

# Hair Academy School of Barbering & Beauty



## 2019 School Catalog & Consumer Information

160 Pencader Plaza  
Newark, Delaware 19713  
302-738-6251  
[www.hairacademysbb.edu](http://www.hairacademysbb.edu)

v. 3

*Updated April 17th, 2019*

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*I certify that this catalog is true and correct in content and in policy.*

*Ray Noel  
School Owner & Director  
4/17/2019*

## **SCHOOL CONTACT INFORMATION**

### *Phone*

302-738-6251

### *Fax*

302-737-3305

### *Email*

info@hairacademysbb.com

### *Web Address*

www.hairacademysbb.edu

### *Mailing Address*

160 Pencader Plaza  
Newark, Delaware 19713

### *Social Media Facebook—*

facebook.com/HairAcademy

Instagram—@hairacademyde

YouTube—youtube.com/hairacademyde

## **SCHOOL HOURS OF OPERATION**

*Sunday/Monday—CLOSED*

*Tuesday—9:00am-7:00pm*

*Wednesday—9:00am-7:00pm*

*Thursday—9:00am-7:00pm*

*Friday—9:00am-7:00pm*

*Saturday—8:00am-4:00pm*

## **CLINICAL FLOOR HOURS OF OPERATION**

*Tuesday—Friday*

9:30am-6:30pm

*Saturdays*

8:00am—4:00pm

## **ADMISSIONS OFFICE HOURS OF OPERATION**

*Tuesday-Friday*

9:00am-5:00pm

*Saturday*

8:00am—4:00pm

## **STAFF & FACULTY**

*Raymond Noel*

Owner/School Director

Substitute Licensed Barber Instructor

*Alyssa Howell*

Director of Financial Aid, Admissions

Licensed Cosmetology & Barber Instructor

*Jonathan Otano*

Owner/Lead Instructor

Licensed Cosmetology & Barber Instructor

*Christopher Arnold*

Owner

Katie Tatom

Licensed Cosmetology & Barber Instructor

***Instructor-to-Student Ratio is 25:1***

## **ABOUT THE SCHOOL FACILITIES & EQUIPMENT**

Hair Academy School of Barbering & Beauty is located in Pencader Plaza in Newark, Delaware. Hair Academy is designed to give each student hands on training so he or she is prepared to have a successful career in the Master Barbering, Cosmetology, and/or Instructor field. Hair Academy is prepared to teach a full curriculum of hands on training in all aspects of the Master Barbering, Cosmetology, and/or Instructor program. This ultimately prepares the students in being highly employable in their field, or to possibly open their own business one day. Hair Academy consists of a 2000 square foot building that includes a private classroom, lunchroom, and office for student privacy. It also contains ten cutting chairs and four washing bowls for use by both full time and part time students.QA

## **MISSION STATEMENT**

The mission of Hair Academy School of Barbering & Beauty is to train men and women to become barbers, cosmetologists, or professional instructors. We put emphasis on providing a specialized service based on having knowledgeable instructors. This allows our students to experience hands-on training within the barbering, cosmetology, or instructor field. We also emphasize and instruct our students on business management skills necessary for licensure and employment.

## **EQUAL OPPORTUNITY SCHOOL**

Hair Academy School of Barbering & Beauty considers all applicants for each program without regard to race, creed, color, sex, religion, age, handicap, veteran status, or ethnic origin. Per Federal Regulations, Hair Academy is prohibited from discriminating against applicants in its education programs and activities. Any questions or concerns about our nondiscrimination policy can be directed to:

**Ray Noel**  
*School Director*  
302-738-6251  
[raynoel.hairacademy@gmail.com](mailto:raynoel.hairacademy@gmail.com)

**Alyssa Howell**  
*Director of Financial Aid*  
302-738-6251  
[alyssa.hairacademy@gmail.com](mailto:alyssa.hairacademy@gmail.com)

## **ACCREDITATION, LICENSURE, CERTIFICATION & APPROVALS**

### *Accreditation*

NACCAS  
Reference Number: 017010-00  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

### *Certification*

Delaware Department of Education  
John G. Townsend Building  
401 Federal Street  
Dover, DE 19901  
302-735-4000

### *Licensed*

Delaware Division of Professional Regulation  
Cannon Building—Suite 203  
861 Silver Lake Boulevard  
Dover, DE 19904  
302-744-4550

### *Approvals*

Department of Veterans Affairs  
Jerome Golombek  
810 Vermont Avenue  
Washington, DC 20420  
202-461-9555  
[Jerome.golombek@va.gov](mailto:Jerome.golombek@va.gov)

## **2018/19 SCHOOL CLOSURES & HOLIDAYS**

November 22, 2018—Thanksgiving  
December 24<sup>th</sup>, 2018-Christmas Eve  
(Close at 4pm)  
December 25<sup>th</sup>-26<sup>th</sup>, 2018—Christmas  
January 1, 2019- New Years Day

July 4, 2019-Independence Day  
November 28, 2019- Thanksgiving  
December 24, 2019-Christmas Eve (close at  
4pm)  
December 25-26, 2019-Christmas

HAIR ACADEMY CELEBRATES CONSTITUTION DAY ON OR AROUND SEPTEMBER 17TH ANNUALLY.  
A LESSON REGARDING THE CONSTITUTION IS INCORPORATED ON THAT DAY.

\*School closures due to inclement weather will be announced on the schools Facebook page. Students will also be notified via text or email, and are encouraged to keep phones on ring for timely notification. Students may also email the school for information regarding school closures.

**OUTCOME RATES—2017 Annual Report**

Completion Rate—80.00%                      Placement Rate—85.71%                      Licensure Rate—81.25%

**2019 PROGRAM START & END DATES**

*Master Barbering & Cosmetology Program*

**FULL TIME START DATES**

- January 15, 2019
- March 5, 2019
- April 23, 2019
- June 11, 2019
- July 30, 2019
- September 17, 2019
- November 5, 2019

**FULL TIME END DATES**

- January 15, 2020
- March 5, 2020
- April 23, 2020
- June 11, 2020
- July 30, 2020
- September 17, 2020
- November 5, 2020

**PART TIME START DATES**

- January 15, 2019
- March 5, 2019
- April 23, 2019
- June 11, 2019
- July 30, 2019
- September 17, 2019
- November 5, 2019

**PART TIME END DATES**

- May 26, 2020
- July 14, 2020
- September 1, 2020
- October 20, 2020
- December 8, 2020
- January 26, 2021
- March 26, 2021

*Instructor Program*

Admissions into the instructor program is based off space available at the time of preferred start date. **At this time, no instructor classes are determined for 2019.**

**EXPERIENCED INSTRUCTOR—250 HOURS**

**250 HOUR START DATES**  
TBD

**FULL TIME END DATES**  
TBD

**PART TIME END DATES**  
TBD

**NON-EXPERIENCED INSTRUCTOR—500 HOURS**

**500 HOUR START DATES**  
TBD

**FULL TIME END DATES**  
TBD

**PART TIME END DATES**  
TBD

## **ADMISSIONS POLICY & REQUIREMENTS**

*All applicants will be reviewed by the school to determine the applicants' ability to meet and perform all of the requirements for the program they are applying for. If the school believes the applicant is not a good candidate for the program, they may be denied admittance.*

- Applicants preparing to attend Hair Academy School of Barbering & Beauty are encouraged to fill out their initial application at least one month prior to their preferred program start date.
- Once the initial application has been received, a representative from the school will contact the potential student to set up an appointment to meet with the admissions office.
- A registration fee of \$100.00 is due at the time of signing the enrollment contract.
- \*All applicants must possess a valid High School Diploma or a recognized equivalent.
- \*All applicants must be at least 16 years of age.
- \*All applicants must be a U.S. Citizen.

\*All documents are verified by the school's admission office for validity. Any documents believed to be tampered with, in bad condition, or suspicious in nature must be verified. High School Diplomas must be verified through the state in which the diploma was received. The admissions office reserves the right to request back-up documentation as needed to verify information. If education is obtained outside of the U.S. or Territory, it must be evaluated by International Research Foundation ([www.ierf.org](http://www.ierf.org)) to determine and document equivalency. The applicant is required to provide this documentation to the school from IERF.

### *Forms of Acceptable Documentation*

- High School Transcript
- High School Diploma
- GED.
- Birth Certificate
- Driver's Licenses
- Government issued ID
- Passport
- Social Security Card

### *Transfer Students*

If a student has had prior training hours at another licensed cosmetology or barber school pertaining to the cosmetology, barber, or instructor field, they may be able to transfer their hours to Hair Academy.

- Hair Academy only accepts transfer students from other NACCAS accredited institutions.
- All students wishing to transfer their hours from another institution must do so prior to enrolling at Hair Academy, as hours will not be accepted once enrolled.
- Students should submit a sealed, valid transcript from their prior institution for review.
- The instructor will review and assess both the transcript and the student to determine acceptance of prior hours earned and placement into a program at Hair Academy.
- It may be necessary for a student to repeat previously completed assignments depending on the level of competency the instructor has assessed during training, or due to not completing the required amount of hours Hair Academy has established for each subject.
- Students accepted as a transfer student will be charged a rate of \$9.00/hour for the remaining hours needed to complete their program.
- Transfer students are also required to purchase the required textbooks and supplies for their program if they do not have them already.
- Transfer students will be enrolled to the class that is closest to their hour amount and skill competency level, instead of beginning with a new class. This allows the students to work with fellow classmates on their same skill level, rather than being with beginning students.

The school will charge a registration fee for students enrolling or transferring to the school of \$100.00

#### *Re-entry Students*

If a student decides to withdrawal from the school and their account is in good standing, they may re-apply for admission to the school after 30 days. Any hours obtained from their previous enrollment will be applied at re-admission.

If a student is terminated from the school, they may reapply after 30 days as long as they meet the following requirements:

- Account is in good standing
- Termination was not drug or alcohol related
- Student meets with instructor and/or School Director.
- If the instructor and/or School Director feels the student is able to return and benefit from the program, hours obtained from their previous enrollment will be applied at re-admission.

Re-entry students will be charged at a rate of \$9.00/hour for the remaining hours needed to complete their program, in addition to any textbook/supplies needed for their program.

- The school will charge a re-entry fee to all withdrawn and terminated students re-admitted back into their program of \$175.00.

#### *Advanced Students*

For the student who needs to re-licensed or for the barber or cosmetologist who needs to update his/her skills, they will be accepted into a class to fill their needs.

For the barber/cosmetologist who is planning to become an instructor, the necessary hours must be completed:

- Instructor students with 2+ years of experience—250 Hour Course
- Instructor students with < 2 Years of experience—500 Hour Course

#### *Refresher Training*

For the licensed Barber or Cosmetologist who feels they could benefit from a refresher course, we offer training at a rate of \$20/hour until a level of competency is achieved. Refresher training is offered up to, but not exceeding, 150 clock hours and it **will not** lead to licensure.



## PROGRAM SCHEDULES

### ***Master Barbering***

*Full Time*—50 Weeks

30 Hours/Week

Tuesday—Saturday

9:00am—4:00pm

Lunch: 12:00pm—1:00pm

### ***Cosmetology***

*Full Time*—50 Weeks

30 Hours/Week

Tuesday—Saturday

9:00am-4:00pm

Lunch: 12:00pm—1:00pm

### ***Instructor***

*Full Time w/ Experience:* 10 Weeks

*Full Time w/o Experience:* 20 Weeks

25 Hours/Week

Monday—Friday

9:00am—3:00pm

Lunch: 12:00pm—1:00pm

### ***Master Barbering***

*Part Time*—71.5 Weeks

21 Hours/Week

Tuesday—Wednesday

9:00am—4:00pm

Thursday—9:00am-7:00pm

### ***Cosmetology***

*Part Time*—71.5 Weeks

21 Hours/Week

Tuesday—Wednesday

9:00am—4:00pm

Thursday—9:00am-7:00pm

### ***Instructor***

*Part Time w/ Experience:* 17 Weeks

*Part Time w/o Experience:* 34 Weeks

15 Hours/Week

Monday—Friday

4:00pm-7:00pm

## PROGRAM OUTLINES

### ***Master Barbering***

1500 Hours

Tuition: \$13,350.00

Registration Fee: \$100.00

Textbooks/Online Program: \$306.00

Equipment: \$1239.00

Total Cost of Program—\$14,995.00

### ***Units of Instruction—Master Barber 1500 Hours***

Theory—370 Hours; Practical—370 Hours

Clinical Floor—610 Hours Unassigned-150 Hours

*Scientific Concepts—75 Hours*

*Sanitation/Infection Control—60 Hours*

*History of Barbering—30 Hours*

*Haircutting & Styling—240 Hours*

*Haircare & Services—90 Hours*

*Facial Services—120 Hours*

*Nails & Manicuring—15 Hours*

*Haircoloring/Chemical Services—120 Hours*

*Business Management/Job Prep—45 Hours*

*State Board Prep/Regulations—45 Hours*

### ***Cosmetology***

1500 Hours

Tuition: \$13,350.00

Registration Fee: \$100.00

Textbooks/Online Program: \$306.00

Equipment: \$1,537.00

Total Cost of Program—\$15,293.00

### ***Units of Instruction—Cosmetology 1500 Hours***

Theory—370 Hours; Practical—370 Hours

Clinical Floor—610 Hours Unassigned-150 Hours

*Scientific Concepts—75 Hours*

*Sanitation/Infection Control—60 Hours*

*History of Cosmetology—30 Hours*

*Haircutting & Styling—210 Hours*

*Haircare & Services—90 Hours*

*Facial Services—90 Hours*

*Nails & Manicuring—45 Hours*

*Haircoloring/Chemical Services—150 Hours*

*Business Management/Job Prep—45 Hours*

*State Board Prep/Regulations—45 Hours*

**Instructor**  
With or Without Experience  
Tuition: \$5,400.00  
Registration Fee: \$100.00  
Textbooks: \$150.00  
Total Cost of Program—\$5650.00

***Units of Instruction—Instructor 250 Hours***  
Theory—70 Hours; Practical/Clinical—180 Hours  
*Career Education Instructor, Teaching Plan, Learning Styles, Effective Classroom Management, Supervision, Basic Methods of Teaching & Learning, Program Review, Lesson Planning, Education Aids & Technology, Effective Presentations, Assessing Progress, Advising Students, Career Prep, Lectures, & Demonstrations, State Board Prep/Regulations*

***Units of Instruction—Instructor 500 Hours***  
Theory—140 Hours; Practical/Clinical—360 Hours  
*Career Education Instructor, Teaching Plan, Learning Styles, Effective Classroom Management, Supervision, Basic Methods of Teaching & Learning, Program Review, Lesson Planning, Education Aids & Technology, Effective Presentations, Assessing Progress, Advising Students, Career Prep, Lectures, & Demonstrations, State Board Prep/Regulations*

## **PROGRAM NATURE & LEVELS OF OCCUPATION**

### ***MASTER BARBER PROGRAM***

Students who wish to pursue a career in barbering must first make a strong & dedicated commitment to the education process. As a barber you should always maintain a positive attitude when servicing clients. Barbers should expect to be standing for long periods of the day with few breaks. Barbers should understand the importance of using and adapting consistent hand-eye coordination. They must be able to keep up with the latest trends and the ability to improve techniques as these trends change. The level of occupations for Barbers consist of: working in a barbershop, working in a salon, working in a unisex establishment, and/or owning, managing, or operating their own establishment.

### ***COSMETOLOGY PROGRAM***

Students who wish to pursue a career in cosmetology must first make a strong and dedicated commitment to the education process. As a cosmetologist you should always maintain a positive attitude when servicing customers. Cosmetologists should expect to be standing for long periods of the day with few breaks. Cosmetologists should understand the importance of using and adapting consistent hand-eye coordination. They must be able to keep up with the latest trends and the ability to improve these techniques as these trends change. The level of occupations for Cosmetologists consist of: working in a barbershop, working in a salon, working in a unisex establishment, and/or owning, managing, or operating their own establishment.

### ***INSTRUCTOR PROGRAM***

Students who wish to pursue a career as an instructor should not only have a strong and dedicated commitment to the education process, but the desire to share and teach this dedication to others. As an instructor you can expect to spend a reasonable amount of time not only teaching inside of the classroom, but developing your lesson plans and activities outside of classroom hours as well. You should be able to keep up with the latest trends and be able to teach them to your students as they change. The level of occupations for Instructors consist of: Teaching at a cosmetology/barber school and/or working at a barbershop, salon, and/or unisex establishment.

## FINANCIAL ASSISTANCE

### *Veteran Benefits*

Hair Academy School of Barbering & Beauty is approved for Veterans Educational Benefits. All Veterans need to receive a Letter of Eligibility from the Department of Veterans Affairs. If you do not have a Letter of Eligibility, go to <http://www.benefits.va.gov/gibill/> and select “Apply for Benefits”. Your Letter of Eligibility will be sent to you through the United States Post Office in about 21 days. You will need to submit your copy of your Letter of Eligibility to the school in order to have your enrollment certified for VA Educational Benefits.

### *State Grants*

Hair Academy School of Barbering & Beauty is approved for grants through the Delaware Department of Labor, Delaware Employment & Training, and the Delaware Division of Vocational Rehabilitation. For approval of training through these agencies, you must show proof of acceptance by having your case manager contact us to verify approval. For additional information or to apply for assistance you may contact the Delaware Department of Labor directly. Locations and contact information is as follows:

www.delawareworks.com  
Newark, DE—302-368-6622  
Wilmington, DE—302-761-8085  
Georgetown, DE—302-856-5230  
Dover, DE—302-737-5473

### *In-House Payment Plans*

Hair Academy School of Barbering & Beauty offers monthly payment plan options for those who qualify. All in-house payment plans are interest free. Please speak with the admissions office regarding payment plan options.

Students who have a balance upon graduating will have their transcripts withheld by the school until all fees are paid in full unless other arrangements have been made.

All monthly payments are due on the 1<sup>st</sup> of every month. Students who do not make their payment will not be allowed to attend class until their payment is made. Students who are unable to pay on the 1<sup>st</sup> of the month, may request a 7-day extension for a \$10.00 fee. The extension will not be granted until a written request for an extension form is filled out and the \$10.00 fee is paid for. This form is available through the Director of Student Services. Students will not be able to attend class past the 7-day extension until their monthly payment is made.

*Payments may be made by cash, check, credit/debit card, or money order. All payments should be made out to “Hair Academy, LLC”*

*Questions, comments, or concerns regarding Financial Assistance can be directed to Alyssa Howell, Director of Financial Aid, 302-738-6251 or [alyssa.hairacademy@gmail.com](mailto:alyssa.hairacademy@gmail.com)*

## **Federal Aid (Master Barber and Cosmetology Programs Only)**

Students may be eligible to receive financial aid from the federal government. Hair Academy School of Barbering & Beauty participates in the following programs:

- Federal Pell Grant
- William D. Ford Direct Loan Program
  - Direct Subsidized Loans
  - Direct Unsubsidized Loans
  - Direct PLUS Loans

**School Code: 042503**

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

### **Federal Pell Grants**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Grants are often need-based.

Award amounts for the Federal Pell Grant change yearly. For the 2018-19 award year, the maximum award is \$6,095. The amount you get will depend on:

- your financial need,
- your cost of attendance,
- your status as a full-time or part-time student, and
- your plans to attend school for a full academic year or less.

You may not receive Federal Pell Grant funds from more than one school at a time.

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

A loan is money you borrow and must pay back with interest. The William D. Ford Direct Loan Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender.

Direct Subsidized Loans are loans made eligible to undergraduate students who demonstrate financial need to help cover the costs of higher education. Interest rates for Direct Subsidized Loans first disbursed on or after 7/1/18 and before 7/1/19 are 5.05%.

Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. Loans disbursed on or after 7/1/18 and before 7/1/19 have a fixed interest rate of 5.05%. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose to not pay the interest while you are in school and during grace periods and deferment, your interest will accrue and be capitalized.

Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for educational expenses not covered by other financial aid. Loans

disbursed on or after 7/1/18 and before 7/1/19 have a fixed interest rate of 7.6%.

**Loan Fees:** There is a loan fee on all Direct Subsidized and Unsubsidized loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. If your financial aid package includes federal student loans, you will be required to complete entrance counseling, a tool to ensure you understand your obligation to repay the loan. You will also be required to sign a Master Promissory Note (MPN), agreeing to the terms of the loan.

More information on interest rates can be found at: <https://studentaid.ed.gov/sa/types/loans/interest-rates>

More information on loan servicer's can be found at: <https://studentaid.ed.gov/sa/repay-loans/understand/servicers>

### **Applying for Federal Student Aid**

All students applying for Federal Student Aid must complete the Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov). Students participating in the Direct Loan Program must all complete the appropriate loan promissory note.

For the 2018-19 award year, you can apply between October 1, 2017 and June 30, 2019.

For the 2019-20 award year, you can apply between October 1, 2018 and June 30, 2020.

Once your FAFSA has been processed you will then get an Expected Family Contribution (EFC), which is used to determine how much aid you can get. For more information on what happens after you fill out your FAFSA visit: <https://studentaid.ed.gov/sa/fafsa/next-steps>

### **Awarding of Federal Student Aid**

**Pell Grants:** As stated above, Pell Grants are awarded to students who demonstrate a financial need based on the results of their FAFSA. Other eligibility requirements must also be met.

**Direct Subsidized Loans:** Enables students to borrow money from the U.S. Department of Education at a low interest rate to meet educational expenses. If you are a first-time borrower on or after July 1st, 2013 there is a limit to the maximum period of time that you can receive Direct Subsidized Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. Eligible undergraduates may borrow up to \$3,500 for their first academic year and \$3,000 for their second academic year. You cannot borrow more than the cost of attendance at your school less any other financial aid you may receive.

**Direct Unsubsidized Loans:** Dependent students may borrow up to \$2,000 for their first award year and \$1,330 for their second award year. Independent students and dependent students with a PLUS Loan denial may borrow up to \$6,000 for their first award year and up to \$4,000 for their second award year. This program is not based on need.

**The Direct PLUS Loan:** available for parents of dependent students. Parents of dependent students may borrow up to the cost of attendance minus any other financial aid you receive. This program is not based on need and a credit check must be performed to determine the parent's eligibility. If credit is denied to the parent, the student may borrow up to the maximum allowed for independent students.

### **Applying Funds & Disbursements**

Generally, your grant or loan will cover a full academic year and your money will be disbursed in two equal payments per academic year. The first half of the payment at the beginning of the program and the

second half at 450 hours. Subsequent payments are disbursed at 900 and 1200 actual hours. Payments will first be applied toward your tuition, fees, textbook, and supplies. Any money left over will be paid to you for other expenses. If your loan is disbursed but you then realize that you no longer need the money, you may cancel your loan within 120 days of the disbursement and no interest or fees will be charged.

### **General Eligibility Requirements**

Students must meet the following eligibility requirements to be eligible for receiving federal student aid:

- Demonstrate financial need, with exception to certain loans.
- Have a high school diploma, GED, or its equivalent.
- Be enrolled or accepted for enrollment at least half time in a program leading to a degree or certificate in an eligible school and eligible program.
- Be a U.S. Citizen or eligible non-citizen.
- Have a valid social security number.
- Register with the selective service, if required.
- Maintain satisfactory academic progress while in school.
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- Certify that you will use federal student aid for educational purposes only.

### Cost of Attendance Budgets

<b>Full-Time Status</b>			
<b>Independent Students 7 Months</b>		<b>Dependent Students 7 Months</b>	
Tuition	\$7,787.50	Tuition	\$7,787.50
Fees	\$100.00	Fees	\$100.00
Textbooks	\$306.00	Textbooks	\$306.00
Supplies	\$1239.00/\$1,537 (Cos)	Supplies	\$1239.00/\$1,357 (Cos)
Loan Fees	\$60.00	Loan Fees	\$60.00
Room & Board	\$8,155.00	Room & Board	\$3785.00
Transportation	\$2,458.00	Transportation	\$1560.00
Personal	\$2,324.00	Personal	\$1829.00
Total Cost	\$21,196.00 (Barber) \$22,727.50 (Cosmo)	Total Cost	\$15,343.00 (Barber) \$15,641.00 (Cosmo)
<b>5 Months</b>		<b>5 Months</b>	
Tuition	\$5562.50	Tuition	\$5562.50
Fees	\$0.00	Fees	\$0.00
Textbooks	\$0.00	Textbooks	\$0.00
Supplies	\$0.00	Supplies	\$0.00
Loan Fees	\$40.00	Loan Fees	\$40.00
Room & Board	\$5,825.00	Room & Board	\$2523.00
Transportation	\$1,638.00	Transportation	\$1040.00
Personal	\$1,548.00	Personal	\$1219.00
Total Cost	\$13,737.00	Total Cost	\$9,508.00
<b>Part-Time Status</b>			
<b>Independent Students 11 Months</b>		<b>Dependent Students 11 Months</b>	
Tuition	\$8151.00	Tuition	\$8,151.00
Fees	\$100.00	Fees	\$100.00
Textbooks	\$306.00	Textbooks	\$306.00
Supplies	\$1239.00	Supplies	\$1239.00
Loan Fees	\$60.00	Loan Fees	\$60.00
Room & Board	\$10,549.00	Room & Board	\$5,940.00
Transportation	\$4,916.00	Transportation	\$3,120.00
Personal	\$4,648.00	Personal	\$3,658.00
Total Cost	\$31,159.00	Total Cost	\$22,517.00
<b>7 Months</b>		<b>7 Months</b>	
Tuition	\$5,199.00	Tuition	\$5,199.00
Fees	\$0.00	Fees	\$0.00
Textbooks	\$0.00	Textbooks	\$0.00
Supplies	\$0.00	Supplies	\$0.00
Loan Fees	\$40.00	Loan Fees	\$40.00
Room & Board	\$6,713.00	Room & Board	\$3,780.00
Transportation	\$3,276.00	Transportation	\$2,228.00
Personal	\$3,320.00	Personal	\$2,438.00
Total Cost	\$17,800.00	Total Cost	\$14,799.00

## **MAXIMUM COMPLETION TIME & EXTRA INSTRUCTIONAL CHARGES**

The school has reserved space, equipment, and licensed instructors for each student and program. Each student who goes past the time allotted for his or her program will be charged at a rate of \$8.00 per hour for any additional hours not completed by their contracted end date. A grace period of approximately 3% has been added to the calculated completion date for each program.

### *Completion Time Allotted Per Program*

The full time master barber or cosmetology student is required to finish in a 50-week period.

The part time master barber or cosmetology student is required to finish in a 72-week period

The full time instructor student in the 250-hour program is required to finish in a 10-week period.

The full time instructor student in the 500-hour program is required to finish in a 20-week period.

The part time instructor student in the 250-hour program is required to finish in a 17-week period.

The part time instructor student in the 500-hour program is required to finish in a 34-week period.

*Contracted end dates may be subject to change due to unforeseen circumstances such as inclement weather.*

## **GRADUATION REQUIREMENTS**

Master Barbering & Cosmetology students must complete the minimum of 1500 hours.

Instructor students must complete the minimum 250 hours w/ 2 years of licensed experience OR;

Instructor students must complete the minimum 500 hours w/ out 2 years of licensed experience.

All students must meet all SAP requirements during the length of their program.

If a student has a balance and has set up a post-graduation payment plan, their transcripts will not be withheld and a certificate will be issued. If a student has a balance and has not set up a post-graduation payment plan, their transcripts and certificate will be withheld until payment arrangements have been made, or balance paid off in full.

## **DELAWARE STATE LAW & STATE BOARD REQUIREMENTS**

Students in the barbering & cosmetology program must complete the minimum of 1500 hours of continuous training and successfully pass **both** the NIC theory and practical examinations. Instructor students must complete 500 hours of continuous training, or 250 hours with proof of 2 years' experience in either barbering or cosmetology, and successfully pass **both** the NIC theory and practical examinations.

Pursuant to Delaware State Law, you must successfully pass both portions of the examination within **two** calendar years of your initial application date. If exams are not passed within this time, you must wait one year from the last exam date taken, and re-apply as a first time candidate.

### **LAW 18.0**

Conviction of any of the crimes listed in Law 18.0, or the attempt to commit, or conspiracy to commit or conceal, or solicitation to commit any of the crimes, is deemed to be substantially related to the practice of Barbering, Cosmetology, and Electrology & Nail Technology in the State of Delaware without regard to the place of conviction. The student may be required to sit before the board before the application process, before state board testing is approved.

Students who are not U.S. Citizens, or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination.

All students are given a copy of the law prior to enrolling. Hair Academy is **NOT** responsible for students denied licensure

**STATE BOARD EXAM FEE** All students are responsible for the testing fees required to take the licensing exam. Students will be provided with all of the information regarding exam fees, locations, and paperwork needed to qualify for the exam.



**Satisfactory Academic Progress Policy**  
**\*Will be handed out prior to enrollment\***

**EVALUATION PERIODS**

Students will be evaluated for Satisfactory Academic Progress at the following times in their program. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. All evaluations will be based off scheduled hours.

<b>PROGRAM</b>	<b>EVALUATION PERIODS</b>		
Master Barbering	450 Hours	900 Hours	1200 Hours
Cosmetology	450 Hours	900 Hours	1200 Hours
Instructor with Experience	125 Hours		
Instructor without Experience	250 Hours		
Transfer Students	Midpoint of the contracted hours or the established evaluation periods, whichever comes first.		

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hour's possible based on the applicable attendance schedule 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.

<b>PROGRAM</b>	<b>CONTRACTED LENGTH OF PROGRAM</b>				<b>MAXIMUM TIME ALLOWED</b>	
	<b>Schedule</b>	<b>Scheduled Length</b>	<b>Weekly Hours</b>	<b>Program Hours</b>	<b>Weeks</b>	<b>Scheduled Hours</b>
Master Barber	Full Time	50 Weeks	30 Hours	1500 Hours	75 Weeks	2250 Hours
Master Barber	Part Time	72 Weeks	15 Hours	1500 Hours	108 Weeks	2250 Hours
Cosmetology	Full Time	50 Weeks	30 Hours	1500 Hours	75 Weeks	2250 Hours
Cosmetology	Part Time	72 Weeks	15 Hours	1500 Hours	108 Weeks	2250 Hours
Instructor without Experience	Full Time	20 Weeks	25 Hours	500 Hours	30 Weeks	750 Hours
Instructor without Experience	Part Time	34 Weeks	15 Hours	500 Hours	51 Weeks	750 Hours
Instructor with Experience	Full Time	10 Weeks	25 Hours	250 Hours	15 Weeks	375 Hours
Instructor with Experience	Part Time	17 Weeks	15 Hours	250 Hours	25.5 Weeks	375 Hours

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 contracted 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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the length of the program. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered to the following scale:

93 – 100...	A
85-92.....	B
75-84.....	C
74 and Below .....	F

**DETERMINATION OF PROGRESS STATUS**

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

**NOTIFICATION**

The school will notify the student in writing of an SAP evaluation that will impact the student’s eligibility for financial aid. If a student wishes to continue their program after losing eligibility, they will be required to make payment arrangements with the school.

**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 warning or 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.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determined within ten calendar days. Reasons for which students may appeal a negative progress determination include death of relative, an injury or illness of student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing 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 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.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

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

### **ACADEMIC YEAR DEFINITION**

Hair Academy School of Barbering & Beauty offers all of its programs in clock hours. The academic year for both our full time barbering and cosmetology programs is 900 Hours, and 30 weeks. The payment periods for full time students are as follows:

- ◆ Payment Period 1: 0-450 Hours, 0-15 Weeks
- ◆ Payment Period 2: 451-900 Hours, 16-30 Weeks
- ◆ Payment Period 3: 901-1200 Hours, 31-40 Weeks
- ◆ Payment Period 4: 1201-1500 Hours, 41-50 Weeks

The academic year for both our part time barbering and cosmetology programs is 900 hours, 42 weeks. The payment periods for part-time students are as follows:

- ◆ Payment Period 1: 0-450 Hours, 0-21 Weeks
- ◆ Payment Period 2: 451-900 Hours, 22-42 Weeks
- ◆ Payment Period 3: 901-1200 Hours, 43-58 Weeks
- ◆ Payment Period 4: 1201-1500 Hours, 59-73 Weeks

Students will be required to reach both the required number of hours and weeks before the next disbursement of their funds will occur. The academic year is based off 100% attendance, which will ensure that all students make up any missed hours before receiving their next payment.

**This policy is applied to every student enrolled in a NACCAS approved program & and to every student participating in Federal Title IV Programs.**

## **ATTENDANCE POLICY**

Students must have a 67% attendance rate to be considered for graduation. If the student has less than a 67% attendance rate they will be given a written warning per the schools SAP Policy. If the student continues to hold an average lower than 67%, they will be put on probation and the student will be given a plan on how to reach 67% or above. If the student fails to follow the plan and reach 67% or above, the termination process will begin. Attendance rates are checked during the student's evaluation periods at 450, 900, and 1200 hours. If a student is found to be absent for 14 consecutive days and has not been approved for a leave of absence may be terminated from the school. The withdrawal date that will be used is the student's actual last date of attendance.

## **TARDINESS POLICY**

Students are required to be on time for class. Students are given a 15-minute grace period before they are officially considered tardy. All students are able to arrive late without disciplinary action if they are able to provide valid & acceptable documentation\* for their excused tardiness. Students who do not have valid documentation for being tardy, may clock in during the following times:

- Between 9:00am and 9:15am
- Between 10:30am and 10:45am
- Between 12:00pm and 1:00pm
- Between 2:30pm and 2:45pm
- After 4:00pm

### *Acceptable Forms of Documentation*

Below is a list of documentation that is accepted by the school as a valid excused tardy. Please note that this list is not all inclusive. Any questions on acceptable documentation can be directed to Alyssa Howell, the Director of Student Services:

- Doctor's Documentation
- Court Documents (Jury Duty, Subpoenas, Etc.)
- Child's Appointments (Parent/Teacher Conferences, Doctors Appointments, Etc.)
- Note from Employer

All students are required to notify the school if they will be arriving after their scheduled start time, whether they will be arriving excused or unexcused. The excused and unexcused late arrivals do not serve any purpose other than to determine that the student has fulfilled their obligations to the school, and will not change their contract end date in any way.

## **MAKE UP POLICY**

- Full-Time students may make up missed hours Tuesday-Friday from 4:00pm-7:00pm or on Saturdays 8:00am-9:00am. They may also make up hours during their lunch break.
- Part-Time students may make up missed hours Tuesdays and Wednesdays after 4pm, on Fridays from 9:00am-7:00pm, and Saturdays from 8:00am-4:00pm
- Students may not exceed 40 hours total in a week between scheduled and make-up hours.
- Students must schedule missed assignments to be completed with an instructor.

## **LEAVE OF ABSENCE POLICY (Updated 1/31/2019)**

Hair Academy realizes that students may need to be absent from their scheduled program for unforeseen circumstances. A leave of absence is a temporary interruption in a student's program of study. A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. If a leave of absence does not meet the conditions outlined below, the student is considered to have ceased attendance and to have withdrawn from the school. The conditions that must be met in order to be considered for an approved leave of absence are as follows:

- The reason for the leave of absence must be medical in nature, such as a medical procedure or an injury, which cause attendance to be impossible or impractical. Other non-medical requests will be considered for approval by the school director, provided adequate and valid documentation is provided.
- The leave of absence must be requested at least 10 business days prior to the intended leave, unless unforeseen circumstances prevent the student from doing so. The request must be in writing and include the reason for the request, the start and end date of the intended leave, supporting documentation, the date the request was submitted and the student's signature. In the event of an unforeseen circumstance, the school will document the reason for its decision and collect the required documentation at a later date.
- In the event of an approved LOA for an unforeseen circumstance, the institution will establish the start date of the approved LOA as the first date the student was unable to attend.
- The leave of absence may not exceed 180 calendar days, in a 12-month period, with the 12-month period beginning on the first day of the intended leave. Students will not be granted more than one approved leave of absence during the length of their program with exceptions granted for Jury Duty, Military reasons, or for a student who meets the criteria covered under the Family and Medical Leave Act.
- The leave of absence must be longer than two weeks to be considered for approval.
- There must be a reasonable expectation that the student will return from the leave of absence.

If a student's request for a LOA is approved:

- The student will not be considered to have withdrawn and no refund calculation will be required at that time.
- The student will have their original contract end date extended by number of days taken in the LOA.
- The changes made to the contract period will either be initialed by all parties on the enrollment agreement or an addendum to the enrollment agreement will be signed by all parties.
- There will be no additional charges to a student's account as a result of the LOA, meaning Title IV recipients will not be eligible to receive more aid.

If a student's request for a LOA is denied:

- The student will receive written notice explaining the reason for denial.
- If the student is unable to stay in school while maintaining satisfactory academic progress, they will be considered to have voluntarily withdrawn from the institute.

In the event a student does not return from an approved LOA by the expiration date or takes an unapproved LOA, the student will be considered withdrawn effective on the student's last date of attendance.

## 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. In the event that an applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee 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. When a student does not return from a leave of absence or notifies you that they are not returning, the refund is based on the last date of attendance prior to the leave of absence.
6. A student is withdrawn by the school. (Withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by scheduled hours of the students last day of attendance.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

- All refunds will be calculated based on the students last date of attendance in Scheduled hours. 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.
- Students who withdraw or terminate prior to course completion are charged a withdrawal 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.
- If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - 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 and/or program; or
  - Participate in a Teach-Out Agreement; or
  - Provide a full refund of all monies paid.
- Students who have a balance owed to the school upon calculation of the withdrawal settlement will be contacted by the school and notified of the balance owed and a copy of the withdrawal calculation and settlement policy. Students who do not resolve their balance with the school, or make payment arrangements with the school may be placed in collections in order to recover the debt. Collections procedures shall reflect ethical business practices. The school will make reasonable efforts to work with the student on payment arrangements. Students may contact the Director of Student Services to resolve accounts placed in collections. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will acknowledge the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

## **RETURN OF TITLE IV FUNDS POLICY**

Per federal regulations, the return of title IV funds policy must be followed for any student who ceases enrollment and participates in any Federal Title IV programs. When a student ceases to attend their program, the school must calculate and determine the percentage of aid a student has earned for that payment period. Federal Title IV funding must be earned by the student and is based on their scheduled hours for each payment period.

- ◆ Funds will be returned in the following order: Unsubsidized loans, Subsidized loans, PLUS loans, PELL Grants, WOIA Grants (if applicable), Veteran Benefits (If applicable), outside grants/scholarships (if applicable).
- ◆ All returns by the school are made within 45 days of determination.
- ◆ If it is determined during the Return of Title IV calculations that a student has not earned 100% of the aid disbursed in the payment period and the school returns any unearned funds to the Department of Education, the student will be financially responsible for any money owed to the school per the school's refund policy.
- ◆ If a student was disbursed funds directly and it is determined that they have not earned a portion or all those funds, they are required to return the funds back to the U.S. Department of Education.
- Please note that for Title IV purposes, the refund calculation is based solely on the payment period the student was in (i.e. Payment Period 2, 450hrs-900hrs), while the school bases their calculation of the length of their entire program (i.e. 0-1500hrs), and both are based on **scheduled** hours.
- Student's receiving loans should be aware that ceasing enrollment in their program due to withdrawal or termination will result in their loans entering repayment 6 months from the drop date.

## **PRIVACY POLICY**

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Hair Academy requires a release form be completed for each third-party request of information. Hair academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

## **JOB PLACEMENT POLICY & PRE-REQUISITES**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. In order to be employable as a barber, students are required to obtain the minimum requirements of 1500 hours. After the minimum requirements are met they may apply for a temporary permit. A temporary permit is valid for 30 days past the next available examination date. Holders of a temporary permit for barbering must practice under the supervision of a licensed master barber, barber, or barber instructor. Student must pass BOTH theory and practical portions of the state board examination to obtain a license needed in the barbering field.

## **VACCINATION POLICY**

Hair Academy School of Barbering & Beauty does not require students to receive any vaccinations prior to enrolling at the institution.

## **DRESS CODE POLICY**

*All students are required to wear a black barber jacket, black apron, or their black Hair Academy T-shirts. The following pants are permitted in Black or Tan (solid colors only):*

- <sup>Jeans</sup>Shorts,skirts or dresses that fall to the knee
- Tights or Leggings (no stripes or polka-dots)
- Joggers (solid colors only no stripes etc., small logo OK)
- Hair bands that are for the purpose of holding/pinning the hair up and or in place

The following is NOT permitted:

- Open Toed/Back Shoes (clogs, sandals, flip-flops, etc.)
- Hats, do-rags, bandannas, sweatbands
- Excessive jewelry, make-up, cologne/perfume
- Track pants
- Gym shorts and or Basketball shorts
- Tank tops, and or excessively exposed cleavage or midriffs

Students are expected to arrive at school in the proper attire. Students not in the proper attire will be sent home and asked to change. If a student is sent home for failure to follow the dress code policy, they will not be able to return to class until approved clock-in times, per the school's tardiness policy.

## **COPYRIGHTED MATERIAL POLICY**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" 24



damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **CLINICAL FLOOR POLICY**

Students may not be permitted to enter their first clinical floor phase until they have successfully completed their first 7-week classroom phase and all assignments are complete including the envisioning test. Students are not permitted to enter their second clinical floor phase until they have successfully completed all scheduled assignments, or arranged with their instructor for any missed assignment. Students scheduled on the clinical floor are to maintain a professional image as if working in a real establishment. Students are encouraged to invite family and friends to receive services on the clinical floor, however visitors are not allowed unless they are receiving a service. Students are welcome to perform services on their classmates during slow time periods, however if a walk-in arrives for a service, students must service the client; regardless of being in the middle of a service on a classmate. Students are NOT permitted to sit in the waiting room area ever. Students are NOT permitted to eat on the clinical floor. Students are NOT permitted to use cell phones while servicing a client. Students found to be out of compliance with the clinical floor policy or other school policies may be subject to disciplinary actions at the discretion of the instructor including, but not limited to: losing privileges until make-up work and/or hours are completed, being asked to pack up their station for the remainder of the day and sign out, suspension from the clinical floor, written warning, suspension from the school, and termination.

### **BREAK POLICY**

Full time students are given a lunch break from 12:00pm-1:00pm every day. Students may only take their lunch break during this time slot, they will **not** be allowed to go before 12:00pm or after 1:00pm. Students on the clinical floor are responsible for paying attention to the time; if a student takes a haircut that goes through their lunch break, they will **not** be able to go to lunch when done the haircut. Instructors will give students small breaks through-out their day and it is at the discretion of the instructor when the breaks will be. Students are to inform a school employee if they are leaving the building for their breaks. Smoking is allowed in designated areas only. Students must get permission from their instructor before taking a smoke break.

### **CELL PHONE POLICY**

#### ***Classroom***

Students in the classroom portion of their program are not permitted to use cell phones while in class. All cell phones must stay on silent/vibrate mode.

Students are allowed to listen to music on their phones, **as long as headphones are worn**, for certain activities while in the classroom, such as studying or working on a practical. Instructors will inform students on what activities this will be approved for.

Instructors reserve the right to dismiss a student from class for failure to adhere to the cell phone policy.

#### ***Clinical Floor***

Students on the clinical floor are permitted to use their phone, however headphones must be worn. Students are **not** permitted to use their cell phone while servicing clients.

All cell phones must stay on silent/vibrate mode.

If an instructor feels at any time a student is too distracted by their cell phone, they reserve the right to prohibit further cell-phone use while on the clinical floor.

Instructors reserve the right to dismiss a student from the clinical floor for failure to adhere to the cell phone policy.

## **TEXTBOOK/COURSEMATE POLICY**

Hair Academy School of Barbering & Beauty provides students with a textbook bundle that includes access to the online program, MindTap and Haircutting Simulator. Students are not permitted to share their textbooks or log-in information for MindTap. Students are responsible for their textbooks and account information on MindTap.

## **STUDENT GRIEVANCE PROCEDURE**

Students will be informed of this policy at the beginning of their course/program during their student orientation. In accordance with the Hair Academy's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. If the concern/complaint cannot be resolved the student can contact

**The Department of Education addressed to:**

**Delaware Department of Education  
Private Business & Trade Schools  
35 Commerce Way, Ste. 1  
Dover, DE 19904  
(302) 857-3313**

## **EFFECTIVENESS OF PUBLISHED POLICES & REGULATIONS**

Policies, notices, and regulations issued by the instructors and staff shall be considered with the same force and effect as this publication. Students should check the bulletin board every day for new information. Policies, notices, and regulations are subject to change at any time.

## **DISCIPLINARY ACTIONS**

Hair Academy School of Barbering & Beauty has established the following procedures for disciplinary actions. The school reserves the right to discipline as they see fit through verbal and written warnings, suspensions & termination of enrollment.

### **Progressive Discipline**

It is our belief that discipline should be a positive process allowing an individual to improve his/her understanding and the performance of their duties as a student. Hair Academy's corrective action procedure is designed to enable our staff member(s) and student(s) to identify and address areas of misunderstanding, conflict, or poor performance and together outline and agree on corrective measures required to prevent the same or similar difficulties in the future.

When policies and procedures are not being followed, it is the responsibility of Full-time staff, part-time staff, including but not limited to those acknowledged to be in training for a staff member position to address the situation through progressive discipline, as outlined below. Notwithstanding this policy, some student conduct is so severe that it warrants omitting certain disciplinary steps, or completely foregoing progressive discipline in favor of immediate termination. Hair Academy, LLC. reserves the sole discretion to determine whether, and at what step, progressive discipline will be implemented.

**Where progressive discipline is appropriate, the following Corrective action Procedure may be followed:**

#### **1<sup>st</sup> attempt to correct: Verbal Warning**

**This is a verbal discussion between staff member(s) and student(s), in which the staff member will identify specific behavior that is inappropriate. Working together, the staff member and student will outline a corrective plan of action. All verbal warnings will be documented and signed by student to reassure understanding, and a copy of the documentation will be placed in the student's file. Any refusal to sign will allow for a 3<sup>rd</sup> party (staff member) to sign as a witness in the attempt to correct.**

#### **2<sup>nd</sup> attempt to correct: Written Warning**

During the second attempt to correct, staff member(s) and student(s) will revisit and discuss any previous incidents pertaining to the same or similar incidences. They will review the corrective action plan agreed upon and will make adjustments necessary to reassure understanding of compliance pertaining to the institutions policies and procedures. This attempt will be documented and signed by student(s) and will be recognized as the first official written warning, warning will be kept in the student's file. Any refusal to sign will allow for a 3<sup>rd</sup> party (staff member) to sign as a witness in the attempt to correct.

#### **3<sup>rd</sup> attempt to correct: Written Warning and suspension**

During the third attempt to correct, staff member(s) and student(s) will revisit prior incidences pertaining to the same or similar incident. Staff member(s) will explain to student(s) the repercussion of their actions may result in a one-day suspension and a second official written warning. This attempt will be documented and signed by student(s) and will be recognized as the second official written warning, warning will be kept in the student's file. Any refusal to sign will allow for a 3<sup>rd</sup> party (staff member) to sign as a witness in the attempt to correct.

#### **4<sup>th</sup> and final attempt to correct: Written warning and 3 day suspension**

During the third attempt to correct, staff member(s) and student(s) will revisit prior incidences pertaining to the same or similar incident. Staff member(s) will explain to student(s) the repercussion of their actions may result in a three-day suspension and a second official written warning. This attempt will be documented and signed by student(s) and will be recognized as the third and final official written warning, warning will be kept in the student's file. Any refusal to sign will allow for a 3<sup>rd</sup> party (staff member) to sign as a witness in the attempt to correct.

#### **Termination:**

Our final action in the procedure is termination. At this point Hair Academy, LLC. and its staff have made many attempts to assist student(s) in correcting their actions and the termination process will begin.

The following actions are cause for reprimand and the appropriate method of discipline will be determined by the school based on the severity of the case.

- Disregard for sanitation or safety rules
- Dishonesty
- Theft of school or personal property
- Possession of firearms, illegal drugs, or alcohol
- Intoxication or evidence of illegal drug or alcohol use
- Fighting and/or provoking a fight
- Threatening bodily harm
- Absence from school without notice
- Behaving in an unprofessional manner
- Insubordination to instructors and school staff
- Failure to follow any policies or procedures implemented by the school

### **Drug Free Institution Policy**

Hair Academy School of Barbering & Beauty is a Drug Free Institution. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by anyone on Hair Academy School of Barbering & Beauty's property or as a part of any school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect one's ability to function should so inform the School Director or Director of Student Services. If a final determination is made that any student of Hair Academy School of Barbering & Beauty is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or at school events, they shall be subject to, at a minimum, the referral of counseling and automatic and immediate suspension or dismissal from the school. Hair Academy imposed sanctions are additional to any legal actions taken by local, state, or federal authorities.

For more information regarding drug-related resources and policies, please refer to the school's annual campus security report.

The school's annual security report is provided to students through the school's website at [www.hairacademysbb.edu](http://www.hairacademysbb.edu) as well as upon request from the school's office.

### **ADA COORDINATION & REQUESTS**

Hair Academy School of Barbering & Beauty is in compliance with the Rehabilitation Act of 1973 (Section 504) in that no handicapped person, by reason of the handicap, that meets the admission criteria, will not be excluded from enrolling in our training program. It is noted that manual dexterity is required in the field of barber/hairstyling.

Those who require special accommodations should contact our Director of Financial Aid, Alyssa Howell at 302-738-6251 or by email at [alyssa.hairacademy@gmail.com](mailto:alyssa.hairacademy@gmail.com). Hair Academy will make every effort possible to make any accommodations needed, however not all requests can be fulfilled.

Responses to requests will be made within 10 business days of the initial request.