purchased separately. The School also provides a reference library.

### **Milady Standard Cosmetology. 2012 Edition**

**AUTHORS:** Milady - ©2012

ISBN-13: 9781439059302 Hardcover Book

ISBN-13: 9781439059210 Exam Review

ISBN-13: 9781439059241 Study Guide

ISBN-13: 9781439059197 Student CD

Since 1938, the *Milady Standard Cosmetology* has been the premier textbook for Cosmetology education. Each subsequent edition has evolved with the changing styles of the era while maintaining a firm foundation in the basic procedures and applications of beauty culture that have endured for generations.

Building upon the strong pedagogical features of previous editions, the *Milady Standard Cosmetology 2012* is vibrant and colorful to capture the visual learner's interest and focus their attention on the subject matter which is the cornerstone of their education. The *Milady Standard Cosmetology 2012* textbook takes advantage of the most sophisticated methods for relaying information, stimulating thought, aiding comprehension, and enhancing retention. This new edition contains a completely revised section on infection control principles and practices, new procedures, and revised and updated chapters written by industry experts, as well as step-by-step procedures demonstrated specifically for left-handed individuals.

Educators and students have access to over twenty instructor tools and student supplements which greatly increase the chances for student success and make lesson planning simple. Each supplement has been tailored to fit the exact needs of the cosmetology student and match the changes made to the new edition.

The *Milady Standard Cosmetology 2012* is the basis for your students' success during their education and will continue to be a valuable resource as they progress through their careers.



### **Aesthetics**

### **Milady Standard Esthetics: Fundamentals. 11th Edition**

**AUTHORS:** Milady - ©2013

ISBN-13: 9781111306892 Hardcover Book

ISBN-13: 9781111306915 Student Workbook

ISBN-13: 9781111306922 Exam Review

ISBN-13: 9781111306946 Student CD

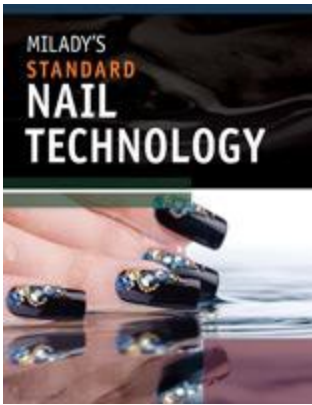
*Milady Standard Esthetics: Fundamentals, 11th edition*, is the essential source for basic esthetics training. This new edition builds upon Milady's strong tradition of providing students and instructors with the best beauty and wellness education tools for their

future.

The rapidly expanding field of esthetics has taken a dramatic leap forward in the past decade, and this up-to-date text plays a critical role in creating a strong foundation for the esthetics student. Focusing on introductory topics, including history and opportunities in skin care, anatomy and physiology, and infection control and disorders, it lays the groundwork for the future professional to build their knowledge.

The reader can then explore the practical skills of a skin care professional, introducing them to the treatment environment, basic facial treatments, hair removal, and the technology likely to be performed in the salon or spa setting.

## Manicure



Milady's Standard Nail Technology, 6th Edition

**Milady**

**650 pp., 8 ½" x 11", Softcover, ©2011**

ISBN-13: 9781435497689 Softcover

ISBN-13: 9781435497641 Student Workbook

ISBN-13: 9781435497634 Exam Review

This latest edition of *Milady's Standard Nail Technology* contains new and updated information on many subjects including infection control, product chemistry, manicuring, pedicuring, electric filing, monomer liquid and polymer powder nail enhancements and UV gels. Also included is a completely new chapter, The Creative Touch, loaded with the latest nail art mediums and techniques to enhance the learner's experience.

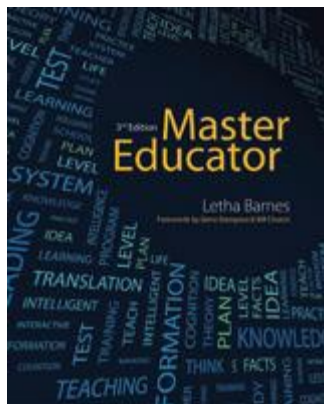
In order to make for easier implementation, select editorial content from *Milady's Standard Nail Technology* and *Milady Standard Cosmetology* have been aligned. This new format makes this the most complete resource for students to kick off their nail technology careers.

Also included are brand new photographs and illustrations that depict nail technicians performing their work and serving their clients.

Instructor

## *Master Educator, 3rd Edition*

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**Letha Barnes**

**496 pp., 8 ½" x 11", Softcover, ©2014**

Student Course Book

ISBN-13: 9781133693697 Softcover book

ISBN-13: 9781133776598 Exam Review

*Master Educator, third edition* provides the backbone of the instructor theory for the beauty and wellness educator. The text presents educators with the teaching skills and educational judgments necessary to become an effective and successful instructor. The content in *Master Educator* is designed for flexibility, being used in programs ranging from a basic overview of instructor training to programs that require more advanced teaching techniques. Presented in a conversational, easy-

to-understand style, it uses many pedagogical features to emphasize important information and powerful teaching techniques. *Master Educator* serves the future instructor as a valuable, fundamental learning tool, and the seasoned instructor with the strategies needed to adapt to the changing landscape of classroom learning.