

# Arkansas Beauty School -Little Rock School Catalog

Effective November 2021



## ARKANSAS BEAUTY SCHOOL- LITTLE ROCK

### Location, Ownership, and Contact Information:

Lacoda Management Company (*owners*) dba Arkansas Beauty School-Little Rock  
8521 Geyer Springs Road Unit 30  
Little Rock, Arkansas 72209  
501-562-5673  
[www.arbs.edu](http://www.arbs.edu)

### Offering diplomas in:

- Cosmetology
- Manicuring
- Teacher Training
- Esthetics

*To obtain licensing in the above fields you must meet all the requirements of the Arkansas Department of Health- Cosmetology Section (as stated within)*

### Licensed by:

Arkansas Department of Health- Cosmetology Section  
4815 W Markham Street  
Little Rock, Arkansas 72205  
501-682-2168

### Accredited by:

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

### Certified by:

The U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### Staff and Faculty:

Gwendolyn Middleton, **Campus President**  
Shannon Rideout, **Director of Education**  
Yvette Holloway, **Program Director**  
Miriam Piccolo, **Financial Aid Director**  
Jason Kelley, **Enrollment Manager**  
Crystal Collier, **Finance and Compliance Manager**  
Moneik Williams, **Recruiting & Admissions**  
Terricia Malone, **Records & Resource Specialist**

Letitia Ollison, **Cosmetology Instructor**  
Shawna Ford, **Manicuring Instructor**  
Joan Burnley, **Cosmetology Instructor**  
Nina Halliday, **Cosmetology Instructor**  
Amelia Randle, **Cosmetology/Esthetics Instructor**

# ARKANSAS BEAUTY SCHOOL-LITTLE ROCK

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## **Frequently Asked Questions**

### **Q. How long does it take to complete a training program at Arkansas Beauty School-Little Rock (ABS-LR)**

A. 1500 clock -hours of learning and training takes the average student 38 weeks to complete if at least 40 clock hours per week are completed. Student enrolled in the evening program average a completion of 60 weeks. 600 clock- hour programs average 15 weeks if 40 hours per week are completed and 24 weeks if enrolled in evening classes.

### **Q. When do classes start?**

A. Classes start on a monthly basis, on or around the first Tuesday of each month. During certain times of the year the school will offer rolling admissions with classes starting bi-weekly or weekly.

### **Q. What are the school's admissions requirements?**

A. Arkansas Beauty School-Little Rock is seeking motivated students with a desire to achieve a high standard of competency to function successfully as a member of the industry. An applicant seeking entrance in the institution must comply with the following admissions requirements. The school does not recruit students already attending or admitted to another school offering a similar program of study.

1. Be at least 17 years of age (*those under the age of 18 must have a parent or legal guardian present at the enrollment appointment who can sign as a surety/guarantor on the enrollment contract and provide information needed for financial aid packaging*)
2. Provide a high school diploma, high school transcript or GED showing high school completion.
3. A personal interview and visit to the school are required.
4. Proof of date of birth.
5. Provide a copy of social security card.
6. Must not have any pending legal matters
7. Credit for previous education will be considered only with an official transcript and a transfer student evaluation with one of Arkansas ABS-LR's instructors. Transfer credit will be accepted based on evaluation receipt of documented certified hours from ADH-Cosmetology Section

### **Q. How are students graded?**

A. Throughout a student's tenure at ABS-LR, he/she will take written and practical assignments and examinations. These activities are designed to sum up of each unit of learning a student has completed.

Grading Scale: 100-90=A    89-80=B                      79-70=C              Below 70=F

To assure professional licensure, students must satisfy the requirements of this institution as well as the Arkansas Department of Health-Cosmetology Section. To fulfill the requirements of ADH-Cosmetology Section, you must satisfactorily complete the practical and theory portions of the state board examination.

### **Q. What languages are used in the instruction of training courses at ABS-LR?**

A. The courses/programs are taught using the English language. School documents and curriculum material utilize the English language.

**Available School Schedules:**

Students must be enrolled at least 24 hours per week to be considered full-time

**Day Schedule:**

Tuesday- Saturday

8:00am - 2:30pm (32 hours)

Tuesday - Saturday

8:00 am - 4:30 pm (40 hours)

**Evening Schedule:**

Monday - Friday

5:00 pm - 10:00 pm (25 hours)

**HISTORY**

Arkansas Beauty School-Little Rock has been teaching professionals in the industry of cosmetology since March 20, 1959. The school remained under the ownership of Patricia Ray until her retirement in 2014. Lacoda Management company took over ownership following the sale of the school in May 2014. At the time, the school offered diplomas in cosmetology and teacher training. Under the new management, the training courses were expanded to include manicuring and esthetics. In April, 2016 the school relocated to its current location at 8521 Geyer Springs Road Unit 30 in Little Rock, Arkansas.

**APPROVED FUNDING PROGRAMS**

The school has been approved to participate in Federal Title IV Programs, Veterans Benefits, Arkansas Rural Endowment, and Arkansas Rehabilitation Services funding.

**MISSION STATEMENT**

The major objectives we have at Arkansas Beauty School-Little Rock are to provide a quality Cosmetology, Manicuring, Teacher Training, and Esthetics education to its students so that they are able to pass their licensure exam and be a success in the fields of Cosmetology, Manicuring, Esthetics and Teacher Training Professions. We will challenge their imaginations as we teach the skills necessary to prepare them to pass the Licensure and to enter the profession. Arkansas Beauty School-Little Rock has dedicated itself to this objective. Arkansas Beauty School-Little Rock does not discriminate in its admittance on the basis of sex, age, race, color, religion, or ethnic origin.

**SCHOOL PHILOSOPHY**

We take pride in our profession and in our school. Pride is a funny thing. It does not come easily; it must be earned. Pride is at once intangible and all prevailing, both a driving force and soothing balm. Pride often makes the only difference between mediocrity and excellence. Fortunately, pride can be extremely contagious. Arkansas Beauty School-Little Rock can help you achieve your fullest potential in your chosen profession. Together, we can make you a thoroughly qualified beauty industry professional. We can reach this goal through hard work, perseverance, dedication, and most of all through pride.

**COURSE OBJECTIVES**

Our first objective is to provide training enabling a student to pass the Licensure Exam and to find employment in the profession. Our secondary objective is to encourage those students with higher goals to advance to their highest level of capability through a combination of faculty leadership, personal attention, encouragement and technical class.

## **EDUCATION GOALS**

All courses are designed to prepare students for the State licensing examination and for profitable employment. The knowledge and skills will prepare you for job entry employment.

The school has three main goals:

1. To educate students in men's and women's hair cutting, styling, perming, coloring, skin care, and various new techniques in the field of hair styling.
2. Educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling.
3. For students to master the necessary skills and procedures required to successfully pass the Cosmetology Examination and obtain their license and, ultimately become a productive part of our society and profession.

## **FACILITIES & EQUIPMENT**

Currently we are located in a 6000 square foot building with a parking area that accommodates 100 cars. We have two clinic areas, 20 stations and more than ample equipment for the number of students at any given time. Our programs include Cosmetology, Manicuring, Teacher Training, and Esthetics. Educational methods are designed to ensure our graduates are well trained and able to compete in today's profession.

## **CLASS START DATES**

Classes start the first Tuesday of each month. During certain times within the year the school will start classes weekly to accommodate a rise in enrollment applications. Those interested in starting are urged to apply for the class of their choice as early as possible to avoid disappointment.

## **SCHOOL YEAR CALENDAR OF HOLIDAYS**

The school observes the following holidays:

New Year's Day, Martin Luther King Jr. Holiday, Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, New Year's Eve

The school reserves the right to close additional days; students will receive proper notification of additional closings.



## **PROGRAM DESCRIPTIONS**

All programs of Arkansas Beauty School-Little Rock have a primary purpose to train students in both theory and practical skills which will prepare them for state licensure and enhance their employment opportunities into entry level positions within the industry. Programs also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon/spa operations. Programs are particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and encourages self-reliance, readiness to assist others, in an ethical approach to this profession, as well as business and legal aspects of business operations.

**Cosmetology:** The 1500-hour Cosmetology Program consists of training in shampooing, hair shaping, hair styling, permanent waves, chemical relaxing, and scalp and hair treatment. Students will also learn the techniques for administering facials, hair removal techniques, make-up services, and basic nail care and artificial nail techniques.

**Esthetics:** The 600-hour Esthetics Program consists of training in such topics as skin care, basics of nutrition, make-up application, waxing facial hair, extractions/exfoliations, fascial massage, and skin care regimes of salon operations.

**Manicuring:** The 600-hour Manicuring Program teaches students the art and science of professional nails, nail care, nail beauty technique, and how to use professional nail products. The program consists of training in such topics as manicures including water and oil manicures with hand and arm massage, application of artificial nails including liquid, gel, and powder brush-ons, and nail tips; nail wraps and repairs, nail analysis; pedicures, including foot and ankle massage.

**Teacher Training:** The 600-hour Teacher Training Program consists of learning all aspects of the teaching profession. This includes course outlining and developing, teaching principles, student learning principles, lesson planning, basic teaching methods, teaching aids, classroom management, classroom problems, and various other subjects.

## **ADMISSIONS PROCEDURES**

A personal interview can be scheduled by writing to our school or by phoning 501-562-5673, Monday - Friday. In addition to determining your potential for success in a cosmetology career, we will gladly assist the individual in determining if they are eligible for student aid.

## **ADMISSIONS REQUIREMENTS**

Arkansas Beauty School-Little Rock is seeking motivated students with a desire to achieve a high standard of competency to function successfully as a member of the industry. An applicant seeking entrance in the institution must comply with the following admissions requirements. The school does not recruit students already attending or admitted to another school offering a similar program of study.

1. Proof that the student is beyond the age of compulsory school attendance in Arkansas. (If under 18, Birth Certificate required and must have parent or legal guardian present at intake appointment)
2. A High School Diploma or GED showing high school completion
3. Social Security Card/picture ID
4. Must not have any pending legal matters
5. Credit for previous education will be considered if the hours have been accepted and certified by the Arkansas Department of Health-Cosmetology Section and a transfer student evaluation with one of Arkansas Beauty School-Little Rock's instructors. Transfer credit will be accepted only if the student passes the evaluation and the hours are certified.

## **TEACHER TRAINING**

In addition to the requirements for Cosmetology course, Teacher Training students must hold a Current Cosmetology License.

Arkansas Department of Health- Cosmetology section carries out the directives of the Arkansas State Legislature (Arkansas Statute 71-523) in that a person must have at least an 8th grade education for consideration of admission to cosmetology school. Additionally, a student must be at least 16 ½ years of age to take the Cosmetology Examination. As determined by the U.S Department of Education, in order to qualify for federal financial aid, a student must have completed a high school diploma or an equivalency such as a GED.

### HOW TO ENROLL

1. Make an appointment for a personal interview with the Admissions Office by calling 501-562-5673.
2. Visit and tour the campus under the guidance of an admissions representative, education staff, or other qualified staff of ABS-LR.
3. Applicants should bring with them a copy of their:
  - a. High school diploma or GED Certificate
  - b. Driver's License/ID
  - c. Social Security Card

During the initial interview, applicants will complete the application for admissions, receive a copy of the school's brochure and are given a tour of the school facilities.

4. Complete all enrollment paperwork.
5. Complete Financial Aid or Financing with Financial Aid Department
6. Be accepted for enrollment

NOTE: Before enrollment applications are considered, applicants with felonies are required to be approved by the Department of Health- Cosmetology Section.

### RE-ENTRY STUDENT POLICY

Former students of Arkansas Beauty School- Little Rock who wish to re-enter must be approved by the school administration.

- Students who re-enroll within 180 days of withdrawal will be charged as on the original contract unless there has been a change in tuition and fees.
- All previous payments will be credited to the contract less any refunds made
- Credit for previous hours will be given
- Students who re-enter 180 days after the withdrawal may be evaluated in the same manner as a transfer student to determine class level.
- Tuition will be as follows
- \$12.97 per hour needed
- Registration fee of \$250.00; Application fee of \$100.00
- Students that are absent are given the opportunity to make up hours. It is the student's responsibility to make up the hours.
- **Additional fees for mannequins, textbooks and kits.**
- Arrangement for satisfactory payment of tuition and fees is required prior to returning to school.
- A student that is allowed to re-enroll in Arkansas Beauty School- Little Rock may be required to complete a trial period or mandatory attendance based on previous performance. **All re-entry students are required to attend orientation.**

A student making satisfactory progress at the point of withdrawal may apply for re-entry in this school and will be considered to be making satisfactory progress at the point of re-entry. The school does not have non-credit remedial programs.

### TRANSFER STUDENT POLICY

- The student must have previous training in the program he or she is transferring to. EXCEPTION: Students accepted into the Cosmetology Program may be able to transfer hours from previous Barber/Hair Styling training. That decision will be made by the Arkansas Department of Health-Cosmetology Section. For students possessing a current Arkansas Barber/Hair Style License, upon approval by ADH-Cosmetology Section, ABS-LR will credit up to 900 hours of the 1500 hours required by the state for the Cosmetology training program.
  - a) They must have an official transcript of academic grades and hours
  - b) The student must have an official transcript of financial aid
- The student will be evaluated on his/her practical ability and theory through testing.
- Additional fees for mannequins, textbooks and kits
- The school has the right to recognize credit for all or part of the applicant's previous training ☐ If it is recognized by the Arkansas Department of Health- Cosmetology Section.
  - a) According to degree of proficiency the student has on practical ability and theory
  - b) According to the length of time that has lapsed since previous enrollment
- Tuition will be as follows
  - a) \$12.97 per hour needed
  - b) Registration fee of \$250.00 and Application fee of \$100.00
- Acceptance of hours, practical requirements and exams will be based on the student's transcript as well as evaluation by an Arkansas Beauty School- Little Rock instructor. A transfer student must be able to satisfactorily test out of each phase of the institution's program. For example, a student entering Phase 4 would be required to have written exams and practical evaluations transfer to Phase 1-3 levels of Arkansas Beauty School- Little Rock.
- Transfer students are required to attend orientation.



**NOTE: Transfer students will be given full credit for up to 1000 hours. Students must complete a minimum of 500 hours at this school. If previous hours are over 3 years old, only 500 hours of credit will be given. The institution reserves the right to not accept transfer hours for previous training.**

#### **STUDENT ACCESS TO RECORDS AND RELEASE/REQUEST**

1. All records concerning a student's academic, financial, or personal activities are confidential.
2. Students and parents, or guardians (where a student is a dependent minor), have the right to review all the information, which is maintained by the academy on that student.
3. Records can be reviewed upon request to the Director.
4. Review of records must take place with the Director, by appointment only, who will not only supervise the review, but will also provide any required interpretations.
5. A written request, by the student or parent, in the case of a dependent minor, is required before any information will be released to a third party. However, student records may be released to government officials and accrediting agencies without the expressed permission of the student or their parent or guardian.
6. The school will maintain students' cumulative educational records for at least five years after the student has left school.
7. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution.
8. Students must fill out the institution's "Release of Student Information Form" each and every time he/she request information to be released.

Student has the right to ask the school:

- a. The names of its accrediting organizations
- b. About programs, facilities and faculty
- c. The cost of attending and the school's refund policy for students who drop out
- d. The school's method of determining satisfactory progress and what happens if a student does not make satisfactory progress.
- e. About special facilities and services available to those that have a disability

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY(FERPA)**

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that correction be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does however, allow schools to disclose records, without contest to the following
  - School employees who have need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who obtained court orders of subpoenas
  - A person who needs to know in cases of health or safety emergencies
  - State or local authority to whom disclosure is required by state laws adopted before Nov. 19, 1974 □  
"Directory" type information (school must inform parents or eligible students to request that information not be closed)

The above policy and procedures apply to all parents and eligible students in compliance with (FERPA) Family Educational Rights and Privacy Act of 1974.

## **STUDENT SERVICES**

### **Student Graduation**

Arkansas Beauty School- Little Rock holds an annual graduation in December of each year for those students that graduated or will graduate during that year during the period of January 1 until December 31. The institution provides caps and gowns as well as invitations for graduates to give to their family and friends. A professional photographer will be available to take professional photos for the graduation. A school photo of graduation will be taken and posted at the institution. Currently attending students are welcome to join us at the upcoming graduation.

### **Student of the Month**

Once a month, the staff and instructors will select a student for student of the month. The qualifications of achieving student of the month include but are not limited to: attendance, grade average, citizenship, professional image, and professional ethics.

### **Honor Roll**

The student with the highest attendance and excellent academic achievement, 90% GPA and 90% attendance higher will be recognized each quarter at our Barber and Beauty Elites celebration (BBE).

### **Field Trip**

Periodically throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, and hair salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

### **Advising**

Personal advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor on an as needed basis for evaluation of progress. Students receive a progress report on a monthly basis.

### **Housing**

Arkansas Beauty School- Little Rock does not have on-campus housing. Apartment housing is available near the school facility. The school office will gladly refer student to an agency for assistance.

### **Transportation**

Arkansas Beauty School- Little Rock does not provide transportation to or from the school. Public transportation is readily available near the school. Approximate cost is \$3.00 round trip. The school will assist students in receiving bus passes for public modes of transportation by purchasing a certain number of bus passes at no cost to the student to be issued to eligible students. Students must be meeting SAP, exhibit a need for transportation assistance, and use the bus pass to meet that need. If students lose their bus pass, a replacement card may be issued at the discretion of school administration, however habitual misplacements will not result in a new pass being issued. Once the school has allocated all available bus passes, administration will determine if new bus passes can be purchased in line with the school budget.

### **Childcare Services**

Arkansas Beauty School- Little Rock does not provide childcare services. We can make recommendations to different childcare facilities to meet your needs. Payments and transportation would be the responsibility of the student.

### **Employment Assistance**

While Arkansas Beauty School- Little Rock cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings or career opportunities on the bulletin board for students to review. Employment Assistance and Career Services is handled by the Student Service Coordinator and/or designated staff member. The designated staff member will assist students in résumé building, strengthening interview skills as well as establishing a portfolio.

Students also receive training in how to seek employment that includes how to write a resume, complete an employment application, and prepare for an effective interview. When our graduates succeed, we succeed. Job listings are available through the Administrative Office. Graduates can request job assistance throughout the existence of the school.

Students have the option to prepare a portfolio throughout their training at the institution. The portfolio will include certificates of honor roll, pictures of hairstyles the student has completed on live clients and mannequins, certificates of advanced classes the institution provides, and will highlight outstanding achievement during the students' period of enrollment. The portfolio may be used during interviews that graduates will have with prospective salon owners or managers. A resume workshop is provided by the institution. The resume will be included in the portfolio that the student prepares. During the workshop, the institution concentrates of resume building, interview skills, professional image and the basic dos and don'ts of seeking employment in the industry.

Career Day is scheduled during the students' attendance in the program. Area salon owners and managers are invited to career day. During this time, students are required to have their resume and portfolio completed. The salon owners discuss their salons, the benefits offered, as well as compensation. Students are invited to meet with salon owners to get additional information about employment. It is the goal of the institution to have graduates successfully placed prior to graduation.

#### **CAREER OPPORTUNITIES IN THE FIELD OF HAIR STYLING**

Cosmetology Board Member  
Beauty School Magazine Columnist  
Beauty Editor  
Make-up Instructor

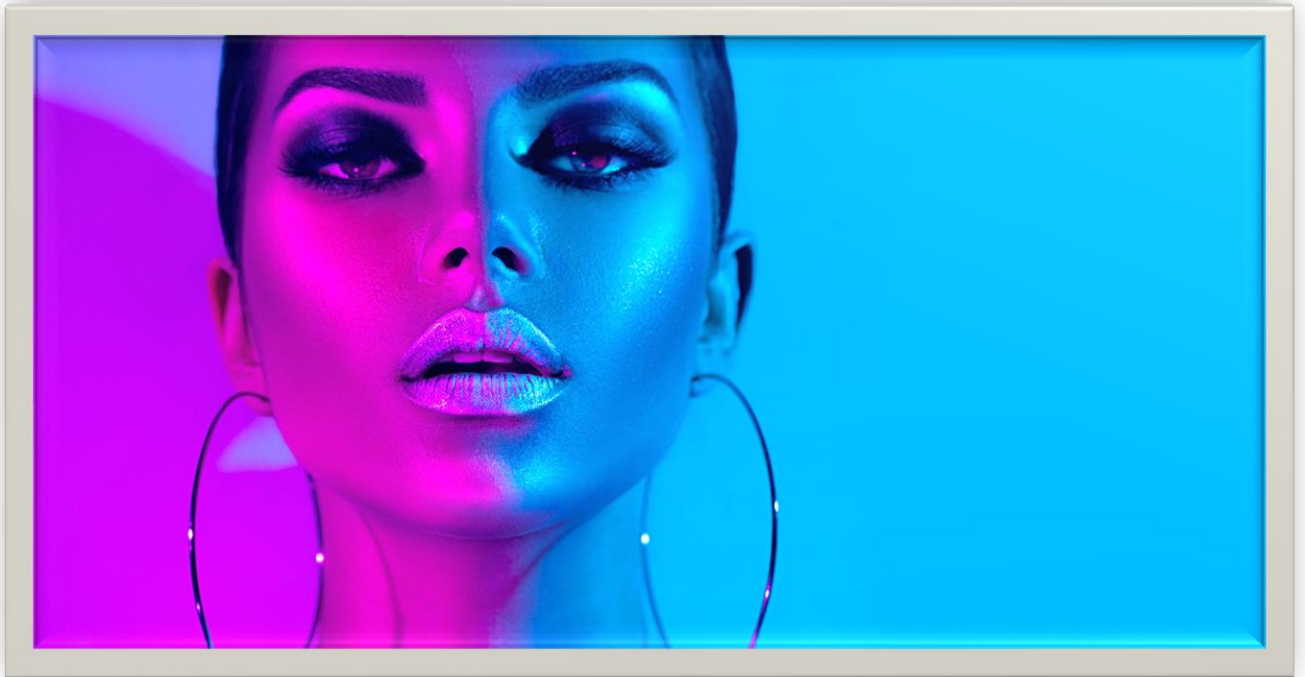
##### **PRIVATE, CHAIN OR DEPARTMENT STORE SALONS:**

Permanent Wave Specialist  
Hair Colorist  
Style Director  
Theatrical Hairstylist

##### **IN EDUCATION:**

Cosmetology Instructor  
School Director  
Department of Health Inspector

Platform Stylist  
Salon Owner  
Free Lance Stylist  
Beauty Supply Salesman



## SCHOOL RULES AND REGULATIONS

### CODE OF CONDUCT

All students of Arkansas Beauty School-Little Rock are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations with fellow students and staff and clients that does not contain sexually explicit language or profanity, and compliance with school rules and regulations. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members. Students cannot be disruptive to the school learning environment or become a distraction to the overall goals of the school.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Anti-Harassment:** Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or School Administration. Students found to be engaged in the harassment of other students or school faculty will be expelled.

**Anti-Violence:** Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. Arkansas Beauty School- Little Rock does not permit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises. Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Hate Crime Reporting:** Current federal regulations require institutions to report any of the following hate crimes: criminal homicide, sex offenses, robbery, aggravated assault, motor vehicle theft, burglary, larceny-theft, arson, simple assault, intimidation, destruction, damage, or vandalism of the property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into these categories to your instructor or directly to the School Administration as soon as possible.

### VISITOR POLICY

Due to security reasons, all visitors must check in at the front desk. Visitors are not permitted to go past the front desk without approval. Arkansas Beauty School- Little Rock has an open-door policy. This policy is practiced by the faculty and staff at the institution. Any student having difficulty must follow the chain of command.

### SCHOOL HOURS AND RECORD OF ATTENDANCE

8 am - 2:30 pm Tuesday through Saturday

8 am - 4:30 pm Tuesday through Saturday

5 pm - 10:00 pm Monday through Friday

1. A record of your daily attendance is kept by downloading the time clock. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. Students are required to clock in and out for a lunch period of 30 minutes.
2. At all times, clock in upon **entering or leaving** the school. Lunch period also. The clock in procedure is necessary to meet Cosmetology requirements for the number of hours you are in school and it is a legal document. Clocking in or out for another student is looked upon as **forgery** and is **illegal**. Doing this will be dealt with accordingly. Clocking in when you are not in the building, actively engaged in Cosmetology is considered **fraud**. You must clock out and in for lunch, whether staying on the premises or not. 30 minutes **Only** for lunch break for day students. Students may not clock in or out for each other. Any students found to be clocking in and out for other students will be subject to suspension or expulsion from program.
3. Students will be issued a nametag which students must have on their person at all times. Loss of this nametag will result in a replacement fee of \$10.00 for each card.
4. Student absent hours:
  - a. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
  - b. Make-up hours remove absent hours.

- c. Overtime charges result when a student does not make up missed time.
  - d. Overtime charges are due as accrued. Students are billed on a monthly basis. Payment for overtime charges is strictly enforced.
  - e. Any time that is not made up is charged at a rate of \$12.97 per hour.
5. Students knowing in advance that they will be tardy or absent must fill out an Excused Absence form and submit it to their advisor for approval. Approval of this form will result in the student not receiving a fee for missing a mandatory day. It does not waive overtime charges nor does it give the student credit for hours missed. Students are required to make-up missed hours before graduation in order to avoid overtime charges.
    - a. For unplanned absences or tardiness, the student must call in and speak directly to an available instructor. Students should NOT leave a message with anyone or on the voicemail for their instructor.
    - b. All students must call in 30 minutes prior to their schedules.
    - c. Students with an unplanned tardy must receive permission from an instructor to come in late. In no case will arrival after 9:00am be approved for day students and 4:00pm for evening students. Friday attendance is mandatory for all evening students and Saturday attendance is mandatory for all day students. Failure to attend on a mandatory Friday or Saturday without prior approval may result in a three-day suspension.
    - d. Failure to attend on a mandatory Friday or Saturday without prior approval may result in a \$250 charge.
    - e. Excessive absences or tardiness may result in a non-approval of a planned absence. An unexcused absence is when a student does not call in or does not fill out an Excused Absence form. In both cases absent hours are accrued.
  6. Students leaving the school building at any time during their class schedule must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.
  7. Day students are required to attend on Saturdays and night students are required to attend on Fridays. Mandatory Friday's and Saturdays provide students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. Tardiness and unexcused absences on this day will be considered cause for possible interruption of training. An excused absence is one that is due to personal illness, illness, death in the immediate family, or an emergency. All work missed must be made up. There is a \$250 charge for being absent on a mandatory Friday or Saturday without prior approval.
  8. Students should strive for excellent attendance and are encouraged to maintain 85% or above attendance each month. Student's attendance is monitored daily. However, progress reports are given out every month and at 100% completion for both Programs. If a student does not complete the minimum clock hours within the maximum period allowed, the student will be terminated from the program with the right to appeal the decision.
  9. No drugs or alcoholic beverages are allowed on the premises of any cosmetology school in the State of Arkansas. Any student found to be in non-compliance with this rule, will be given a minimum of ten (10) days suspension and/or expulsion. If a second violation occurs it will mean the immediate termination without recourse. Any student thought to be under the influence of a controlled substance will be required to submit to a drug test.
  10. In the event of a life emergency, you may request a Leave of Absence (LOA). The school grants LOA's for medical or military purposes. Other life emergencies can be approved, but only at the permission of the Campus President. Examples of life emergencies other than those related to medical or military could include eviction, homelessness, care of a family member. These situations are reviewed on a case-by-case basis and depend heavily on the student's performance prior to the requested leave. It is not the practice of the school to grant LOA's for students who consistently fail to meet SAP.

If the leave is granted you will need to vacate your station and locker. Personal property left on school premises after 30 days will become property of the school and we will assume no responsibility for the items. They will be disposed of in any way convenient. (*see page 15*)

11. If you are going to be absent from school, you MUST call in. All continued unexcused absences of 14 consecutive days will result in a student being dropped from the school's active roster and a refund calculation being completed. A re-entry fee of \$150.00 or 15% of the remaining cost of the course is required before returning to school and a new contract must be signed at this time if the student reenrolls after 180 days. Students who enroll within a 180-day time frame will re-enroll under their previous contract, but the student must complete the re-enrollment process and sign a re-entry contract.
12. Students must pay student prices for supplies and chemicals used for personal use. Student prices are 1/2 of the cost for clients.
13. A student who misses 14 consecutive school days of scheduled class time and has not been granted an official leave of absence will be terminated.
14. Any student found stealing from the school or another student or causing willful destruction of school property will be terminated from the school.
15. Any student in violation of an instructor's direction may be suspended from school immediately.

16. Any student, who does not respond to the third call from the desk and is still on the clock, will be clocked out for the day. This will be an unexcused time loss.
17. Valid reasons accepted for Excused Absences are; death in the immediate family or severe family emergency.  
**YOU MUST HAVE DOCUMENTATION.**
18. The school reserves the right to interrupt training whenever a student is behind in payment of tuitions or has incurred a considerable amount of overtime charge. All monies must be paid in full before your total hours are completed or you will not be eligible to file for the Cosmetology Exam.
19. Students are allowed to receive emergency calls **ONLY**. Personal calls may be made on break. You must monitor your own calls keeping them to the immediate family.
20. Confrontational outburst from students will not be allowed. Any student involved will be clocked out immediately. She/he will not be allowed to come back to school until the Administration Staff can determine fault. Upon determination each student will be dealt with on an individual basis and will be notified.
21. Any student guilty of refusing a client ticket for services may be suspended from school immediately.
22. Hours from the time clock are recorded on a permanent record. Corrections in hours are not made after 30 days and/or if the hours have been submitted to the Cosmetology Board. Progress reports for the previous month are presented to students at the beginning of the proceeding month. The ADH-Cosmetology Section requires the school to submit the student previous month's earned hours to the agency no later than the 10th of the proceeding month. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MEET WITH THEIR INSTRUCTOR TO REVIEW THE PROGRESS REPORT AND MAKE CHANGES BEFORE HOURS ARE SUBMITTED TO THE GOVERNING AGENCY BY THE 10TH OF EACH MONTH.**
23. Sanitation must be completed daily by each student. Your name will be posted on the "clean up" list weekly. Sanitation will be called after lunch for day class, before theory for night class, and after lunch for all students on Saturday. Sanitation should be done during this time only unless otherwise requested by your instructor/program director.
24. **The school reserves the right to make any changes or add to the above rules and regulations at any time and all students will be notified of any changes immediately.**
25. **Bringing children to school during your scheduled hours of attendance is NOT permitted.**

### THEORY CLASSES

#### **Day:**

General theory is held from 8 am to 9 am Tuesday-Friday.

#### **Evening:**

Theory classes are held from 9 pm to 10 pm, Monday through Thursday. Monday night can be used for make-up theory with instructor approval as no clients are seen on Monday nights and theory can be held from 5:00 pm to 10:00 pm at the discretion of the instructor and program director.

Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.

Students may be sent home, required to clock out, or suspended for not having supplies.

Students are required to attend theory class during scheduled times. If you are not in class by the assigned time, you will not be allowed to clock in until theory has concluded.

Students must maintain a minimum of 70% in written and practical.

Two or more missed theory classes within a four-week grading period may result in suspension.

### MAKE-UP WORK

- (1) Test may be made up on the third Tuesday of each month. Only two exams will be allowed on make-up day. This is the only time makeup test will be made. Instructors and program directors, have it within their discretion to add additional make-up days to the calendar, however no more than two exams will be allowed in one given day.
- (2) **IT IS YOUR RESPONSIBILITY TO MAKE UP MISSED TESTS!**
- (3) Tests must be made up within a four-week grading period. Failure to make up missed tests within a grading period may result in delayed graduation.

### LUNCH

Day students have 30 minutes for lunch every day. The time for lunch will vary due to the nature of your training, but will be between 12:00 pm and 2:00 pm.

Evening students do not have a scheduled lunch time.

Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary. Students MUST clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.

Please do not make luncheon appointments as lunch times may vary.

### BREAKS

A student break room is provided for all students. There is a microwave, a refrigerator and vending machines available for all student use.

“Energizers” are scheduled for you daily during the Pre-Clinic Phase. For the remainder of the program, energizers are taken on an individual basis with approval from an Instructor.

Please do not smoke, eat, drink, or chew gum in the classrooms or clinic areas.

Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if they stay in the building. Should the break policy not be followed, the staff of Arkansas Beauty School- Little Rock may require students to clock out and clock back in after breaks are concluded.

### ADVISING

1. The student body is divided equally among instructors for advising.
2. Advising hours for the administrative and education departments are posted outside those offices. Students can schedule an appointment in advance or receive assistance during those hours. If the student is experiencing an emergency, he/she may speak with their assigned Advisor so that assistance can be provided immediately.
3. Individual advising is available for students with personal or academic problems. Schedule an appointment with your Advisor or one of the other staff members.
4. Advising hours for the administrative office is posted outside of the office.

### DISABILITY POLICY

The school complies with the Rehabilitation Act of 1973 (Section 504) in that no qualified persons with a disability or disabilities, will be excluded from enrolling in a course of instruction, though manual dexterity is required in the field. All applicants with a disability or disabilities will be evaluated as to our educational capabilities and facility capabilities. No one will be turned away because of the same, and our facility is equipped physically to accommodate most disabilities.

### TRANSCRIPTS

Any transcript or certificate of completion is withheld until all fees and charges have been met. The student receives a copy of the written contract, rules and regulations, and the school catalog at the time of execution. Students may obtain a transcript from the school office upon request if he/she has fulfilled his/her financial obligation to the school.

### VACCINATIONS POLICY

Arkansas Beauty School- Little Rock does not have an immunization requirement for admissions or attendance at this institution. The school reserves the right to change this policy at any time.

### VOTER REGISTRATION

In the United States, voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. To register contact your county Supervisor of Elections Office, stop by and pick up a form at your local Revenue Office or in the Administration Office.

## **PRODUCT TRAINING**

As part of your experience at ARKANSAS BEAUTY SCHOOL- LITTLE ROCK you will learn to work with a variety of professional products, including (but not limited to) Redkin, Zotos, Roux, Revlon, Design Essentials, OPI, Marianna, and SoftSheen. NOTE: Arkansas law requires students to attend a minimum of 150 hours in Cosmetology and 60 hours in Manicuring and Esthetics theory demonstration and practical before performing clinic services. Arkansas Beauty School requires student to complete 250 hours for Cosmetology and 150 hours for Manicuring and Esthetics before performing clinic services.

In this way, you will have sufficient background in all subjects to learn from and enjoy the clinic experience. The majority of this training is actual practice, as theory classes are kept short and relevant. Outside study or practice is rarely needed. Instructor demonstrations are frequent and are conducted for small groups. Practice is accomplished by means of mannequins and live models. You are never required to have your hair worked on. A copy of your course outline will be given to you at orientation, which is held prior to starting classes.

## **PRACTICAL ASSIGNMENTS**

1. Each student is required to accept and finish work that is assigned to him or her.
2. The instructor must inspect all work before the patron is released. The student must give his/her full attention to the instructor during a final check.

## **Drug-Free Schools and Communities Act (Public Law 101-226)**

1. Student's must certify that as a condition of the policies of this school, the student will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during my enrollment at school.
2. Students must have received, reviewed, and do comprehend the rules, regulations and policies as set forth by the school and the Public Law 101-226 of the Drug Free Schools and Communities Act.
3. Students must certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful and the use or distribution of illicit drugs and alcohol by student on the school premises shall ensure immediate suspension and/or termination of my enrollment at school.
4. If any student cannot comply with the above code of ethics, the school will offer them a transcript to any other school that will accept them, as long as they meet their financial obligations.
5. These Rules and Regulations, and others which may be added, are designed to help the students and instructors carry out our training program. Failure to adhere to the above rules and regulations will result in dismissal from one (1) to ninety (90) days or indefinitely.

## **LEAVE OF ABSENCE** *(see page 12 #10)*

- A. An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A LOA must meet certain conditions to be approved: A Leave of Absence must be submitted in advance in writing and should include the reason for the student's request and student's signature. Student's must follow the school's policy when requesting an LOA
- B. In instances of unforeseen circumstances that prevent the student from doing so, the student would not have to request the Leave of Absence in advance. The institution may grant an Administrative LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for the decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by institution to the first date the student was unable to attend due to the documented circumstance.
- C. The institution has a reasonable expectation that the student will return from LOA.
- D. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- E. The institution will not assess additional institutional charges as a result of the LOA.
- F. The LOA along with any additional Leave of Absence must not exceed a total of 180 days in any twelve- month period.
- G. A student granted a LOA that meets the school requirements is not considered to have withdrawn and no refund calculation is required at that time.
- H. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of days taken in the LOA.
- I. If a student does not return from the LOA, the six-month grace period for Student Loans will start as of their last day of attendance.
- J. A student applying for an LOA must be satisfactory in attendance and grades
  - a. 67% attendance
  - b. 70% GPA
- K. A Leave of Absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner the student will be withdrawn from the institution.
- L. A student on an approved Leave of Absence that notifies the school that he/she will not be returning will have a date of withdrawal based on the last date of attendance. Students who fail to return to school or are on an unapproved LOA and do not notify the institution will have refund calculations based on the students last day of attendance.



## SANITATION AND EQUIPMENT

The Department of Health, Cosmetology Board governs sanitation regulations for beauty schools and salons. Unannounced sanitation visits are completed by inspectors. A grade is issued for the school's sanitation. The Board requires that all equipment is clean and sanitary at all times.

Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss or damage of personal belongings, money or equipment.

Periodically kit checks and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to be reinspected prior to clocking back in. Chronically having unsanitary items may result in suspension.

Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty. Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.

## TELEPHONE

- (1) Personal calls are to be kept to a minimum and should only be conducted in approved areas. The classroom and clinic floor are **not** approved areas. Regarding incoming personal calls to the school, messages will be taken on a message sheet, which is kept at the front desk. Students may check their messages throughout the day. A student may return the call during lunch, after school or during a scheduled break. In cases of an emergency, the student would be notified about their phone call right away.
- (2) Please advise family and friends of this policy.
- (3) No long-distance phone calls and no directory assistance calls will be allowed.
- (4) Do not use the school's front desk phone. Personal calls should be limited to three minutes.
- (5) Cellular telephones may not be used in the school building.
- (6) Bluetooth's, IPODS, IPADS, laptops, tablets and other electronic devices may not be used without prior permission from your instructor and/or program director. Students may not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins.) All reading material and listening material engaged in while in training in the school should further your knowledge of hair, and skin.

## HAIR BENEFITS

Occasionally, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed at a discounted rate. Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

- A. Students receive a 50% discount on all services. There are no discounts given for family or friends of students.
- B. Students may not do their own hair while on the time clock.
- C. No more than once weekly per student.
- D. Students who are absent on Saturday and who miss a theory class the previous week are not allowed to receive hair benefits for the following week
- E. A student has to have 85% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
- F. Students must attend school the day that they receive hair benefits.
- G. A ticket is required and all supplies must be paid for before the service is given.
- H. Students are not allowed to bring in their own products.
- I. Do not begin any student service before **12:00 pm** unless you have received permission from an instructor and do not begin any student chemical service after **3:00 pm** on Friday
- J. **No services are allowed on Saturday for students unless the student receives permission from the instructor/program director.**
- K. Students absent for that day or that are on suspension cannot receive discounted hair services.

### UNIFORM POLICY

All students at Arkansas Beauty School- Little Rock are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform is school issued smock, black scrub pants and shirt, and any colored enclosed shoes. Students are required to wear school issued nametag at all times. There is a \$10.00 fee for each additional nametag issued. School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform and charged \$40. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy. **Sagging is not allowed.**

Student's attire and hair must be neat in appearance. As a current student, you should project an image that reflects the industry. Students may **not** wear: skin tight clothing, hats, vests, headgear, rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, jackets, or coats.

### SOCIAL MEDIA

Any negative comments containing the school on any social media website will lead to immediate termination.

### DAMAGE TO SCHOOL PROPERTY

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school. This includes but is not limited to the snack vending machine, soda machine, school stations, etc.

### INCLEMENT WEATHER

At the discretion of the school, classes may be cancelled. Notification of such cancellation will be broadcast on local news affiliate KARK Channel 4, KATV Channel 7 as well as KLASS App, communication from school educators, and the school's social media sites.

Fire Drills are conducted on a quarterly basis at Arkansas Beauty School- Little Rock. In case of a hurricane, fire, tornadoes, or emergency, exit signs are displayed throughout the school to ensure that students exit through the appropriate doors. Evacuation plans are posted in each classroom, restroom, and in the facial room as well as salon floor. These drills are conducted to ensure that if there is a need to evacuate, the emergency evacuation will be done smoothly and successfully.

### HOUSING SERVICE

Housing services are not available at this school.

### SERVICES FOR STUDENTS WITH DISABILITIES

Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

### DISCIPLINARY REGULATIONS:

When a student is found to not be in compliance with the rules and regulations as established by Arkansas Beauty School- Little Rock that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal.

- 1) Failure to follow policies as stated in the school catalog or as addressed by staff of Arkansas Beauty School-Little Rock.
- 2) The use of obscene words or gestures on the school premises.
- 3) Any conduct disruptive to the proper functioning of the school's operation.
- 4) This school's management has a zero-tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
- 5) Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Director of Education.
- 6) Unsatisfactory academic progress.
- 7) Failure to make up tests within the allotted time period.
- 8) Continued disregard of the uniform policy.
- 9) Repeated:
  - a. Failure to turn in required projects and record keeping at the end of a grading period.
  - b. Failure to have live model practice checked by an instructor.
  - c. Application of chemical solutions to live models without instructor authorization.
  - d. Application of products not distributed by the school, unless prescribed by a physician.
  - e. Performance of services not included on the client's ticket.
- 10) Refusal to participate in assigned clinic services or assignments.
- 11) Chronic patterns of missing theory and other scheduled classes.
- 12) Failure to clock in and out properly. Students will lose the hours from any missed punches.
- 13) Taking a longer than allocated lunch period or assigned break.
- 14) The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.



## **LICENSING REQUIREMENTS**

Arkansas Department of Health requires that each student pay a \$60.00 registration fee to PSI for their written examination. Arkansas Beauty School-Little Rock (ABS-LR) is authorized by the Arkansas Department of Health-Cosmetology Section (ADH-Cosmetology Section) to test students in the practical areas of Cosmetology, Manicuring, Esthetics, and Teacher Training. Students enrolled in ABS-LR must successfully complete state practical examination and written examination before receiving a practitioner's license in any of the stated fields. Students applying for their practical examination must complete the application and pay a fee of \$65.00 to ABS-LR. Students may visit the school website at <https://www.arbs.edu/state-board-exam/> to access the application. Students will also find links to supplies needed for test date, a list of test dates offered by the school, a link to ADH-Cosmetology Section testing site, and a list of directives for test date.

**Arkansas Department of Health-Cosmetology Section offers written state examinations through a third-party vendor, PSI. Information on how to register for a written exam can be found at ADH-Cosmetology Section**

Students wishing to sit for the State Board Examination may complete their application for written examination. The application can be found on the ADH-Cosmetology website at <https://www.healthy.arkansas.gov/programs-services/topics/cosmetology-testing-and-training>

### **Cosmetology Program**

All graduates must pass a Cosmetology Examination to receive a license to practice Cosmetology in Arkansas. Students are eligible to take the exam after completing the required number of hours for each course. Students wishing to apply for early testing are permitted to do so once they have completed 1200 training hours in a 1500-hour program or 480 training hours in a 600-hour Crossover Cosmetology Training Program (Student must have a valid Barber/Hair Design license and pass an instructor evaluation before receiving credit for 900 of the required 1500 clock hours). Students must also be meeting SAP to be eligible for early testing.

### **Teacher Training Program**

All graduates must pass an Instructor Examination to receive a license to practice teaching in the field of Cosmetology, Manicuring, or Esthetics. Students are eligible to take the examination after completing the required number of hours for each course. Students wishing to apply for early testing are permitted to do so once they have completed 480 training hours in a 606-clock hour Teacher Training Program. Students must also be meeting SAP to be eligible for early testing.

### **Manicuring Program**

All graduates must pass a Manicuring Examination to receive a license to practice teaching in the field of Manicuring. Students are eligible to take the exam after completing the required number of hours (600) for the program. Students wishing to apply for early testing are permitted to do so once they have completed 480 training hours in a 600-clock hour Manicuring Program. Students must also be meeting SAP to be eligible for early testing

### **Esthetics Program**

All graduates must pass an Esthetics Examination to receive a license to practice Esthetics in Arkansas. Students are eligible to take the exam after completing the required number of clock hours (600). Students wishing to apply for early testing are permitted to do so once they have completed 480 training hours in a 600-Esthetics Training Program. Students must also be meeting SAP to be eligible for early testing

## **GRADING SYSTEM**

GRADE REQUIREMENTS: Students receive numerical grades in their theory and practical phases. A grade average of:

90 - 100 EXCELLENT 80 - 89 VERY GOOD 70 - 79 SATISFACTORY

Anything 69 or below is considered BELOW STANDARDS – UNSATISFACTORY

## **GRADUATION REQUIREMENTS**

In order to receive a **diploma** in the program from Arkansas Beauty School- Little Rock and be certified for the licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1500-hour for Cosmetology, 600 for Manicuring, 600 for Esthetics, and 600 hours for Teacher Training.
2. Satisfactorily complete all required written and practical performances and evaluations.
3. Pass the school's final written examination with at least a grade of 70.
4. Fulfill all contractual and financial obligations. Students graduating with a balance may be considered graduates if they have an active payment plan with the school

## **TUITION AND FEE INFORMATION**

### **COSMETOLOGY PROGRAM**

TUITION:	\$19,455
REGISTRATION FEE:	\$ 250
NON-REFUNDABLE APPLICATION FEE:	\$ 100
BOOKS, SUPPLIES, AND KIT:	\$ 2000
<b>TOTAL COST: \$21,805</b>	

### **TEACHER TRAINING PROGRAM**

TUITION:	\$7,782
REGISTRATION FEE:	\$ 250
NON-REFUNDABLE APPLICATION FEE:	\$ 100
BOOKS, SUPPLIES, AND KIT:	\$ 2000
<b>TOTAL COST: \$10,132</b>	

### **MANICURING PROGRAM**

TUITION:	\$7,782
REGISTRATION FEE:	\$ 250
NON-REFUNDABLE APPLICATION FEE:	\$ 100
BOOKS, SUPPLIES, AND KIT:	\$ 2000
<b>TOTAL COST: \$10,132</b>	

### **ESTHETICS PROGRAM**

TUITION:	\$7,782
REGISTRATION FEE:	\$ 250
NON- REFUNDABLEAPPLICATION FEE:	\$ 100
BOOKS, SUPPLIES, AND KIT:	\$ 2000
<b>TOTAL COST: \$10,132</b>	

### **ADDITIONAL FEES/CHARGES**

Official Transcript	\$10.00
Copy of permanent record fee	\$2.00 per page
Termination/withdrawal fee	\$150.00
Replacement Name Tag fee	\$10.00
Replacement Kit Fee	\$1355.00
Replacement Book Bundle Fee	\$275.00
Replacement/Damaged Laptop	\$375.00
State Board Practical Exam Fee	\$65.00
State Board Written Exam Fee (PSI)	\$60.00
Overtime Rate & Tuition Rate Per Hour	\$12.97/hour
Missed Mandatory Friday/Saturday Fee	\$250.00

Students with transfer or re-entry hours may use the following formula to calculate their tuition cost  
 $(\$12.97 \times (\text{total contracted hours})) = \text{Total Tuition Charge}$

### **PAYMENT**

Arkansas Beauty School-Little Rock accepts as payments the following methods: Credit Card, Cash, Money Order, Certified Check, Title IV Funds (Financial Aid).

Payments are established by student completion of FAFSA application for financial aid or by completion of Cash Promissory Note. Payment arrangements must be established prior to students start date. Students utilizing financial aid will receive an Award Letter from the Financial Aid Office.

### EXTRA EXPENSES

Arkansas Beauty School- Little Rock does not charge for housing, board, student activities, service charges, or rentals. Any other charge that may incur by the student is identified in the enrollment agreement and catalog furnished to the student before enrollment. For this purpose, when items of major expenses are separately identified the school also states its policy for reasonable settlement of such charges in the event of early termination.

Saturday's are mandatory for day students and Saturday are mandatory for night students. Missing a mandatory Friday or Saturday without prior approval could result in \$250 charge for the student. Students are responsible for replacing any personal tools or supplies that may be lost, stolen, or broken. A tool-kit checklist is available in the office.

### **UNITS OF INSTRUCTION- COSMETOLOGY**

1. Hygiene and Sanitation	80
2. Related Science	120
3. Hairdressing	1000
4. Manicuring	100
5. Cosmetic Therapy	100
6. Salesmanship/Management	50
7. Shop Department	50
<b>TOTAL</b>	<b>1500</b>

### **UNITS OF INSTRUCTION – TEACHER TRAINING**

1. Required preparatory training	50
2. Class Attendance	100
3. Conducting Theory Class	50
4. Conducting Practical Class	300
5. Methods/Keeping student records	10
6. Training in subject needed	90
<b>TOTAL</b>	<b>600</b>

### **UNITS OF INSTRUCTION – MANICURING**

1. Health/Sanitation/Infection Control	75
2. Related Sciences	75
3. Manicuring/Pedicuring	200
4. Advanced Nail Technology	200
5. Career Development	50
<b>TOTAL</b>	<b>600</b>

### **UNITS OF INSTRUCTION-ESTHETICS**

1. Chemistry	40
2. Physiology	35
3. Bacteriology/Sanitation	35
4. Introduction to skin care	45
5. Skin Care	150
6. Make Up and Corrective Make Up	50
7. Eyebrows and Lashes	40
8. Hair Removal	40
9. Safety	20
10. Professional and Personality Dev.	20
11. Management	20
12. Salesmanship	15
13. State Law/Regulations	10
14. Testing Evaluation	15
15. Instructor's Discretion	65
<b>TOTAL</b>	<b>600</b>

## **FINANCIAL AID INFORMATION:**

### **COST OF ATTENDANCE BUDGETS**

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending school.

**NOTE:** Tuition & Fees and Kits/Supplies are figured per enrollment.

Room & Board, Transportation, Misc./Personal, and Other Cost are figured per month.

### **FINANCIAL AID FOR STUDENTS**

Arkansas Beauty School- Little Rock participates in Financial Aid Programs to assist students who need money as a way to attend school. Whether a student is eligible for assistance and how much is determined by the need of each individual student. **Every student is different.** The Federal Financial Aid Programs that the school has available to students are the Pell Grant and Direct Loan Program. All students must complete a Free Application for Federal Student Aid (FAFSA) online or at the school before they can be considered for enrollment. Students will need to enter our school code (030234). Our Financial Aid Administrator will assist any student that needs help with their application.

### **ELIGIBILITY**

In general, an applicant is eligible for Federal Aid if he/she meets the requirements below. The applicant must:

- A. Be enrolled at least halftime as a regular student to receive aid from Pell Grant and Federal Direct Loan Programs.
- B. Be a US citizen or an eligible non-citizen.
- C. Show that he/she has NEED
- D. Not be in default on any Federal Student Loan or Perkins Loan.
- E. Not have an Over award on Pell Grant.
- F. The applicant must make satisfactory progress in their course of study.
- G. Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending your school.
- H. Sign a statement of registration status indicating you have registered with the Selective Service, if you are required to do so. The U.S. Department of Education will verify student's registration with the Selective Service. The names of any students, who claimed to have registered, but have not, will be referred to the U.S. Department of Justice.
- I. Be enrolled in a financial aid eligible course.

### **VERIFICATION PROCESS**

Arkansas Beauty School- Little Rock have developed the following policies and procedures regarding the verification of information provided by applicants for Federal student financial aid under the Title IV Programs:

1. Only those students selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Transcript from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No federal student aid funds (Pell grants or Direct loans) will be disbursed prior to the completion of verification.
3. The institution, prior to the completion of verification will certify a Direct Loan application. However, the student only has 45 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not complete by that time, the check must be returned to the lender.
4. Students eligible to receive Pell grants will have until 60 days after their last day of attendance. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the fore mentioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time, the student will be informed of time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if

an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

6. If student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
7. The financial aid file must be documented with the date that verification is completed. Direct Loan checks are not to be released prior to this date.

### **FINANCIAL NEED**

Most Federal Student Aid is awarded based on financial need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other related expenses) and the amount you and your family are expected to contribute towards your education. A standard formula is used for all applicants that determine this amount, which is called the Expected Family Contribution (EFC) or Family Contribution (FC). The amount left over after subtracting the expected contribution from your cost of education is your financial need.

#### **Need-based:**

Federal Pell Grant Subsidized Loan

#### **Non-need based:**

Direct Unsubsidized Loan

### **FEDERAL AID PROGRAMS AVAILABLE AT ARKANSAS BEAUTY SCHOOL- LITTLE ROCK**

1. Federal Pell Grant
2. William D. Ford Federal Direct Loan
3. William D. Ford Federal Direct PLUS Loan

### **FEDERAL PELL GRANT**

Federal Pell Grants are awards of Federal Aid Funds ranging up to \$6,345 for the 2020 - 2021 award year. A Pell Grant is an entitlement, which means it does not have to be paid back. If a student qualifies for an award, the U.S. Department of Education will disburse the funds to the school on the student's behalf. The school must apply the funds to the student's account and record the disbursement on the student ledger. The amount of the award is based on the U.S. Department of Education's determination of the student's need. How much you are actually eligible for depends on the following:

1. Your Student Aid Index Number
2. Cost of education at your school, whether you are a full-time or part-time student
3. How long you will be enrolled in the academic year

### **APPLYING FOR A GRANT**

The necessary forms are available from the school office. The forms are to be completed accurately and submitted on time. The student is responsible for checking the status of his/her application and making sure that it has processed.

### **RE-APPLYING FOR A GRANT**

Federal financial aid does not automatically continue from one year to the next. Students must re-apply every award year. Forms are available from the school office during regular school hours. July 1st of each year begins a new award year.

### **ARKANSAS RURAL ENDOWMENT FUND LOAN PROGRAM**

Students may apply for the Arkansas Rural Endowment Fund Loan provided they live in a rural area or in a city with less than 7,000 in population.

### **INFORMATION ON LOAN PROGRAMS**

#### **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

A Direct Loan provides low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education...rather than a bank or other financial institution.



## DIRECT LOAN ELIGIBILITY REQUIREMENTS

Student eligibility is determined using Cost of Attendance (COA) budget that we establish including tuition based on your enrollment level and program, a room and board allowance, and an allowance for books and supplies, personal expenses and transportation costs. We subtract the Expected Family Contribution (EFC) as calculated on your FAFSA. The difference between these two figures is “Demonstrated Financial Need.”

We may revise any student’s eligibility if any elements of your COA budget changes. For example, an initial award is based on your intention for full-time enrollment may be reduced due to you changing to part-time enrollment.

## APPLYING FOR AN DIRECT LOAN

Applying for a Direct Loan must be done by filling out the FAFSA. The information on the student’s FAFSA is transmitted to the school that the student lists on the application, and those schools use the information to assess your financial need for student aid. If you are an undergraduate student attending a school participating in the Pell Grant Program, the school will have to determine whether you are eligible for a Pell Grant before you can receive a Direct Loan.



## EXIT COUNSELING

Upon leaving school, graduated or withdrawn, federal regulations require that the student participate in an exit counseling session at [www.nsls.ed.gov](http://www.nsls.ed.gov). This session is designed to provide the student with information regarding rights and responsibilities with regard to loan repayment, which include but are not limited to grace period, loan terms and conditions, where to send payment, payment options, conditions to defer repayment and what happens when the student's loan goes into default. To get an idea of what the repayment schedule might be, the student can get customized estimates by using the on-line repayment calculators at Direct Loans at [www.directl.ed.gov/calc.html](http://www.directl.ed.gov/calc.html).

If the students completed Entrance Counseling for Direct Loans, the student will also receive an Exit Guide when they leave the school, as well as signing a statement that they have received the Guide and kept in the file for records. This can be given to them if graduated or mailed to them with their Official Withdrawal Letter.

## DIRECT LOAN BORROWER RESPONSIBILITIES AND REPAYMENT PLAN

If a student leaves school, he/she must contact the lender and arrange a repayment schedule. (A student is considered to have left school if he/she falls below half-time status according to the school's definition.) Repayment amount depends on the size of the debt. Students should ask the lender what the monthly payments would be prior to taking out a loan. A Federal Loan is a serious responsibility. Failure to repay a loan can result in the lender (or agency of the Federal government making the loan) suing the borrower to collect the loan. Your future credit rating can be affected and some states can withhold the student's state income tax refund to satisfy an outstanding Student Loan debt. Loan repayment begins 6 months after the student leaves school. The following chart is based on a minimum monthly payment of \$50.00 and a standard repayment period of 10 years. You can also find a Loan Payment Calculator on the Direct Loan website, [www.studentaid.gov](http://www.studentaid.gov) there are various repayment options; standard, graduated, extended, income contingent or income based. Provisions are made for certain deferment or forbearance options.

## FEDERAL DIRECT PLUS LOANS (PARENT PLUS LOANS)

Direct PLUS loans are parent borrowers. This loan provides additional funds for educational expenses. FPLUS Loans have a fixed interest rate of 8.5%. Like Direct Stafford, a lender such as a bank, credit union, or saving and loan association make FPLUS loan. Unlike Direct Stafford borrowers, however, FPLUS borrowers do not have to show need, although they may have to undergo a credit analysis. The amount the parent may borrow under the Federal Direct PLUS Program will depend on the financial aid award established by the institution the student is attending. This loan may not exceed the student's cost of attendance minus other financial aid. Federal Direct PLUS may be used to replace the Expected Family Contribution (EFC).

## PARENT PLUS REPAYMENT

Borrowers must begin repayment 60 days from the disbursement date unless special circumstances apply.

## SELF-PAYMENT POLICY

The student agrees to pay Arkansas Beauty School- Little Rock a monthly payment that shall be applied to the total educational cost. In addition, any receipt of the Title IV funds and/or credits due upon receipt of paperwork and funds shall also be applied to the total educational cost. Any extra charges will be added to the total education cost before financing is complete. Students are not charged interest while enrolled in school. If it is determined that any time during or after completion of the course that information has been falsified or not provided for the determination of the correct financial aid for the student; any refunds shall be charged back to the student's account.

## STUDENT WITHDRAWAL

When a student decides to withdraw from the program, they must complete a withdrawal form and exit counseling for financial aid with the institution. The Business Officer will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund. During this time the return to title IV calculation will be reviewed with student so that they are aware of what funds if any the institution was entitled to.

Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1<sup>st</sup>. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

## COMPLETING PROGRAM EARLIER THAN CONTRACT TIMEFRAME

Students receiving aid to attend school are expected to maintain a minimum attendance rate of 67%. Students are highly discouraged from maintaining an attendance rate of 105% or more. Students with an attendance rate of more than 105% attendance risk completing the program earlier than calculated for their financial aid package. A recalculated financial aid package may result in liabilities owed by the student and/or the institution. Students may monitor their attendance percentage by logging into the school attendance tracker ([www.attendance.fameinc.com](http://www.attendance.fameinc.com)), logging into KlassApp, viewing their monthly progress report, or speaking with a member of their education team.

## **INSTITUTIONAL REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	SCHEDULED HOURS AS OF LAST DAY ATTENDED 1500 HOUR PROGRAM	SCHEDULED HOURS AS OF LAST DAY ATTENDED 600 HOUR PROGRAM	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	.15-74	.06-29	20%
5% to 9.9%	75-149	30-59	30%
10% to 14.9%	150-224	60-89	40%
15% to 24.9%	225-374	90-149	45%
25% to 49.9%	375-749	150-299	70%
50% and over	750-1500	300-600	100%

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

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

### **Policy for Return of Title IV Funds**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

A financial aid recipient who withdraws from Arkansas Beauty School-Little Rock may have a portion of their aid returned to the Department of Education. The student will earn their aid based on the scheduled hours attended in a payment period, divided by

the hours in the period multiplied by the aid received or eligible to be received. This will affect what tuition you owe the school. Percentage of payment period of term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula. Aid to be returned= (100% of the aid that could be disbursed minus the percentage of unearned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Refunds are allocated in the following order: \*Unsubsidized Federal Stafford Loans, \*Subsidized Federal Stafford Loans, \*Federal Parent (PLUS) Loans, \*Federal Pell Grants for which a Return of funds is required, \*Federal Supplemental Opportunity Grants for which a Return of funds is required, \*Other assistance under this Title for which a Return of funds is required.

**\*All refunds institutional and federal are based upon scheduled hours\***

#### **REINSTATEMENT OF TITLE IV AID**

When a student is reenrolling into Arkansas Beauty School- Little Rock within 180 days of their termination date and there was a refund of their Title IV aid, the student may qualify for reinstatement of the Title IV aid. In this event, the school would fill out an administrative relief and send it to the Department of Education for approval of the reinstatement of the funds. As soon as the school has been notified of the approval and the monies reach the school, the student's account will be credited.

#### **SCHOOL CLOSURE POLICY**

If Arkansas Beauty School- Little Rock closes permanently and ceases to offer instruction after students have enrolled, or if its program is canceled after students have enrolled and instruction has begun the school will make arrangements for students. Students shall receive a pro rata refund of tuition as applicable, their official transcript, and a list of local schools approved by Arkansas Department of Health- Cosmetology Section in order to transfer and complete educational requirements. School may participate in a Teach-Out Agreement. Please see refund calculation chart below.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	SCHEDULED HOURS AS OF LAST DAY ATTENDED 1500 HOUR PROGRAM	SCHEDULED HOURS AS OF LAST DAY ATTENDED 600 HOUR PROGRAM	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	.15-74	.06-29	20%
5% to 9.9%	75-149	30-59	30%
10% to 14.9%	150-224	60-89	40%
15% to 24.9%	225-374	90-149	45%
25% to 49.9%	375-749	150-299	70%
50% and over	750-1500	300-600	100%

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. Students are evaluated in two components; cumulative (academic performance) and quantitative (attendance). The Satisfactory Academic Progress Policy is applied consistently to all students enrolled in any of the below listed programs and scheduled for a particular category of attendance (part-time/full-time). It is printed in the catalog to ensure that all students receive a copy prior to the first day of class, prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS (based on 900 clock hour academic year)**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450 (15 Weeks), 900 (30 Weeks), 1200 (40 weeks) clocked (actual) hours

Teacher Training, Manicuring, and Esthetics 300 (10 weeks) clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluation results may be accessed with the financial aid office.

### **ATTENDANCE PROGRESS EVALUATIONS**

The quantitative (attendance) requirement is for students to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who have reached maximum time frame will be terminated. Students may re-enroll as a cash pay student if they have not completed their program.

<b>COURSE</b>			<b>MAXIMUM TIME ALLOWED</b>	
			<b>WEEKS HOURS</b>	<b>SCHEDULED</b>
Cosmetology Full time	32 (hrs/wk)	1500 Hours	60 Weeks	2250
Cosmetology Full time	40 (hrs/wk)	1500 Hours	75 Weeks	2250
Cosmetology Full time	25 (hrs/wk)	1500 Hours	90 Weeks	2250
Teacher Training Full time	32 (hrs/wk)	600 Hours	24Weeks	900
Teacher Training Full time	40 (hrs/wk)	600 Hours	36 Weeks	900
Manicuring Full time	32 (hrs/wk)	600 Hours	24 Weeks	900
Manicuring Full time	40 (hrs/wk)	600 Hours	36 Weeks	900
Esthetics Full time	32 (hrs/wk)	600 Hours	24 Weeks	900
Esthetics Full time	40 (hrs/wk)	600 Hours	36 Weeks	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an overall cumulative (written and practical) grade average of 70% and pass a FINAL written and practical exam with minimum score of 70% prior to graduation. Students must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT | 80 - 89 VERY GOOD | 70 - 79 SATISFACTORY

Anything 69 or below is considered BELOW STANDARDS – UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within a given time frame. At least 10 calendar days, no more than 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NON-CREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Careers Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students are informed of their progress status during evaluation periods.

## **GRIEVANCE POLICY AND PROCEDURE**

It is the belief of Arkansas Beauty School- Little Rock that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. In the event that the parties are unable to resolve the dispute, the following grievance procedure should be adhered.

- Step 1** Students, Teacher Trainers, and other interested parties are asked to try to resolve any issues with the school verbally before putting any complaints in writing.
- Step 2** The school's chain of command should be followed before an official complaint is put in writing.
- Step 3** All official complaints must be presented to the Campus Program Director in writing and should outline the allegations or nature of the complaint clearly and handwriting should be legible.
- Step 4** The Campus Program Director will meet with the complainant within ten days of receipt of the written complaint. If the complaint cannot be resolved through discussion, the complaint will be referred to the School President. The complainant will be provided a written record of the meeting with the School President. The contact for the School President is [director@arkansascollegeofbarbering.com](mailto:director@arkansascollegeofbarbering.com).
- Step 5** The School President will respond within twenty-one calendar days of receipt of the complaint and review allegations. If more information from the complainant is needed, he/she will be written outlining the additional information needed.
- Step 6** If no further information is needed the School President will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.
- Step 7** Arkansas Beauty School- Little Rock is accredited by:  
NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600