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*“Educating Professional Leaders”*

# CATALOG

# 2021

**Effective January 1, 2021**

**Volume 01**

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## **A message from President**

**Mr. Manuel Hernandez**

I am pleased to present 2021 American Beauty Schools Catalog, which provides information on our academic programs, courses, faculty, and facilities, as well as the academic policies that will govern the school. I hope you will enjoy this opportunity to investigate fully the variety and vitality of opportunities at American Beauty Schools: The combination of programs in the liberal arts and sciences of Cosmetology complemented by our campus facilities and dedicated faculty members that have several years of experience in the areas they teach.

We are educating professional leaders in the cosmetology field and our goal is to provide access to education in the liberal arts and sciences of Cosmetology and to be a true value in post-secondary education.

I hope that you will come to share these riches with us as a visitor, spectator, parent, family member, and especially as a student.

Sincerely,

Manuel Hernandez, *President*

Institutional Ownership:

American Beauty Schools is owned and operated by Skorpios Investments Inc., with Mr. Manuel Hernandez as President / Director / Secretary of the corporation.

Location: 8100 SW 8<sup>th</sup> Street suites 226 & 227, Miami, FL, 33144

Phone: 786-558-9608 Fax: 786-558-9603

History of the School: American Beauty Schools was founded on March 2013.

Licensure:

American Beauty Schools is licensed by the Commission for Independent Education, Florida Department of Education. License # 4912 Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll-free telephone number (888)224-6684.

Accreditation:

American Beauty Schools is accredited with the Council on Occupational Education (COE). Additional information regarding this institution may be obtained by contacting COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. The toll-free telephone number is (800)917-2081

Mission Statement:

Our mission is to provide quality accessible education to students in pursue of a technical career.

Facilities and Equipment:

The school offers one convenient location in Miami.

8100 SW 8<sup>th</sup> Street, Suite 226 & 227, Miami, FL, 33144

The school is easily accessible by public or private transportation, with bus stops very near to the location. There is parking available for students, faculty and staff, including reserved handicapped parking spaces. The school consists of 1400 square feet and has a reception area, a lounge area, a Nail laboratory, a Facials laboratory, a Hair Coloring and Hair Cutting Laboratory, classrooms and 2 restrooms. The classrooms are centrally air conditioned and well lighted which are conducive to a good learning environment. The laboratories are equipped with the necessary tools, supplies and equipment that students need. This allows students to immerse themselves into relevant learning experiences through the form of hands on activities with devices and tools of today's beauty industry. The friendly environment throughout the school makes for a comfortable learning environment. This creates a pleasing learning environment where the dedication for each student abounds at a most fundamental level. All these resources come together in a remarkable way to create and enriching experience in the day to day school studies and future of our students.

Class Schedule:

The school operates year around (Monday through Friday). From Monday through Thursday the school schedule is from 9am to 10pm. Fridays the schedule is from 9am to 3pm. American Beauty Schools has an open enrollment policy and allows new students to begin classes every Monday.

Daily hours of operations:

Segmented hours (Daily):

Morning:

Monday through Friday: 9am to 3pm

30 hours weekly

120 hours monthly

Afternoon:

Monday through Thursday: 1pm to 6pm

Friday: 9am to 2pm

25 hours weekly

100 Hours monthly

Evening:

Monday through Thursday: 5pm to 10pm

20 hours weekly

80 hours monthly

Uninterrupted Hours (Daily):

9am to 10pm (Monday through Thursday)

From 9am to 3pm (Friday)



The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

School Calendar and Holidays:

American Beauty Schools has an open enrollment policy and allows new students to begin classes every Monday.

Holidays:

The school remains closed during the following Holidays:

New Year's Day: Friday, January 1<sup>st</sup>2021

Martin Luther King Day: Monday, January 18<sup>th</sup> 2021

Good Friday: Friday, April 2<sup>nd</sup> 2021 and Thursday, April 1<sup>st</sup> 2021

Memorial Day: Monday, May 31<sup>st</sup> 2021

Labor Day: Monday, September 6<sup>th</sup> 2021

Thanksgiving Day: Thursday, November 25<sup>th</sup>2021

Black Friday: Friday, November 26<sup>th</sup> 2021

Christmas/Holiday Break: From Friday, December 24<sup>th</sup> 2021 to Sunday, January 1<sup>st</sup> 2021; resuming classes on Monday January 3<sup>rd</sup> 2021

In addition to the above-mentioned holidays, the school is closed on Saturdays and Sundays.

In the event of an emergency, closing due to inclement weather or natural disaster (Hurricane, Etc.) the school will close as determined by the Public-School System.

## **Admissions:**

### **Admissions requirements:**

American Beauty Schools requires applicants for admissions to furnish a copy of a High School Diploma, transcripts, GED Diploma or higher Diploma.

Student must be at least 16 years old to be accepted. Parental consent is required for students under 18. Any prospective student may receive a copy of the school's catalog prior to enrolling.

### **Admissions procedures:**

Prospective students who wish to register at American Beauty Schools should visit the campus and hold an interview with an admissions officer. Prior to acceptance, the applicant shall fulfill the following requirements:

- Present a High School Diploma, GED Diploma or Higher Diploma. Translation and evaluation required for foreign diploma or transcripts.
- A picture ID
- Pay the registration fee (\$100)
- Complete a signed Enrollment Agreement

Training programs are taught in English or Spanish, depending on the demand of the students for each program. **NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

If a prospective student has a diagnosed physical or mental disability and is unable to enroll in the desired program of study, the school will request a medical certificate stating which of the offered program is best suitable for the student. The School reserves the right to ask for legal documentation from any student wishing to enroll who has a prior criminal record. The documentation must identify the charges and outcome of the offense. The School Director will interview the student and analyze the documentation before the student is admitted to the School. It is up to the Directors discretion to admit the student. The State of Florida Department of Business and Professional Regulation Board of Cosmetology have the authority to allow or not allow for a student to sit for the State Board Exam based on their criminal background.

## **Financial assistance and Policies:**

### **Financial assistance:**

The school offers the following financial options for students who qualified:

-Vocational Rehabilitation Payment Assistance

-Flexible Methods of payment

- Financial aid to those who qualify. The Federal Financial Assistance Programs available to students enrolled in an eligible program include the Federal Pell Grant, Federal Direct Loan program and Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled and accepted may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering an application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This important document can be obtained online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements

### **Program or Course Cancellation Policy:**

When a student enrolls in a program of study, he/she has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by an institution's official it constitutes a contract.

If the institution does not accept the agreement, all monies will be refunded. A student has the right to cancel the Enrollment Agreement within three (3) business days after signing the Enrollment Agreement. Cancellation will occur when the student provides a written notice of cancellation to the institution. The notice may be delivered to the institution by certified mail, hand delivery or by fax. The notice of cancellation, if sent by mail, becomes effective once properly posted. The written notice does not need to take any particular form and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A student will not be penalized if he/she fails to cancel his/her enrollment in writing. If the student is under 18 years of age, a letter must accompany notification from the parent or guardian consenting to the withdrawal.

If a student cancels within three (3) business days of executing the Enrollment Agreement, even if the instruction has begun, all monies paid, including the application/registration fee, will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the institution will retain the application/registration fees and refund any other monies. A student who has not visited the institution prior to enrollment may withdraw without penalty within three (3) days following either the regularly scheduled orientation or a tour of the institution.

### **Cancellation and Refund Policy:**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule.

1. Cancellation can be in person, by electronic mail, by Certified Mail or by termination. Parental consent is required for students under 18.
2. All monies will be refund if the school does not accept the applicant or if the student cancels within three (3) business day after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$ 150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours. Cancellation after completing more than 40% of the program will result in no refund.
5. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
6. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a cancellation notice from the student.

### **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. American Beauty Schools 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**

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at American Beauty Schools. It is separate and distinct from the American Beauty Schools 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 from the School**

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director 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 American Beauty Schools 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.

Upon receipt of the official withdrawal information, American Beauty Schools will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record.
2. Two calculations are performed:
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. American Beauty Schools will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The School will provide the student with a letter explaining the Title IV, HEA requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program

of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal from School**

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive school days (14 calendar days), will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 10 consecutive school days (14 calendar days) of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. American Beauty Schools, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. American Beauty Schools, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.

8. If applicable, American Beauty Schools will provide the student with a refund letter explaining Title IV requirements:

a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.

9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

**Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students:**

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. 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.

**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%:**



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.

American Beauty Schools 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.

American Beauty Schools 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 American Beauty Schools or Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

American Beauty Schools 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 – received on behalf of the student
- Direct PLUS loans - received on behalf of the student
- 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, HEA assistance

### **Timeframe for Returning of Title IV, HEA funds:**

A school must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after it determines or should have determined that the student withdrew.

### **Post-Withdrawal Disbursement:**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), 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.

Timeframe for post- withdrawal disbursement of Title IV, HEA funds

- A school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.
- A school must disburse any Title IV 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 the date the school determined the student withdrew.

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

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:**

American Beauty Schools' responsibilities in regards to Title IV, HEA funds follow:

- Providing student 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 American Beauty Schools 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 personal 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 American Beauty Schools 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.

American Beauty Schools 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 American Beauty Schools refund policy is, you may ask your Schools Director 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-fedaid (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.

## **Academic Policies and Procedures:**

### Evaluation System:

The School establishes its evaluations based on the results of the theoretical and practical examinations and the services performed in the laboratories and clinics. Ethical and professional conduct is highly taken into account. The following grading scale will be used:

#### Grading Scale:

Excellent:	90% -100 %	=	A	4.0	****
Good:	89%-80%	=	B	3.0	***
Satisfactory:	79%-70%	=	C	2.0	**
Unsatisfactory:	69%- 0%	=	F	0.0	*

The student can retake exam did not pass in an effort to improve grade; however, can only do so with the instructor's authorization. The School periodically administers theory and practice exams, as part of the academic procedures. All students must take a final exam at the end of their academic program. The accumulated hours, services and evaluations are registered and filled, and made available for revision by the students upon request.

### Evaluation Procedures:

In assessing the student, the following will be considered:

1. - Attendance and Punctuality
2. - Participation
3. - Presentation of Projects
4. - Skills achieved in supervised daily practices
5. - Test score achieved in exams administered at the end of each course.
6. - Intermediate Examination (Mid-Term)
7. - Final Exam

### Grade Assignments:

Theory grades will be assigned based on the academic scores of exams administrated at the end of each chapter and by the assigned projects related to the theoretical content being given. Practice grades, on the other hand, will be assigned taking into account the student's ability to apply the theory learned, in the development of work-based activities in the labs and clinics.

### Practical Services:

Students will be involved in hands on activities to help familiarize them with the working environment. When such is the event, student should willingly participate and complete the services assigned to them by their instructor. A certain completion of practical services is a prerequisite for graduation from each respective program.

### Measures Used:

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

### Graduation Requirements:

In order to graduate from a program, all students must complete the required examinations, hours and services, as well as the final institutional exam at the conclusion of each program, in which the minimum passing score achieved must be no less 70%. In addition to this, the student must fulfill all financial obligations as stated in the Enrollment Agreement. After satisfying all these requirements, the student will be awarded a diploma.

### Additional Training Cost:

After having fully completed the scheduled hours of their program, Students may receive an additional 10% of training at no additional cost. If the amount of the time necessary exceeds 10% then the student is required to pay a tuition charge of \$5 for every extra hour.

### Transcripts and Credit Transfers:

#### *Transfer of Students between Programs:*

Students that wish to transfer between programs within the school, will have to withdraw from the program of study and enroll in the new one.

#### *Transfer of Credits between Programs in the Institution:*

American Beauty Schools gives credit for studies at a previous program within the institution. Such credits are accounted and considered if classes previously taken are part of the new program of study.

#### *Transfer of credits for studies in other institutions:*

American Beauty Schools gives credit for studies at other institutions that are approved within the United States. The students will provide an official transcript of credit, which will be evaluated by the institution. Transcripts from previous schools must document the number of hours completed and attained theory and practice grades.

#### *Transferability of Credits to another Institution:*

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Academic Advising:

The institution assigns to each student a dedicated member of the faculty as adviser, the advisor may provide the student with all the assistance and or orientation they might need. The student is also free to direct any of their questions to the appropriate staff members.



## **Student Services:**

### **Special Needs:**

Under unique circumstances students will often face special necessities which may affect in some way their ability to comfortably continue with their training program consistently. In such a case, the school Director is prepared and able to help address these special needs at an Individual level. They will aid in developing a solution that facilitates the student with the time ability to successfully complete their programs of study and meet the student's needs.

### **Housing & Orientation:**

While the school does not offer student housing, the Administration will assist students in finding suitable housing facilities in the local area. Orientation to the local community and amenities is also provided to the student.

### **Library and Media Center:**

The School is equipped with a combined library and media Center. Cosmetology books, magazines, business industry journals, computers with internet access and other resources.

### **Placement:**

The Job placement office offers all graduates assistance in identifying possible work opportunities. Services include establishing contact with potential employers, resume building, and providing references to the graduate of prospective employers who request such information. However, this does not mean that the institution guarantees employment to the student.

Graduate students of American Beauty Schools in the many different specialties should consider that when finishing a program that is predominantly taught in Spanish the likelihood of employment in a workplace where English is take separate training courses to learn the English language.

**NOTE: Completing a course or program in a language other than English may reduce employability where English is required.**

## **Attendance Policies:**

### **Satisfactory Academic Progress Policy**

This section is required 34 CFR 674.42(b), 34 CFR 674.42(a), this policy is applicable to all students.

The satisfactory academic progress (SAP) policy applies to all students enrolled in a Council on Occupational Education and Commission for Independent Education approved program whether receiving Federal Title IV, HEA funds.

### **Standards of Academic Progress (SAP)**

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma at American Beauty Schools. Students will be evaluated for academic progress at the end of each payment period. The satisfactory academic progress policy measures two factors:

#### **1. Qualitative Measure (Cumulative GPA)**

Students must maintain a cumulative grade point average of 2.0 or higher for all hours attempted to remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.

#### **2. Quantitative Measure (Clock Hour Progression)**

In addition to the minimum cumulative grade average listed above (Qualitative Measure), students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in clock hours completed. For example, if an academic program published length is 600 clock hours the maximum time frame to complete the program is 900 clock hours. A typical 600 hours’ program normally takes 30 weeks to complete. American Beauty Schools allows a maximum timeframe of 45 weeks to complete the program, and students must complete at least 200 clock hours out of the 300 clock hours of each payment period.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe and hours that count toward the student’s current program will count as both attempted and completed hours.

### **SAP Terminology**

**“Attempted”** means all hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

**Successful** completion of a course is defined as a **passing grade**. Grades of “W” (withdrawn), “D” and “F” (failing), are not considered successful completion. A grade of “I” (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

**A grade of “W”** is given when a student drops from a course after it begins and they have attended.

**An Incomplete “I”** is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an F.

**Pass/fail grades** count as both attempted and completed hours.

The Institution does not provide for proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the student’s satisfactory academy progress.

### **Repeat coursework**

The Institute allows a student to repeat a failed course once and allow only the last grade to count in the grade point average. A failed course is a course in which a student received a “D” or “F”. The policy does not remove the previous grade, but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted hours in calculating maximum timeframe to complete the program. However, a repeated course cannot be included in the student’s academic load to determine Title IV eligibility and the student would have to pay for that course out of pocket.

### **Categories of Academic Progress:**

- 1. SAP Warning-** A student will be placed on SAP Warning at the end of a payment period for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior payment period. A financial aid warning is valid for one payment period and allows the student to remain eligible for Title IV (financial aid) funds for one payment period. If after one payment period the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.
- 2. SAP Probation -** A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible for Title IV (financial aid) funds unless a successful appeal is filed with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one payment period, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

**3. Academic Suspension** - A student will be placed on suspension for not meeting the academic standards outlined above after a payment period of probation and lose eligibility for Title IV (financial aid) funds as a result.

**Conditions for Reinstatement:**

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after student returns to satisfactory recalculated qualitative and quantitative standards.

**SATISFACTORY ACADEMIC PROGRESS POLICY Federal Title IV, HEA funds:**

The satisfactory academic progress (SAP) policy applies to all students enrolled in a Council on Occupational Education and Commission for Independent Education approved program whether receiving Federal Title IV, HEA funds.

The Cosmetology program (1200 clock hours and 40 weeks) and Full Specialist Technician (600 clock hours and 20 weeks) are the only courses that are currently eligible for Title IV, HEA funding.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

**ATTENDANCE PROGRESS = Work Ethics:**

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days and must make up any hours they are absent. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

**Quantitative Requirements = Maximum Time Frame (150% process):**

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. You need to be aware that an LOA will extend the student’s contract period and max time frame by the same number of days taken in the LOA.

Example for Cosmetology program would be 1200 + 600 clock hours = 1800 scheduled hours and for the Full Specialist program it would be 600 + 300 clock hours = 900 scheduled hours.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	Scheduled Hours	Weeks
Cosmetology Program - 1200 clock hours	1800	60
Full Specialist program – 600 clock hours	900	30

**Title IV, HEA funding and SAP Evaluation points:**

SAP evaluation periods are based on actual contracted hours at the school. Students will be notified of all SAP Evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

**Cosmetology program which is 1200 clock hours and 40 weeks of instruction, the funding will be disbursed at:**

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>2</i>	<i>450</i>	<i>15</i>	<i>*</i>
<i>3</i>	<i>900</i>	<i>30</i>	<i>*</i>

**Full Specialist which is 600 clock hours and 20 weeks of instruction of instruction, the funding will be disbursed at:**

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>2</i>	<i>300</i>	<i>10</i>	<i>*</i>

**Note:**

\* Students must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note: that If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

**Title IV, HEA Transfer Hours:**

All transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. At least 25% of the hours required for completion of the program must be earned at American Beauty Schools.

**Title IV, HEA and ACADEMIC PROGRESS:**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% and pass a FINAL written and practical exam prior to graduation.

**Numerical grades are considered according to the following grading scale:**

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
F	Failing Below	70%	0
I	Incomplete		

**Title IV, HEA Academic Year Definition:**

American Beauty Schools academic year is defined as, 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction

as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

**Cosmetology program academic year is defined as:** 900 clock hours and 26 weeks of instruction for Title IV, HEA purposes.

**Full Specialist program academic year is defined as:** 900 clock hours and 30 weeks of instruction for Title IV, HEA purposes.

For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for SAP before they can receive further Title IV payments.

**DETERMINATION OF PROGRESS for Title IV, HEA Funding:**

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination (Progress report) at the time of each of the evaluations.

**Title IV, HEA Financial Aid Warning:**

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on an Title IV, HEA Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

### **Appeal Procedures for Loss of Title IV, HEA Funding:**

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student, who wished to appeal Academic development Status and loss of Title IV, HEA eligibility, must submit a written request to the School Director within ten (10) calendar days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

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

If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

### **Title IV, HEA Financial Aid Probation:**

Any student that prevails upon the appeal process shall be placed on Title IV, HEA Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Title IV, HEA Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions SAP standards and may also need to complete an Academic Improvement Plan, which will be developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods, at which time a student must meet SAP prior to having eligibility reinstated at the next payment period.

### **Requirements for the Academic Improvement Plan:**



- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a 75% grade point average.
- Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School Director (or designate).
- The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the student's report will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

**REESTABLISHMENT OF Title IV, HEA STATUS:**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 70% or better, and 2) Increasing cumulative attendance to 67% by the end of a Warning or Probation period.

**REINSTATEMENT OF Title IV, HEA FINANCIAL AID:**

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

**COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES:**

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's SAP.

**REENTRY STUDENTS/INTERRUPTIONS:**

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

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

**Completion Time:**

The academic policy of the institution requires that the maximum time to complete a program does not exceed the full time established, plus another half of the program (i.e., the same as 150%), as stipulated in the duration of each program.

Students must complete their program of study in no more than 150% of the normal time. This is the maximum completion time. The schedule of the time frames means students should complete their clock hours within the normal completion time given for each schedule. A student who does not complete the program within the normal completion time frame has until the maximum time frame to complete the program.

For example, a student enrolled in a full time (FT) schedule of 25 hours per week should complete a 1,200 clock hour program within the Normal Completion Time of 12 months/48 weeks. Should there be a circumstance that prevents the student from completing within the Normal Completion Time; the student has a Maximum completion time of 18 months/72 weeks to do so. The chart below is based on a 1,200 hours' program:

Normal and Maximum time frames for completion of a 1,200 clock hour program

Schedule 1,200 hours	Normal Completion Time	Maximum Completion Time
Full Time 30 hours weekly	10 months (40 weeks)	15 months (60 weeks)
Full Time 25 hours weekly	12 months (48 weeks)	18 months (72 weeks)
Full Time 20 hours weekly	15 months (60 weeks)	22 ½ months (90weeks)

The accumulation of hours and the completion time for each program depends on the number of hours a student dedicates to attending the program weekly based on their schedule.

All students must complete the required hours in their respective program to graduate.

**Leave of Absence:**

There may be occasions when time off may be needed by the student and he/she must be absent from the school. In this case, he/she must speak to the Registrar's Department to explain his/her circumstances, so arrangements can be made.

If the student requires a Leave of Absence (LOA), the student must request it in writing and include the reason for the request to the Registrar's Department.

Accepted reasons may include medical ailment, maternity, death in the family, and emergency travel. All Leaves of Absences must be submitted to the Registrar's Department prior to the leave and subject to the School Director's approval. If necessary, the School may allow the student to take multiple LOAs as long as the sum of the leave does not exceed 180 days within a 12 months' period. If the student fails to return to the School from a Leave of Absence, He/she will be terminated.

Any official Leave of Absence will extend their contract without additional charge.

**Makeup Hours:**

In the case that a student needs to makeup hours, the student must see the Registrar's Department for a pass. The student must makeup hours during a session that is outside their regular scheduled hours.

**Makeup Exams:**

Students who do not take examinations at the time and day assigned for reasons of absences or a justified cause, can take a makeup exam upon their return. Students will have a period no greater than 7 days upon their return to makeup any missed work.

**Tardiness**

**Late Arrivals policy:**

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

## **Process of Corrective Action:**

### **Warning:**

In the event of non-compliance with School rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

### **Probation:**

As policy of the institution it is established that the maximum time on probation for a student is 60 days. Within that period, the student should improve his/her satisfactory progress by completing additional hours and taking additional examinations provided by the instructor, and by completing those examinations with a minimum grade average of "C" (2.0). Meanwhile, the student should be fulfilling the minimum attendance requirements. If a student does not fulfill satisfactory progress up to the time of completing each evaluation period of the program, the institution places him/her under probation. If a student restores his/her satisfactory progress, but does not maintain that satisfactory progress status, then he/she will be removed from the program.

### **Appeals Process:**

Policy of the institution indicates that all students should have the right to appeal a decision that can harm his/her interests. Appeals must be received within 10 days of dismissal.

A student may appeal the school's determination of unsatisfactory progress by submitting a written explanation of his/her reasoning to the Registrar's Department. The Registrar's Department will confer with the Executive Director, who will determine, in this case, the final decision. The student will be notified of the final determination within 10 days.

### **Readmission to the program:**

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$50.00.

### **Suspension:**

The institution reserves the right to suspend any student for lack of satisfactory progress, lack of payment, prolonged absences, excessive late arrivals and/or breach of the rules and regulations of the School.

## **Student Responsibilities:**

### **Code of conduct:**

1. - The students will bring books, educational equipment and material to the School daily.
2. - All students must be punctual to class.
3. -If the student cannot attend class, he/she will have to notify the reason to his/her instructor and the institution.
4. - In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, in order to maintain his/her daily progress.
5. - The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that all student take advantage of this option.
6. - No student will be allowed to leave the facilities during class time. Special cases require permission of the School Director.
7. - In case of absence due to medical conditions, a medical certificate is required.
8. – There will be a twenty minutes break during each class session.
9. – The School provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.
10. – Student must pay all financial obligations in due time.
11. – Only persons receiving services can remain in the lab and clinics.
12. – Visits from children and/or relatives and friends are not allowed on Campus.
13. – The student who is caught destroying or damaging School Property will be expelled and/or legally processed.
14. – Students should only visit administrative offices for reasons relating to their studies.
15. – The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. The student who participates in these practices may be suspended or dismissed from the School.

### Personal Property:

The student is responsible to identify and protect his/her personal belongings, materials and equipment at all times. The school will not take any responsibility for lost or misplaced personal property.

### Uniforms:

The school requires all students to wear their uniforms accordingly as they assist classes. They should project a personal appearance in harmony with the essential requisites of the profession.

### Smoking Eating and Drinking:

Smoking, eating or drinking is not allowed in the halls, classes or labs/clinics. Students are encouraged to help maintain campus premises clean at all times.

### Using and Caring for Equipment:

The students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school director.

### Hygiene:

It is of paramount importance that students maintain a high level of hygiene and sanitation within their workstation. This includes mirrors, stations, personal work area, shampoo bowls, etc. The floor should be swept clean after each haircut and the work area made presentable for future activities.

## **Student Rights:**

### **Equality of Opportunities:**

American Beauty Schools does not discriminate because of sex, age, origin, disability, race, religious beliefs, or social origins and does not exclude any applicants for any of these reasons.

### **Student Record Duplicates:**

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been met. The school safely and securely maintains the files of students in fire-proof file cabinets. Student records remain active in the institution permanently, to allow ample time for the student to complete any endeavors requiring the archived document delineated in their Academic Checklist. Transcript files, however, remain indefinitely. Financial records are held for seven (7) years. After the established years of commitment have expired, former students or graduates will be charged a fee of \$25.00 of additional restoration of the records available in the institution then.

### **Student Privacy Records: (Act of 1974)**

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records safely stored in the premises. The School requires written authorization from the student or the designated representative before disclosing any individual information. All information requested for by the Department of Business and Professional Regulations (DBPR) and/or by the U.S. Department of Education will be provided in accordance with applicable laws and regulations.

### **Information Disclosure:**

In order to disclose student's personal information, written authorization is required. All information asked for by the Florida Board of Cosmetology and/or United States Department of Education will be provided, in accordance with all applicable laws and regulations.

### **Grievance Policy:**

The administration, faculty and staff of American Beauty Schools maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of American Beauty Schools.

The formal American Beauty Schools grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.



2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Chief Academic Officer to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the School Director. The School Director will evaluate the grievance and gather information. The student will be kept informed by the School Director as to the status of the grievance, as well as the resolution of the problem.
4. In cases where the grievance is not settled at the institutional level, the student may also contact the following Institutions:

The Commission for Independent Education (CIE)

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400

Phone: (850) 245-3200, Toll free: (888) 224-6684

The Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350.

The toll-free telephone number is (800)917-2081

## **Programs**

### **Course Numbering System:**

For the description of the programs, the following alphanumeric system has been established: The letters represent the programs initials, or the first two letters of the program name and the numbers represent the appropriate chapters, or courses, of the study program. For the Florida Laws segment included within each program the characters "FLS00" have been designated likewise for HIV seminar portion "HIV00" are used.

COS= Cosmetology

FAS= Facial Specialist Technician

FST= Full Specialist Technician

MST=Make-Up Specialist Technician

NST= Nail Specialist Technician

### **Characteristics of Specializations:**

The professions of Cosmetology, Full Specialist Technician, Facial Specialist Technician, Nail Specialist Technician, and Make-Up Technician require prolonged hours of standing and various movements that can exert pressure. Nail Specialists work long hours often sitting and in the presence of strong chemical odors and vapors. Full Specialist tends to incorporate most of the above. A correct posture is of extreme importance for the physical health of the professional. The safety requirement entails diligent sterilization of tools and equipment used, a good personal hygiene, and in some cases the use of gloves and facial masks.

### **Program Components:**

1. - Theoretical and practical classes
2. – Practical demonstrations
3. – Complementary materials and illustrations.
4. – Audio Visual means.
5. – Reading and analysis of the text book.
6. – Theoretical and practical evaluations

## **Programs Overview:**

### Cosmetology (1200 Hours)

#### Objective:

When students have satisfactorily completed the 1200 hours the program, they will be prepared to take the licensure examination offered by the Department of Business and Professional Regulations (DBPR) and will have developed the skills and abilities necessary in the field of Cosmetology.

Description: The program includes understanding theory and obtaining experience through practice in the many hands on activities. Overarching topics include the study of the hair, chemistry, the skin, manicure and pedicure, and the essential products and equipment used in this profession.

### COSMETOLOGY (1,200 HOURS)

Code	Development	Theory hours	Services hours	Total hours
HIV00	HIV/AIDS Seminar	4		
FLS00	Florida laws	4		
COS01	Cosmetology: History and opportunities	8		
COS02	Life Skills	10		
COS03	Your professional image	8		
COS04	Communicating for success	8		
COS05	Infection control	10		
COS06	Anatomy and physiology	12		
COS07	Chemistry and electricity	10		
COS08	Properties of the hair and scalp	18	40	
COS09	Principles of hair design	30	40	
COS10	Shampooing and conditioning	20	50	
COS11	Haircutting	40	80	
COS12	Hairstyling	58	300	
COS13	Braiding and braid extensions	8	10	
COS14	Wigs and hair extensions	10	20	
COS15	Chemical texture services	40	70	
COS16	Hair coloring	60	50	
COS17	Histology of the skin	10		
COS18	Hair removal and waxing	10	10	
COS19	Facials	20	10	
COS20	Facial make up	10	10	
COS21	Nail structure and growth	8		
COS22	Manicure and pedicure	20	20	
COS23	Advanced nails techniques	22	10	
COS24	Activities in the salon business	6		
COS25	Seeking employment	8		
COS26	On the job	8		

TOTAL		480	720	= 1,200 hours
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Note: After graduation students must apply for licensure by examination (DBPR Cosmetology application for licensure by examination). A Florida cosmetology license is required to perform cosmetology services.

**NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Graduation:

After the student completes 1,200 hours of training, the outlined services, all exams, and meets all financial obligations, a Diploma will be awarded by the school.

Completion Time:

Completion time is dependent on the number of hours a student attends the program weekly and the unique schedule the student chose to enroll under. Normally, students complete this program between 10 to 15 months.

## Facial Specialist Technician (260 hours)

### Objective:

When students have satisfactorily completed the 260 hours of Facial Specialist, they will be prepared and well-equipped to identify and analyze the different alterations of the skin treated by a Facial Specialist, as well as putting in practice treatments for their improvement or eradication. Once having completed the program the student will be eligible to proceed in obtaining their specialty registration license.

### Description:

The course study includes understanding theory and obtaining experience through practice in the many hands-on activities. Overarching topics include the study of the skin and facial treatments, as well as new methods for its improvement and conservation, and the essential products and equipment often used in this profession.

Code	Development	Theory hours	Service hours
HIV00	HIV/AIDS Seminar	4	
FLS00	Florida laws	4	
FAS01	Skin care history and opportunities	2	
FAS02	Professional image	6	
FAS03	Hygiene and disinfection	4	
FAS04	Anatomy and physiology	6	
FAS05	Chemistry for estheticians	4	
FAS06	Cosmetic chemistry	2	
FAS07	Basic electricity	2	
FAS08	Physiology and histology	6	
FAS09	Skin disorders and diseases	8	
FAS10	Analysis of the skin	4	
FAS11	Product Selection	4	10
FAS12	The treatment room	2	10
FAS13	Massage	4	20
FAS14	Basic facials and treatments	10	40
FAS15	Equipment	8	20
FAS16	Waxing	4	15
FAS17	Advanced esthetics	6	10
FAS18	The world of facial makeup	6	15
FAS19	Beauty salon/ Spa business	4	8
FAS20	Selling products and services	2	8
FAS21	Preparing & seeking employment	2	
<b>TOTAL</b>		<b>104</b>	<b>156 = 260 Hours</b>

Note: After graduation students must apply for a Florida specialty registration. A Florida specialty registration is required to perform facial specialty services. Facial services are the massaging or treating of the face or scalp with oils, creams, lotions, or other preparations.

**NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Graduation:

After the student completes 260 hours of training, the outlined services, all exams, and meet all financial obligations, a Diploma will be awarded by the school.

Completion Time:

Completion time is depending on the number of hours a student attends the program weekly and the unique schedule the student chose to enroll under. Normally, students complete this program between 2 to 3 months.

## Full Specialist Technician (600 hours)

### Objective:

When students have satisfactorily completed the 600 hours of Full Specialist, they will be prepared and well-equipped to apply professional techniques in facial, skin care and nails, both manicure and pedicure. Once having completed the program the student will be eligible to proceed in obtaining their specialty registration license.

Description: The course study includes understanding theory and obtaining experience through practice in the many hands-on activities. Overarching topics include the study of the skin, facial treatments, nails, both manicure and pedicure, and the essential products and equipment used often in this profession.

Code	Development	Theory hours	Service Hours
HIV00	HIV/AIDS seminar	4	
FLS00	Florida laws	4	
FST01	Skin care history and opportunity	4	
FST02	Professional image	8	
FST03	Hygiene and disinfections	6	
FST04	Anatomy and physiology	6	
FST05	Chemistry for estheticians	4	
FST06	Cosmetic chemistry	4	
FST07	Basics of electricity	4	
FST08	Physiology and histology of the skin	6	
FST09	Skin disorders and diseases	12	
FST10	Skin analysis	4	
FST11	Product selection and ingredients	4	10
FST12	The treatment room	4	10
FST13	Massages	6	25
FST14	Basic facials and treatments	10	35
FST15	Equipment	10	20
FST16	Waxing	6	20
FST17	Advanced esthetics	6	20
FST18	The word of facial makeup	8	20
FST19	Beauty salon/SPA business	4	10
FST20	Selling skin care products and services	2	10
FST21	Preparing and seeking employment	2	
FST22	History and opportunities	4	
FST23	Life skills	4	
FST24	Your professional image	4	
FST25	Communicating for success	4	
FST26	Infection control principles and practices	8	
FST27	General anatomy and physiology	6	
FST28	Skin structure and growth	6	
FST29	Nail structure and growth	4	
FST30	Nail diseases and disorders	6	

FST31	Basic concepts of chemistry	4	
FST32	Nail product chemistry	4	
FST33	Basic concepts of electricity	4	
FST34	Manicure	10	35
FST35	Pedicure	10	35
FST36	Electric filing	4	10
FST37	Nails tips, wraps, and no-light gels	4	15
FST38	Acrylic nails	10	35
FST39	UV gels	6	20
FST40	The creative touch	4	15
FST41	Seeking employment. On the job. Salon business	6	15
<b>TOTAL</b>		<b>240</b>	<b>360 = 600 hours</b>

Note: After graduation students must apply for a Florida specialty registration. A Florida specialty registration is required to perform full specialist services.

**NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Graduation:

After the student completes 600 hours of training, the outlined services, all exams, and meets all financial obligations, a Diploma will be awarded by the school.

Completion Time:

Completion time is dependent on the number of hours a student attends the program weekly and the unique schedule the student chooses to enroll under. Normally, students complete this program between 5 to 8 months.





**NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Graduation:

After the student completes 150 hours of training, the outlined services, all exams, and meet all financial obligations, a Diploma will be awarded by the school.

Completion Time:

Completion time is depending on the number of hours a student attends the program weekly and the unique schedule the student chose to enroll under. Normally, students complete this program between 1.5 to 2 months.

Nail Specialist Technician (240 Hours):

Objective:

When students have satisfactorily completed the 240 hours of Nail Specialist Technician, they will be prepared and well equipped to perform manicures and pedicures, as well the many diverse nail techniques in nail care. Once having completed the program the student will be eligible to proceed in obtaining their specialty registration license.

Description:

The course study includes understanding theory and obtaining experience through practice in the many hands on activities. Overreaching topics include the study of the nails, both manicure and pedicure, and the essential product and equipment often used in this profession.

Code	Development	Theory Hours	Services Hours
HIV00	HIV/AIDS seminar	4	
FLS00	Florida Laws	4	
NST01	History & opportunities	2	
NST02	Life Skills	2	
NST03	Professional Image	6	
NST04	Communicating for success	2	
NST05	Infection control: Principles & practices	6	
NST06	General anatomy & physiology	4	
NST07	Skin structure and growth	2	
NST08	Nail structure and growth	4	
NST09	Nail diseases and disorders	6	
NST10	Basic concepts of chemistry	4	
NST11	Nail product chemistry	4	
NST12	Basic concepts of electricity	4	
NST13	Manicure	8	30
NST14	Pedicure	8	30
NST15	Electric Filing	2	15
NST16	Nail tips, wraps, and no light gels	4	12
NST17	Acrylics nails	8	20
NST18	UV Gels	4	15
NST19	The creative touch	4	10
NST20	Seeking employment. On the job. Salon business	4	12
<b>TOTAL</b>		<b>96</b>	<b>144 = 240 Hours</b>

Note: After graduation students must apply for a Florida specialty registration. A Florida specialty registration is required to perform manicure, pedicure and nail extension services.

**NOTE (DISCLAIMER): COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Graduation:

After the student completes 240 hours of training, the outlined services, all exams, and meet all financial obligations, a Diploma will be awarded by the school.

Completion Time:

Completion time is depending on the number of hours a student attends the program weekly and the unique schedule the student chose to enroll under. Normally, students complete this program between 2 to 3 months.

**Course Descriptions**

Cosmetology (1,200 Hours)

Code	Theory and Services Hours	Topic
HIV00	4 Theory hours	HIV/AIDS Seminar
		Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of AIDS.
FLS00	4 Theory hours	Florida laws
		Local, State and Federal laws and regulations that regulate the Cosmetology profession
COS01	8 Theory hours	Cosmetology: History and opportunities
		Opportunities available within the profession. History of Cosmetology. Reaching profits in the XXI Century. How to become a successful cosmetologist. Professional ethics.
COS02	10 Theory hours	Life skills
		Psychology of success. Motivation and career planning. Necessary skills for the study of Cosmetology. Development of the positive attitude and personality. Human relations.
COS03	4 Theory hours	Your professional image
		Beauty and well-being. How to maintain a healthy body. Mind and personal appearance
COS04	8 Theory hours	Communicating for success
		Basic concepts of communications skills. Client consultation. Special communication topics for salon professionals.
COS05	10 theory Hours	Infection control
		Bacteria. Viruses. How they enter the body. Parasites. Immunity. Prevention. Universal precaution.
COS06	12 Theory hours	Anatomy and physiology
		What is Anatomy and why it is important to study this science. What is physiology and why it is important to study this science. Cells, Tissues and organs. Major body systems: Skeletal, Muscular, Nervous, Circulatory, endocrine, digestive, excretory, respiratory.
COS07	10 Theory hours	Chemistry and electricity
		Basic chemistry concepts. Electricity applied to the beauty profession. Electrotherapy and light therapy.
COS08	18 Theory hours/ 40 Services Hours	Properties of the hair and scalp
		The structure of the hair. Chemical composition of the hair. Hair analysis, growth, loss, and disorders of hair and scalp.
COS09	30 Theory hours/ 40 Services hours	Principles of hair design

		Philosophy of hair design. Elements and principles of hairdos. Principles of designing hairdos. Obtaining the harmony between the hairstyle and the facial shape. Hairstyles for men.
COS10	20 Theory hours/ 50 Services hours	Shampooing and conditioning
		Basic shampoo and conditioning principles. Rinsing. How to comb the hair properly. Scalp massage. Procedures of properly washing hair. Scalp and hair treatments.
COS11	40 Theory hours/ 80 Services hours	Haircutting
		Basic principles of hair design. Client consultation. Tools and implements. Basic cuts. Techniques for using scissors and combs. Basic cuts. Cuts for curly hair. Other types of cutting techniques. How to use electrical cutters and trimmers.
COS12	58 Theory hours/ 300 Services hours	Hairstyling
		Basic concepts to comb wet hair. Undulation with fingers. Hair curling. Curling with rollers. Hairdressing techniques for men. Style with dryer. Hairdos for long hair. Thermal hairdressing. Thermal straightening of the hair.
COS13	8 Theory hours/ 10 Services hours	Braiding and braid extensions
		Client consultation. Understanding basic braiding concepts. Hair braiding procedures.
COS14	10 Theory hours/ 20 Services hours	Wigs and hair extensions
		Client consultation. Wigs. Hair extensions
COS15	40 Theory hours/ 70 Services hours	Chemical texture services
		The structure of the hair. Client consultation. Permanent undulation. Procedures for permanent undulation. Hairstyling long hair. Thermal hairdressing. Thermal hair straightening.
COS16	60 Theory hours/ 50 Services hours	Hair coloring
		The rationale for coloring hair. Hair coloring theories. Types of hair coloring available. Client consultation. Procedures and techniques for the application of hair coloring. Special effects coloring. Problems with coloring the hair. Corrective coloring of the hair. Menu of services to offer in a salon.
COS17	10 Theory hours	Histology of the skin
		Anatomy of the skin. Skin disorders. How to maintain a healthy skin.
COS18	10 Theory hours/ 10 Services hours	Hair removal and waxing
		Client consultation. Permanent hair removal. Temporary Hair removal techniques. Procedures.
COS19	20 Theory hours/ 10 Services hours	Facials

		Classification of skin care products. Client consultation. Classification of the various types of skin. Types of skin. Facial massages. Light therapy. Facial treatments. Aromatherapy.
COS20	10 Theory hours/ 10 Services hours	Facial Makeup
		Cosmetic for facial makeup. Theory of the colors. Client consultation. Corrective makeup. Eyelash extensions. Precaution and security measures.
COS21	8 Theory hours	Nail structure and growth
		The nails. Nail growth. Nail-related deceases and disorders.
COS22	20 Theory hours/ 20 Services hours	Manicure and pedicure
		Tools and implements for the proper care of nails. Manicure table setting and use. Client consultation. Manicure procedures and techniques. Pedicure procedures and techniques. Precautions and security measures.
COS23	22 Theory hours/ 10 Services hours	Advanced nail techniques
		Artificial nail extensions. Nail wraps. Acrylic nails. Gel nails. Precautions and security measures. Nail art.
COS24	6 Theory hours	Activities in the salon business
		Commercial independence. How to operate a cosmetology business. Sales and human relations.
COS25	8 Theory hours	Seeking employment
		Preparing for the board exam. How to prepare for an employment interview. How to practice the profession successfully.
COS26	8 Theory hours	On the job
		The transition from the school to the work place. The world of Cosmetology. Business administration. How to create and maintain a successful clientele.
Subtotal	480 Theory hours/ 720 Services hours	
Total= 1,200 Hours		

**NOTE:** This program is predominantly taught in Spanish or bilingual (English and Spanish). Completing a course or program in a language other than English may reduce employability where English is required.

Facial Specialist Technician (260 Hours)		
Code	Theory and Services hours	Topic
HIV00	4 Theory hours	HIV/AIDS Seminar
		Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of AIDS.
FLS00	4 Theory hours	Local, State and Federal laws and regulations that regulate the facial specialist profession
FAS01	2 Theory hours	Skin care: History and opportunities
		Opportunities available within the profession. History, present and future of skin care.
FAS02	6 Theory hours	Professional image
		Beauty and well-being. How to maintain a healthy body and mind and personal appearance. Professional ethics.
FAS03	4 Theory hours	Hygiene and disinfection
		Contamination control. Sterilization, sanitation and disinfection. Types and uses of disinfectants. Disinfection procedures. Parasites. Immunity. Bacteria and viruses.
FAS04	6 Theory hours	Anatomy and Physiology
		Cells, tissues and organs. Major body system: Skeletal, muscular, nervous, circulatory, endocrine. Digestive, excretory, respiratory.
FAS05	4 Theory hours	Chemistry for estheticians
		Chemistry and different types of chemistry. Matter. Acidity and alkalinity. Chemicals reactions. Chemistry applied to esthetics.
FAS06	2 Theory hours	Cosmetic chemistry
		Learn the composition of cosmetic and the effects of product chemistry on the skin. Products uses in the salon. Skin preparation and its ingredients.
FAS07	2 Theory hours	Basic electricity
		What is electricity its use. Electrical equipment safety. Electrotherapy and light therapy.
FAS08	6 Theory hours	Physiology and histology
		Anatomy of the skin. Functions of the skin. How to maintain a healthy skin. Nutrition, Nerves, cells replacements and skin odors. Glands. Aging of the skin.
FAS09	8 Theory hours	Skin disorders and diseases
		Healthy skin its functions. Types of skin and their characteristics. Structures of the skin. Skin disorders. Pigmentation disorders. Skin cancer. Classifications and causes of acne.
FAS10	4 Theory hours	Analysis of the Skin



		Learn the different types of skin and their relation to genetics. The Fitzpatrick Scale. Skin reactions. Practices for maintaining a healthy skin. Skin analysis procedures. Client consultation and forms.
FAS11	4 Theory hours/ 10 Services hours	Product selection
		Basic skin care products and their benefits. Skin care products for personal use. Selecting a product brand. Ingredients. Product information sheet. Skin care product ingredients.
FAS12	2 Theory hours/ 10 Services hours	The treatment room
		Personal appearance. Professional atmosphere. Equipment and machinery needed. Skin care room preparation and maintenance. Hygiene and cleanliness procedures.
FAS13	4 Theory Hours/ 20 Services hours	Massages
		The benefits of massage. Types of massages and movements. Other massage techniques. Procedures of facial massage.
FAS14	10 Theory hours/ 40 Services hours	Basic facials and treatments
		Benefits of facials treatments. Treatment, preparations and client consultation. Elements of basic facials. Proper application of products and cleanup. Proper tonic procedures. Adequate extraction procedures. Treatments of oily, dry, dehydrated and sensible skin types. Treatment of acne. Masculine skin care.
FAS15	8 Theory hours/ 20 Services hours	Equipment
		Magnifying lamps. Wood lamp. Rotary brush. Vacuum. Spray and steamer. Gloves. High frequency machine. Galvanic machine. Vapor mask and micro current. Wax heater. Hot towels. Microdermabrasion, laser and light therapy.
FAS16	4 theory hours/ 15 Services hours	Waxing
		Cycle of hair growth. Characteristics and differences. Client consultation. Permanent hair removal. Temporary hair removal techniques. Procedures. Hair tweezing. Eyebrow, mustache, neck, underarm, leg, waxing.
FAS17	6 Theory hours/ 10 Services hours	Advanced esthetics
		Antioxidants. Peeling for skin care. AHAS peeling. Enzyme peeling. Aging of the skin and hormones. The benefits of aromatherapy. Corporal treatments. Pre and post-surgical intervention treatments. Clinical and surgical procedures.
FAS18	6 Theory hours/ 15 Services hours	The world of facial makeup

		Psychological aspects of makeup. Makeup related products. Eyeliners. Eyebrow coloring. Makeup brushes. Theory of colors and how to use the color wheel. Correct makeup application. Proper use implements and supplies. Makeup application procedures. Daywear makeup. Evening makeup. Corrective makeup. Special occasion makeup. Eyebrow extensions.
FAS19	4 Theory hours/ 8 Services hours	Beauty salon/ SPA business
		How to succeed in the profession of skin care. Commercial independence. How to operate a beauty salon/ Spa business. Sales and human relations. Rules, laws and regulations concerning salon business. Maintaining good records. How to run a successful salon business.
FAS20	2 Theory hours/ 8 Services hours	Selling products and services
		Know and be familiar with products and services. Learn what client need and want. Marketing. Learn how to present products and services effectively. Tracking success.
FAS21	2 Theory hours	Preparing a seeking employment
		The transition from the school to the work place. The world cosmetology. Business administration. How to create and maintain a successful clientele.
Subtotal: 104 Theory hours/ 156 Services hours		
Total: 260 hours		

**NOTE:** This program is predominantly taught in Spanish or bilingual (English and Spanish). Completing a course or program in a language other than English may reduce employability where English is required.

Full Specialist Technician (600 Hours)		
Code	Theory and Services hours	Topic
HIV00	4 Theory hours	HIV/AIDS Seminar
		Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of AIDS.
FLS00	4 Theory hours	Florida laws
		Local, State and Federal laws and regulations that regulate the Cosmetology profession
FST01	4 Theory hours	Skin Care: History and opportunities.
		Opportunities available within the profession. History, Present and future of Skin Care.
FST02	8 Theory hours	Professional image
		Beauty and well-being. How to maintain a healthy body. Mind and personal appearance. Professional ethics.
FST03	6 Theory hours	Hygiene and disinfection
		Contamination control. Sterilization, Sanitation and disinfections. Types and use of disinfectants. Disinfection procedures. Parasites. Immunity. Bacteria and viruses.
FST04	6 Theory hours	Anatomy and physiology
		Cells, tissues and organs. Major body system: Skeletal, Muscular, Nervous, Circulatory, endocrine, digestive, excretory, respiratory.
FST05	4 Theory hours	Chemistry for estheticians
		Chemistry and different types of chemistry. Matter. Acidity and alkalinity. Chemical reactions. Chemistry applied to esthetics.
FST06	4 Theory hours	Cosmetic chemistry
		Learn composition of cosmetic and the effects of product chemistry on the skin. Products used in the salon. Skin preparation and its ingredients.
FST07	4 Theory hours	Basics of electricity
		What is electricity and its use. Electrical equipment safety. Electrotherapy and light therapy.
FST08	6 Theory hours	Physiology and Histology of the skin
		Anatomy of the skin. Function of the skin. How to maintain a healthy skin. Nutrition, nerves, cells replacement and skin odor. Glands. Aging of the skin.

FST09	12 Theory hours	Skin disorders and diseases
		Healthy skin and its functions. Types of skin and their characteristics. Structure of the skin. Skin disorders. Pigmentation disorders. Skin cancer. Classifications and causes of acne.
FST10	4 Theory hours	Skin analysis
		Learn the different types of skin and their relation to genetics. The Fitzpatrick scale. Skin reactions. Practices for maintaining a healthy skin. Skin analysis procedures. Client consultation and forms.
FST11	4 Theory hours/ 10 Services hours	Product selection and ingredients
		Basic skin care products and their benefits. Skin care products for personal use. Selecting a product brand. Ingredients. Product information sheet. Skin care products ingredients.
FST12	4 Theory hours/ 10 Services hours	The treatment room
		Personal appearance. Professional atmosphere. Equipment and machinery needed. Skin care room preparation and maintenance. Hygiene and cleanliness procedures.
FST13	6 Theory hours/ 25 Services hours	Massages
		The benefits of massage. Types of massages and movements. Other massage techniques. Procedures of facial massage.
FST14	10 Theory hours/ 35 Services hours	Basic facials and treatments
		Benefits of facials treatments. Treatment, preparations and client consultation. Elements of basic facials. Proper application of products and cleanup. Proper tonic procedures. Adequate extraction procedures. Treatments of oily, dry, dehydrated and sensible skin types. Treatment of acne. Masculine skin care.
FST15	10 Theory hours/ 20 Services hours	Equipment
		Magnifying lamps. Wood lamp. Rotary brush. Vacuum. Spray and steamer. Gloves. High frequency machine. Galvanic machine. Vapor mask and micro current. Wax heater. Hot towels. Microdermabrasion, laser and light therapy.
FST16	6 Theory hours/ 20 Services hours	Waxing
		Client consultation. Permanent hair removal. Temporary hair removal techniques. Procedures. Hair tweezing. Eyebrow, mustache, neck, underarm, leg, waxing.
FST17	6 Theory hours/ 20 Services hours	Advanced esthetics

		Antioxidants. Peeling for skin care. AHAS peeling. Enzyme peeling. Aging of the skin and hormones. The benefits of aromatherapy. Corporal treatments. Pre and post-surgical intervention treatments. Clinical and surgical procedures.
FST18	8 Theory hours/ 20 Services hours	The world of Makeup
		Psychological aspects of makeup. Makeup related products. Eyeliners. Eyebrow coloring. Makeup brushes. Theory of colors and how to use the color wheel. Correct makeup application. Proper use implements and supplies. Makeup application procedures. Daywear makeup. Evening makeup. Corrective makeup. Special occasion makeup. Eyebrow extensions.
FST19	4 Theory hours/ 10 Services hours	Beauty salon/ Spa business
		The services for skin care. How to succeed in the profession of skin care. Commercial independence. How to operate a beauty salon/ Spa business. Sales and human relations. Rules, laws and regulations concerning salon business. Maintaining good records. How to run a successful salon business.
FST20	2 Theory hours/ 10 Services hours	Selling skin care products and services
		Know and be familiar with products and services. Learn what client need and want. Marketing. Learn how to present products and services effectively. Tracking success.
FST21	2 Theory hours	Preparing and seeking employment
		The transition from the school to the work place. The world cosmetology. Business administration. How to create and maintain a successful clientele.
FST22	4 Theory hours	History and opportunities
		Brief history of cosmetology. Career paths for a nail technician. A bright future.
FST23	4 Theory hours	Life skills
		The phycology of success. Motivation and self-Management. Managing your career. Goal settings. Time management. Study skills. Ethics. Personality development and attitude.
FST24	4 Theory hours	Your Professional image
		Beauty and wellness. Looking good. Your physical presentation
FST25	4 Theory hours	Communicating for success
		Human relations. Communication basic. The client consultation. Special issues in communication. In-Salon communication.
FST26	8 Theory hours	Infection control: Principles and practices

		Regulation, principles of prevention. Universal precautions. The professional salon image.
FST27	6 Theory hours	General anatomy and physiology
		Why study anatomy? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system.
FST28	6 Theory hours	Skin structure and growth
		Anatomy of the skin. Aging of the skin. Disorders of the skin. Preventing skin problems in salon. Maintaining skin healthy.
FST29	4 Theory hours	Nail structure and growth
		The natural nail. Nail anatomy. Nail growth. Know your nails.
FST30	6 Theory hours	Nail diseases and disorders
		Nail disorders. Nail diseases
FST31	4 Theory hours	Basic concepts of chemistry
		Chemistry. Matter. Potential hydrogen. Oxidation-Reduction (Redox) reactions. You have the value.
FST32	4 theory hours	Nail product chemistry
		Understanding chemicals. Adhesion and adhesive. Fingernail Coating. The over exposure principle
FST33	4 Theory hours	Basic concepts of electricity
		Electricity. Electrical equipment safety. You have the power.
FST34	10 Theory hours/ 35 Services hours	Manicure
		Nail technology tools. Choosing a nail shape. Basic manicure. Performing a man's manicure. Paraffin wax treatment. Hand and arm massage. Spa manicure. Aromatherapy.
FST35	10 Theory hours/ 35 Services hours	Pedicure
		Pedicure supplies. Pedicures. Foot massage. More about pedicuring. Pedicure implements.
FST36	4 Theory hours/ 10 Services hours	Electric filling
		Are electric files safe? Choosing an electric file. Choosing Bits. How to use an electric file. Troubleshooting. you have the value
FST37	4 Theory hours/ 15 Services hours	Nail tips, nail wraps and no-light gels
		Nail tips, nail wraps and no-light gels
FST38	10 Theory hours/ 35 Services hours	Acrylic nails
		Acrylic (methacrylate). Nail Enhancements Using Forms. Odorless Acrylic (methacrylate). Products. Colored Acrylic (methacrylate) powders.

FST39	6 Theory hours/ 20 Services hours	UV Gels
		UV gels on tips or natural nails. UV Gel Maintenance and removal.
FST40	4 Theory hours/ 15 Services hours	The Creative Touch
		The basics and foundation of the nail art. Creating nail art. Gold leafing. Freehand painting. Using an airbrush for nail color and nail art. Getting started and finished. Traditional French manicure (with optional lunular)
FST41	6 Theory hours/ 15 Services hours	Seeking employment. On the job, Salon Business
		Preparing for licensure. Preparing for employment. Illegal questions. Legal questions. Doing it right. Moving from school to work. Out in the real world. Managing your money. On your way. Going into business on your own. Operating a successful salon. Selling in the salon.
Subtotal =240Theory hours/ 360 Services hours		
Total= 600 Hours		

**NOTE:** This program is predominantly taught in Spanish or bilingual (English and Spanish). Completing a course or program in a language other than English may reduce employability where English is required.

Makeup Specialist Technician(150 hours)		
Code	Theory and Services Hours	Topic
HIV00	4 Theory hours	HIV/AIDS Seminar
		Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of AIDS.
FLS00	4 Theory Hours	Florida Laws
		Local, State and Federal laws and regulations that regulate the makeup specialist profession
MST01	4 Theory hours	Psychological aspects of makeup
		The art of makeup. Makeup and fashion. Makeup finishing. Psychological value of makeup. Makeup and client self-esteem. Makeup services.
MST02	6 Theory hours	Makeup products
		Base. Correctors. Facials powders. Eye shadows. Blush.
MST03	4 Theory hours	Cosmetic for eyes, eyebrows, eyelashes and lips.
		Eyeliners. Eye shadows. Mascara. Lipstick. Lip liners. Other cosmetics. Makeup brushes.
MST04	4 Theory hours	Basic make up color theory
		Primary, secondary and tertiary color. The color wheel. Cool and warm color and their differences. Proper selection of makeup colors. Evaluations of client's facial characteristics. Color evaluation. Complementary eye colors. Blush and lipstick colors. Hair and eye color. Steps to select appropriate makeup colors and shades.
MST05	4 Theory hours	Shapes of faces
		Oval face. Round face. Squared face. Rectangular face. Triangular face. Inverted triangle face. Heart-shaped face. Diamond-shaped face. Corrective makeup forehead. Corrective makeup for the nose and chin. Corrective makeup for the jaw and neck area. Makeup application according to the shape of the face.



MST06	6 Theory hours/ 8 Services hours	Corrective makeup for eyes, eyebrows and lips
		Basic makeup principles for the eyes. Corrective makeup according to the shape of eyes. Basic makeup principles for the eyebrows. How to balance between form of the eyebrows and facial characteristics. Corrective makeup according to form of the eyebrows. Principles to correct the form of the lips. Corrective makeup in accordance to form of the lips. Client questionnaire and surveys. Client records
MST07	4 Theory hours/ 4 Services hours	Makeup station: Instruments, materials and products
		Hygiene and sanitation of the makeup room and instruments. Proper illumination for the makeup room. Instruments used for the application of makeup. Accessories used for the application of makeup. Product used for the application of makeup.
MST08	4 Theory hours/ 8 Services hours	Professional makeup application
		Advice for the application of makeup. Basic preparation. Basic application of makeup. Cleanliness and hygiene. Product suggestions and sales
MST09	4 Theory hours/ 10 Services hours	Special Occasion makeup
		Makeup for the eyes. Makeup for the cheeks. Makeup for lips. Application of makeup for television. Makeup hints from professionals. Camouflage. Retail sale for products and services.
MST10	4 Theory hours/ 6 Services hours	Artificial eyelash extension
		The use of artificial eyelashes. Eyelashes in strips. Individual eyelashes. Application of eyelashes in strips. How to understand what the client needs. Commercialization.
MST11	4 Theory hours/ 8 Services hours	Basic coloring and client consultation
		Primary, secondary and tertiary colors. Evaluation of the pigment base. Evaluation of the tone and sub-tone of the skin, Client consultation. Anti-allergic test.
MST12	4 Theory hours/ 2 Services hours	Required Documentation for The Application of makeup
		Client consent. Client record sheet. Preliminary conditions (set forth in writing). Post-procedures instructions and/or recommendations. Services records sheets. Security measures and possible side-effects.
Subtotal=	60 Theory hours/ 90 Services hours	
TOTAL= 150 Hours		

NOTE: This program is predominantly taught in Spanish or bilingual (English and Spanish). Completing a course or program in a language other than English may reduce employability where English is required.

Nail Specialist Technician (240 Hours)		
Code	Theory and Services Hours	Topic
HIV00	4 Theory hours	HIV/AIDS Seminar
		Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of AIDS.
FLS00	4 Theory hours	Florida Laws
		Local, State and Federal laws and regulations that regulate the nail specialist profession
NST01	2 Theory hours	History and opportunities
		Brief history of cosmetology. Career paths for a nail technician. A bright future
NST02	2 Theory hours	Life Skills
		The psychology of success. Motivation and self-Management. Managing your career. Goal settings. Time management. Study skills. Ethics. Personality development and attitude.
NST03	6 Theory Hours	Your Professional image
		Beauty and wellness. Looking good, Your physical presentation.
NST04	2 Theory hours	Communicating for success
		Human relations. Communication basic. The client consultation. Special issues in communication. In-Salon communication.
NST05	6 Theory hours	Infection control: Principles and practices
		Regulations. Principles of prevention. Universal precautions. The professional salon image.
NST06	4 Theory hours	General Anatomy and Physiology
		Why study anatomy? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system.
NST07	2 Theory hours	Skin Structure and Growth

		Anatomy of the skin. Aging of the skin. Disorders of the skin. Preventing skin problems in salon. Maintaining skin health.
NST08	4 Theory hours	Nail Structure and growth
		The Natural nail. Nail anatomy. Nail growth. Know your nails.
NST09	6 Theory hours	Nail diseases and disorders
		Nail diseases and disorders
NST10	4 Theory hours	Basic concepts of chemistry
		Chemistry. Matter. Potential hydrogen. Oxidation-Reduction (Redox) reactions. You have the value
NST11	4 Theory hours	Nail product chemistry
		Understanding chemicals. Adhesion and adhesive. Fingernail Coating. The over exposure principle
NST12	4 Theory hours	Basic concepts of electricity
		Electricity. Electrical equipment safety. You have the power.
NST13	8 Theory hours/ 30 Services hours	Manicure
		Nail technology tools. Choosing a nail shape. Basic manicure. Performing a man's manicure. Paraffin wax treatment. Hand and arm massage. Spa manicure. Aromatherapy.
NST14	8 Theory hours/ 30 Services hours	Pedicure
		Pedicure supplies. Pedicures. Foot massage. More about pedicuring. Pedicure implements.
NST15	2 Theory hours/ 15 Services hours	Electric filling
		Are electric files safe? Choosing an electric file. Choosing Bits. How to use an electric file. Troubleshooting. you have the value
NST16	4 Theory hours/ 12 Services hours	Nail tips, wraps, and no-light gels
		Nail tips, wraps, and no-light gels
NST17	8 Theory hours/ 20 Services hours	Acrylic nails
		Acrylic (methacrylate). Nail Enhancements Using Forms. Odorless Acrylic (methacrylate). Products. Colored Acrylic (methacrylate) powders.
NST18	4 Theory hours/ 15 Services hours	UV gels
		UV gels on tips or natural nails. UV Gel Maintenance and removal
NST19	4 Theory hours/ 10 Services hours	The creative touch
		The basics and foundation of the nail art. Creating nail art. Gold leafing. Freehand painting. Using an airbrush for nail color and nail art. Getting started and finished. Traditional French manicure (with optional lunular)
NST20	4 Theory hours/ 12 Services hours	Seeking employment. On the job. Salon business

	Preparing for licensure. Preparing for employment. Illegal questions. Legal questions. Doing it right. Moving from school to work. Out in the real world. Managing your money. On your way. Going into business on your own. Operating a successful salon. Selling in the salon.
Subtotal=	96 Theory hours/ 144 services hours
TOTAL= 240 Hours	

**NOTE:** This program is predominantly taught in Spanish or bilingual (English and Spanish). Completing a course or program in a language other than English may reduce employability where English is required.

## Programs Cost:

Program	Cosmetology	Full Specialist	Facial Specialist	Nail Specialist	Makeup Specialist
Hours	1,200	600	260	240	150
Tuition	10,450.00	6,300.00	1,750.00	1475.00	1,150.00
Registration fee	100.00	100.00	100.00	100.00	100.00
Books & Materials	650.00	450.00	350.00	175.00	400.00
Uniforms	50.00	50.00	50.00	50.00	50.00
<b>Total Cost</b>	<b>11,250.00</b>	<b>6,900.00</b>	<b>2,250.00</b>	<b>1,800.00</b>	<b>1,700.00</b>

## Administrative Staff and Faculty

<b>Manuel Hernandez</b>	CEO/School Director President, Secretary Registrar	Diploma, American Beauty Schools Miami, Florida Full Specialist FS897880 Economic Sciences Santa Maria University Venezuela Realtor License # SL3104441 NRDS ID: 279533403
<b>Jenny Hernandez</b>	Financial Aid Director Business Office Manger Job Placement	La Belle Beauty Academy Miami, Florida Cosmetologist CL1175150
<b>Beatriz Hernandez</b>	Director of Education (Part-Time Instructor) Makeup Instructor Cosmetology Instructor Nail Instructor Facial Specialist Instructor Full Specialist Instructor	Diploma- Wilfred Academy New York City, New York Cosmetologist CL020057
<b>Nelkys B. Labrador</b>	Director of Admissions (Part-Time Instructor) Makeup Instructor Cosmetology Instructor Nail Instructor Facial Specialist Instructor Full Specialist Instructor	Diploma, American Beauty Schools Miami, Florida Cosmetologist CL1254660

<b>Rosa Alicea</b>	(Full-Time Instructor) Makeup Instructor Cosmetology Instructor Nail Instructor Facial Specialist Instructor Full Specialist Instructor	Diploma- Instituto de Belleza Zelma de Estevez Hato Rey, Puerto Rico Cosmetologist CL0159783
<b>Raul Dominguez</b>	(Full Time Instructor) Makeup Instructor Cosmetology Instructor Nail Instructor Facial Specialist Instructor Full Specialist Instructor	La Belle Beauty Academy Miami, Florida Cosmetologist CL1266639

**CAREER OPPORTUNITIES:**

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- **Cosmetologist:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **Full Specialist Technician:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

**JOB DEMAND IN COSMETOLOGY / RELATED FIELDS :**

The U.S. Department of Labor provides job information at:

<https://www.bls.gov/oes/current/oes395012.htm>

This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

<b>Job Position / SOC Code</b>	<b>National Median Hourly/Yearly Wage/ May 2019</b>	<b>State Hourly/Yearly Wage/ May 2019</b>
Cosmetologists (Hairdressers) / 39-5012	\$12.54 / \$26,090	\$14.62 / \$30,410
Barbers / 39-5011	\$14.50 / \$30,150	\$14.02 / \$29,150
Estheticians (Skin Care Specialist) / 39-5094	\$16.39 / \$ 34,090	\$17.49 / \$36,380
Manicurists / Pedicurists / 39-5092	\$12.39 / \$25,770	\$13.54 / \$28,160
Instructors (Vocational Education) / 25-1194	\$25.54 / \$53,120	\$27.76/ \$57,730

**ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS:**

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client’s head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body

treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.

2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

**NON DISCRIMINATION STATEMENT:**

The school in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, or religion.

**METHOD AND TERMS OF PAYMENT:**

All students are asked to make a minimum \$50.00 payment each month towards their education in addition to any Title IV Funds they may be eligible for; students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. If the student does not acquire eligibility for Title IV Funds all tuition will be due and payable immediately, or an arrangement for an Institutional Finance Plan may be approved by the school as a method of payment. If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payment charges, if incurred. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. The student may be suspended until payment has been received.

**CAREER COUNSELING:**

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.



## **DRUG AND ALCOHOL ABUSE PREVENTION:**

The purpose of the American Beauty School's Drug & Alcohol Abuse Prevention (DAAP) Program is to foster a safe and healthy campus where students, faculty and team members can work and attend in an environment free of detrimental effects associated with drug and alcohol abuse. Through the DAAP program, it is the institution's intent to inform students, faculty and team members about the health risks associated with substance abuse, the resources available to help cope with substance abuse, and sanctions imposed by federal, state and local authorities, as well as the institution's standards about the use or abuse of alcohol and/or controlled substances.

### **Substance Abuse Policy:**

American Beauty Schools is a drug-free workplace and firmly believes that alcohol abuse or illegal drug use, whether on or off the job can adversely affect job performance, morale, the safety of other team members, students and the reliability of our operations and equipment. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco.

American Beauty Schools adheres to the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act Amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace.

### **Standards of Conduct:**

- Consumption of alcohol is prohibited on the campus premises and clinical, extracurricular, off campus activities sites.
- Drug usage, other than over the counter medication and prescription medication used in accordance with a doctor's prescription, is prohibited while serving as a team member conducting school business or a student representative of the Institution whether on campus or any off-campus school sponsored activity.
- The unlawful use, possession, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol on the school premises or on an off-campus activity site is strictly prohibited.

### **Educational Programs:**

American Beauty Schools will develop appropriate materials to be distributed to all students and team members explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on campus and off campus at school activities and will present educational programs on alcohol and drug abuse. All team members and students have access to American beauty schools' catalog and an acknowledgement signed copy is kept in the team member personnel file and student's academic file.

### **Alcohol and Substance Abuse Intervention Guidelines:**

The supervisor/team member should notify the School Vice President and President for consultation prior to any action being taken. The School Vice President and President may recommend consultation with a local non-profit alcohol and substance abuse organization or similar agency. Based on the advice of the School Vice President and President or such an agency, the supervisor/team member should immediately schedule an intervention meeting the team member/student concerned. The intervention meeting includes the following steps:

- Inform individual of the policy.
- Relieve the individual of assigned duties or in the case of a student suspend attendance and
- Advise the individual of the reason for the concern.

The impact of the problem on work or academic performance, including interpersonal interactions affecting the workplace or classroom should be documented. Examples include:

- Unusual or erratic behavior
- Reports of unauthorized drugs and/or alcohol use on the job

After consultation with the School Vice President and President, the team member or student is referred to any non-profit alcohol and substance abuse organization or similar agency for testing.

Examples of reasons for referral include the following:

- Behavior that is erratic or abnormal
- Knowledge or indication that team member/student is currently involved in drug related activity
- Sleeping that is related to drug intake
- Disclosure by the team member/student of use

Pending result information from the referred non-profit or similar agency, the team member/student should be suspended. If the team member/student refuses to go to the referred non-profit organization or similar agency, appropriate disciplinary action should take place. Drug and alcohol is only one factor to be considered in deciding regarding disciplinary action.

#### Alcohol and Substance Abuse Prevention Procedure:

When in the judgment of the supervisor, in consultation with the President or School Vice President, a determination is made that there is unauthorized use or possession of alcohol, controlled substances or the use or possession of illegal drugs, or if behavior or work performance of a team member gives rise to performance related concerns that may indicate a need for drug and alcohol testing or some other action, the following procedure shall be used. The procedure also applies when a team member has reason to believe the same of a student; or to other violations of the policy as stated above.

### Prevention Programs:

Listed below are resources of drug prevention programs:

- Narcotics Anonymous of Miami (305) 265-9555
- DARE (305) 471-1716
- Switch Board of Miami (305) 358-4357
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

### Counseling, Treatment & Rehabilitation Programs:

American Beauty Schools supports programs that aid in the prevention of substance abuse.

Students and team members are encouraged to seek assistance for substance abuse problems.

Many health insurance plans include drug, alcohol and mental health services. Anyone needing help in finding a treatment center should contact the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) which offers a free service to help locate a facility near you. The Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622 –HELP (4357) or online: [Http://www.samhsa.gov/treatment/index.aspx](http://www.samhsa.gov/treatment/index.aspx). Additional resources for counseling, treatment and rehabilitation include:

- Al-Anon 1-888-4AL-ANON
- American Council on Alcoholism Helpline: 1-800-527-5344
- Cocaine Hotline: 1-800-COCAINE
- National Council on Alcoholism: 1-800-NCA-CALL

### Legal Sanctions for Drug & Alcohol Abuse:

American Beauty Schools will comply with all federal, state and local laws and policies regarding the abuse of alcohol and other drugs by its team members and students. All team members, faculty and students should be advised that possession, use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol may carry its own penalties under local, state and federal law. In addition to disciplinary sanctions by the Institution, all team members and students should be aware of

that federal, state, and some local laws treat illegal possession, use, sale/distribution or manufacturing of drugs or alcohol as a serious crime that can lead to imprisonment, fines and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications. The possession, use, sale/distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions including mandatory prison terms for many offenses, for a listing of federal offenses, penalties and sanctions visit the Department of Justice/U.S. Drug Enforcement- Office of Diversion Control website. Additional state penalties and sanctions may apply. Many localities have ordinances and regulations with prohibit public consumption of alcoholic beverages or consumption of alcohol beverages on private property without owner's consent.

#### Sanctions the Institution Will Impose:

1. Any team member or student found consuming alcohol or drugs on campus or off campus activity site shall be subject to disciplinary action.
2. Any team member or student found using, possessing, manufacturing or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on campus or off campus activity sites shall be subject to disciplinary action.
3. Any team member or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or off campus activity site and will be escorted home. The team member or student shall also be subject to disciplinary action.
4. Consistent with Drug Free Workplace Law, as a condition of employment, all team members are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if a team member or student violates this policy, discipline will be assessed accordingly and the individual; could be subject to termination or expulsion or referral for prosecution.
6. In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drugs identified as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

#### Follow Up:

The School President or Vice president will meet with the team member/student to discuss the information received from the referred non-profit organization or similar agency and any disciplinary action taken.

Being unfit for work because of alcohol and/or illegal use or possession of a controlled substance or other violations of this policy may subject the member/student to disciplinary action up to an including termination of employment or school attendance

### Review & Distribution:

The DAAP Program policy will be reviewed annually to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The DAAP Program policy will be distributed to team members and students on an annual basis by October 1st. Team members will receive e-mail notifications annually by the School President or his/her designee. Students will receive notification annually through an electronic announcement via registered e-mail address.

### **OSHA REQUIREMENTS:**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

### **POLICY FOR SAFEGUARDING STUDENT INFORMATION:**

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

#### **EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS:**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the high school issuing the diploma and its accreditation or lack thereof, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state's list of recognized schools. Lack of accreditation does not necessarily make a high school ineligible.

The school maintains a list of possible known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not necessarily be 100% accurate and may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas

#### **FEDERAL STUDENT AID APPLICATION AND AWARDED PROCESS:**

In order for an enrolling student to receive Federal Student Aid through a Title IV eligible Institution they must first be a regular student enrolled into one of the School's Title IV eligible programs. Students under the legal age of 18 must have a parent or legal guardian sign the Registration Contract or Enrollment Agreement also.

As an educational requirement to receive Title IV funds, the enrolling student must certify on the FAFSA that they have a High School Diploma, its equivalent or a GED. Students newly enrolled for the first time in a post-secondary educational institution on or after 7/01/2012 may no longer use the ATB test as an educational requirement unless enrolled in an eligible Career Pathways Program. For students who were administered a recognized ATB test prior to 7/01/12 or who were previously enrolled or received Title IV funds under an ATB test educational requirement may still be admissible. See DCL Gen-12-09 for further details. The student must also meet the School's admissions requirements, the requirements of the School's accreditation agency and of the State that the School is located in.

After reading and completing required enrollment paperwork and then signing the Registration Contract or Enrollment Agreement, the now newly enrolled student is given a Financial Aid Packet of forms and instructions on how to apply for Federal Student Aid if they have not already done so online prior to coming into the School. All forms must be completed fully and signed with an ink pen where signatures are required and the School official designated to assisting the student should be responsible to check all paperwork for completeness. All this paperwork is then scanned and uploaded into the student's SMART

prospect documents or encrypted and e-mailed to the Third Party Servicer representative. A hard copy student Financial Aid file is kept with all required **original documents containing wet signatures (Registration Contract and FAFSA or Electronic FAFSA print out if done on FAA Access by the school FA).**

**Students and Parents are required to have an FSA User ID for applications, entrance and exit interviews and an e-mail address for receipt of notifications and confirmations.** If the student does not currently have an e-mail address they can obtain a free one usually on their internet provider's homepage such as Hotmail. The e-mail address may be provided on their SMART record. The parent's e-mail address may also be recorded in the contact page on SMART.

The Third Party Servicer will begin final processing of the student's aid when:

- All required and pertinent forms have been scanned and uploaded to SMART documents.
- A valid ISIR has been received by the Servicer.
- NSLDS has been printed and reviewed and any required transfer monitoring done.
- Verification and corrections have been completed when required.
- All conflicting information has been resolved.
- A new valid ISIR has been received when corrections were required and done.
- All SMART screens have been completed accurately.
- Any required documents and forms for Professional Judgment, Dependency Override, Eligible Non-Citizen Status verification, or Selective Service decisions have been received and approved.
- A signed Pending Financial Aid Disbursements Report has been received indicating that the above items are complete and the student is either a new student or they are a continuing student maintaining Satisfactory Academic Progress and have completed the required hours/weeks to receive subsequent disbursements.

A pending list is e-mailed to the School at regular intervals listing any outstanding documents required in order to complete the processing of student's aid.

The School quickly collects, scans, and uploads those documents and notification is sent to the Servicer.

The School FA also prints the student's NSLDS report, reviews it, verifies the student is eligible for Title IV funds and then includes it in the student's packet for future approval and awarding by FAT\$TAF.

Once the confirmation page has been received or printed with the EFC, the School FA can then complete a Budget/Need Analysis form in order to provide an estimate only to the student. This is not a finalized award, it is only an estimate. FAT\$TAF will review for authorization.

The FA will then prepare the "Estimated Financial Plan" (EFP) and schedule the estimated aid on the FinAid worksheet in SMART for review by FAT\$TAF FAA. The student can then be presented with the various funding options available based on their estimated eligibility.

Once reviewed, adjusted or corrected and final authorization completed by the FAT\$TAF FAA, the school will be asked to have the student sign the Award Notification accepting or declining the aid. FAT\$TAF will then adjust the aid scheduled accordingly if declined and request that the School print a new Award Notification to present the student for signature.

A list of required documents is provided to the School administrator in addition to a package of required forms to use for FAT\$TAF Third Party Servicing.

Once all documents have been reviewed, verification completed, estimates approved, aid scheduled on the Financial Aid Worksheet in SMART, an Award Notification printed and signed by the student, then the student file is to be scanned and uploaded to student documents in SMART. The original should be placed in the student's hard copy file.

**CONFLICTING INFORMATION:**

The school understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

**COPYRIGHT LAWS POLICY:**

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" damages 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 at: [www.copyright.gov](http://www.copyright.gov).HEA section 485(a).

**COST OF ATTENDANCE BUDGETS (COA):**

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets for the 2012-2013 award years.

**Living at home with parents:**

<b>Room &amp; Board</b>	<b>Transportation</b>	<b>Miscellaneous</b>	<b>Other</b>	<b>Total</b>
<b>\$377.00</b>	<b>\$160.00</b>	<b>\$193.00</b>	<b>Case by Case</b>	<b>\$730.00</b>



**Living away from home:**

<b>Room &amp; Board</b>	<b>Transportation</b>	<b>Miscellaneous</b>	<b>Other</b>	<b>Total</b>
<b>\$1,130.00</b>	<b>\$154.00</b>	<b>\$213.00</b>	<b>Case by Case</b>	<b>\$1,497.00</b>

**VACCINATION POLICY:**

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of Florida.

**VERIFICATION:**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

**Policy on Violence Against Women Reauthorization Act of 2013 or VAWA:**

**Under VAWA, effective March 7, 2014, Title IV schools are required to:**

- Adopt policy to address and prevent sexual offenses or acts of sexual violence,
- Report campus crime statistics beyond the crime categories the Clery Act already mandates
- Offer training to incoming students and new employees promoting the awareness of domestic violence, dating violence, sexual assault, stalking, and consent
- Offer ongoing prevention and awareness campaigns to the school's community on these issues

This document has been designed to **inform** all students and employees of the Violence Against Women Act and it emphasizes our commitment to the health and safety of our students and employees. **The policy**

**explains how our school addresses and promotes awareness of domestic violence, dating violence, sexual assault and rape, stalking and consent.** Each October we provide this policy with updated statistics to all our prospective students and staff. **It is also reviewed with all students during orientation and with staff at the time of hire.** Annual training is provided by local law enforcement officials and or local crisis centers to help emphasize the necessity of awareness and to provide different options for reducing the risk of becoming a victim of sexual offenses or sexual violence. **It includes education on the warning signs of abusive behavior and how to avoid potential attacks.** Schools Directors are committed to making this school a safe place for all to receive an education.

Sexual offenses or acts of sexual violence, including domestic violence, dating violence, sexual assault, and stalking are illegal regardless of the victims' gender, sexual orientation, gender identity or gender expression and as such are strictly prohibited.

Remember, VAWA protects the rights of ALL victims of sexual offenses or acts of sexual violence, regardless of the victims' gender, sexual orientation, gender identity, or gender expression.

### **Definitions and Examples**

**Domestic Violence:** Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant, or someone with whom the abuser has a child or is having a child, has an existing dating or engagement relationship, or has a former dating or engagement relationship.

**Example:** Jane, a student just broke up with her boyfriend Dick a few days ago. He just appeared on her doorstep yelling, kicking the door and threatening to do her bodily harm if she does not open the door right now. He has been physically abusive to her in the past but she kept it to herself. Dick is becoming quite angry and she hears him repeatedly calling her a "slut". He demands that she open the door. She is extremely frightened. He tells her he is not leaving until she opens the door.

**Dating Violence:** Violence committed by someone: a) who is or has been in a social relationship of a romantic or intimate nature with the victim and b) 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 relationship
- the frequency of interaction between the persons involved in the relationship

**Example 1:** Jim and Jan have been dating for a few months. One day they are sitting on the couch watching TV together and Jan starts talking. Jim becomes angry with her talking and tells her to shut up or he will shut her up and he shakes his fist at her. Then he stands up and kicks the coffee table.

**Example 2:** Matt has started dating Mindy. Mindy is constantly on edge about remembering to check in with Matt. The relationship has become sexual and Matt has demanded they date each other exclusively and that Mindy should only see and talk to people Matt approves of. Mindy want out of the relationship but is afraid to tell Matt for fear the interaction will become physical.

**Sexual Assault:** The term "sexual assault" is defined as engaging in physical sexual activity without the consent of the other person. An act of sexual assault may involve:

- Physical force, violence, threat, or intimidation
- Ignoring the objections of the other person
- Causing the other person's intoxication or incapacitation through the use of drugs or alcohol
- Taking advantage of the other person's incapacitation, including his or her voluntary intoxication, his or her state of intimidation, or other inability to consent

**Example 1:** Alex and Kris are at a party and both are drinking heavily. Alex is having trouble standing up, so Kris leads Alex over to a couch where Alex can lie down. Alex passes out and wakes up to find Kris on top of her, engaging in sexual activity.

**Example 2:** Terry and Leslie are working late on clients at the school salon. Terry thinks Leslie is being nice when Leslie offers to walk Terry home. Terry invites Leslie inside the house so they can continue their conversation. Leslie starts to kiss Terry, and Terry readily kisses Leslie back. Leslie starts touching Terry's genitals. Terry pushes Leslie's hand away and says, "No, I don't want to." Leslie becomes more forceful, and continues to fondle Terry's genitals despite Terry saying, "No!"

**Stalking:** The term "stalking" is defined as behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

**Example 1:** Adrian meets Jesse through a class group project. The group members exchange telephone numbers and Jesse calls Adrian for help with the project. As the quarter goes on Jesse repeatedly asks her out on a date and he refuses to take no for an answer. Adrian is in fear of her safety and tells him that she is not interested in dating him, but Jesse continues with this behavior that is unwanted and unwelcome by Adrian. He repeatedly texts her throughout the day despite her requests that he stop texting her. Before each group meeting, Jesse waits outside the classroom to greet her, "What took you so long? I've been waiting for you for almost an hour, but I don't mind."

**Example 2:** Julian recently met Ashley, who works on campus. They've gone out a few times, always meeting at a public place, never at either person's home. Julian thinks these dates have been fun, but knows there isn't a serious future with Ashley and has told Ashley so. The next day, when Julian arrived at home, there were several notes left on the door from Ashley. The same thing happened again four times that week, with the same message asking if Ashley can have just one more chance. Julian, now in fear of her safety, arrives at home and sees Ashley sitting in a parked car staring directly at Julian's house.

**Consent:** Consent is:

**Informed:** Consisting of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

**Voluntary:** Given without coercion, force, threats, or intimidation. Positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

**Revocable:** Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once

consent has been revoked, sexual activity must stop immediately.

**Consent is given when a person is not:**

**Incapacitated:**

- Physical and/or mental inability to make informed, rational judgments
- States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts
- Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences and/or ability to make fully informed judgments.

**A person cannot give consent if he or she is:**

- Unconscious or coming in and out of consciousness
- Under the threat of violence, bodily injury, or other forms of coercion, or if his/her understanding of the act is affected by a physical or mental impairment

**Other considerations with regard to consent include:**

- Silence does not equal consent; lack of verbal resistance does not constitute consent and lack of physical resistance does not constitute consent. Consent is not indefinite; consent may be withdrawn at any time, and at that time all sexual activity must cease unless or until additional consent is given.
- Minors and incapacitated persons cannot give consent. Whether the accused knew, or a reasonable person should have known, that the complainant was incapacitated

**Bystander Intervention:**

- Most people want to help in difficult situations
- Incorrectly assume that someone else will take action

**Phenomenon known as Diffusion of Responsibility:**

- Each bystander's sense of responsibility to help decreases as the number of witnesses increases
- End result is that nobody speaks up, comes forward, or helps

**This is not bystander apathy:**

- People may be truly concerned about the welfare of the victim
- Sincerely believe that someone else will help
- Other person is either more likely or more qualified or more capable

**What should you do?**

Specific interventions can be divided into four main types:

- **Engage:** say or do something that directly engages one or more of the parties involved
- **Distract:** say or do something to interrupt the interaction
- **Enlist:** ask for the help of someone else who may be better able to intervene
- **Delay:** say or do something after the difficult moment or incident has passed

## How do you decide what to do?

Things to consider before you act:

1. Is the situation an emergency or non-emergency?
2. Should intervention be direct, indirect or both?

### **DIRECT Emergency**

- Take someone's keys away, drive the person home
- Remove the person from the situation
- Administer CPR

### **INDIRECT Emergency**

- Call 911
- Seek assistance from a professional
- Distract the people involved
- Enlist help from others

### **DIRECT Non-Emergency**

- Talk to the person directly about the situation

### **INDIRECT Non-Emergency**

- Speak to and get help from someone with more expertise and/or authority: your campus Director, a campus administrator, or other professional

### **S.E.E.**

#### Safe Responding:

- Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself

#### Early Intervention:

- Take action before the problem becomes worse

#### Effective Helping:

- Implement specific helping skills depending on the situation

## **Identifying Warning Signs**

Identifying some of the warning signs that may lead to a sexual offense or an act of sexual violence.

These behavioral warning signs may include, but are not limited to:

- **Jealousy** – excessive questions about who a partner spends time with
- **Controlling Behavior** – not allowing a partner to make personal decisions
- **Isolation** – curtailing a partner's social interaction
- **Verbal Abuse** – saying things about or to a partner that are meant to be cruel

- **Blame-shifting for feelings and problems** – blaming a partner, family, or the School for one’s own inabilities or lack of responsibility
- **Making threats of violence** – saying things like “If you talk to him/her again, I’ll kill you.” Or “If you leave me, I will kill myself.”

**What to say:**

If you suspect someone you know is a victim of a sexual offense or an act of sexual violence, talking with them about it can be difficult. The most important thing you can do is to let them know that they have support and that they do have options.

**Some guidance on what to say and do can include:**

- Offer your support without judgment or criticism
- Tell him or her that you’re concerned for his or her safety
- Encourage him or her to get help
- Try to avoid a confrontation while doing so

**Avoiding Potential Harm**

It’s important to remember that while we can take steps to minimize risk, the only person to blame when a sexual offense or an act of sexual violence happens, is the perpetrator.

Strategies you can use for placing yourself in the best position to avoid harm and to minimize the risk of a sexual offense or an act of sexual violence. Some of these strategies include:

- Trust your gut instincts. If a situation doesn’t feel right, don’t worry about offending people, just leave
- Notice when someone doesn’t respect your boundaries, and not being afraid to assert your right to have your boundaries respected
- Understand that most perpetrators of sexual violence look for someone in a vulnerable position. This understanding can help guide your actions and choices

**Other strategies for placing yourself in the best possible position to avoid harm and minimize risk may include:**

- Control access to your home or dorm room and your car by locking your doors and not leaving windows wide open if they provide easy access
- Use “situational awareness” by noticing where you are and who’s around
- Don’t be afraid to ask for help in situations that feel unsafe, such as asking for an escort to your parked car or asking people to walk with you
- Travel in groups when possible and appropriate

**Reporting and Offense**

A sexual offense or an act of sexual violence can be very frightening and disorienting. Often, victims do not know where to turn or how to reach out for assistance and help. If you've been involved in a sexual offense or an act of sexual violence, you are encouraged to:

- Find a safe place
- Seek medical attention
- Get support
- Preserve evidence
- Report the crime

In addition, as the victim of a sexual offense or an act of sexual violence, you are also encouraged to report \_\_\_\_\_ this \_\_\_\_\_ to:

**your campus:**

- School Director
- Human Resources office
- Any manager, supervisor, department head, or other designated employee responsible for responding to reports of sexual violence

Even if you are a bystander witnessing, or received a report of, a sexual offense or an act of sexual violence, you are encouraged to reach out to any of these resources for guidance and assistance.

### **Investigation and Disciplinary Proceedings**

Campus proceedings to investigate and institute disciplinary action for sexual offenses or acts of sexual violence will:

- Provide a prompt, fair, and impartial investigation and resolution
- Be conducted by trained officials
- Use the standard of evidence set forth in the applicable policy

Both the accuser and the accused will have the same rights to have others present during an investigation and disciplinary proceedings, including an advisor of their choosing.

### **Investigation and Disciplinary Proceedings**

**All parties involved will be informed simultaneously in writing of:**

- Initial outcome of the proceeding
- Appeal rights
- Subsequent changes to the result, resulting from an appeal

To the extent permitted by law, the School will protect the confidentiality of victims by omitting victim identifying information from publicly available documentation.

## **Disciplinary Actions and Sanctions**

The following disciplinary actions and sanctions may be imposed, as appropriate, if a person is found to have committed a sexual offense or an act of sexual violence:

- Suspension
- Expulsion
- Termination of employment

Perpetrators of crimes may also be subject to criminal prosecution.

## **Campus Resources**

Depending on the circumstances and if reasonably available, victims may also request assistance with changing their:

- Academic situation
- Living situation
- Transportation situation
- Employment situation

Regardless of whether he or she chooses to report the sexual offense or act of sexual violence to campus or local law enforcement.

We hope this policy is helpful to all concerned and will help us to keep our campus a safe and pleasant learning environment.