

# ALLURE BEAUTY COLLEGE

Accredited By



**2021-2022** Student Handbook –Whitesburg, KY Campus

74 Parkway Plaza Loop  
Whitesburg KY 41858  
606) 633-8784

[www.allurebeautycollege.com](http://www.allurebeautycollege.com)

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## **Allure Beauty College Student Handbook**

This handbook is a guideline of what Allure Beauty College expects from its students. Allure Beauty College reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Allure Beauty College. Changes will be made with the approval of the appropriate regulatory agencies. With the publication of this handbook all previous volumes become obsolete. All students should review the catalog to determine factual information about the school. The student should also be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the Admissions Office to determine if there is a change from the information provided in the catalog.

All programs are instructed in the English language only.

# Allure Beauty College Student Handbook

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# Allure Beauty College Student Handbook

## The School

### Allure Beauty College

74 Parkway Plaza Loop  
Whitesburg, KY 41858

Allure Beauty College opened under new management on November 1, 2021.

Allure Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, Virginia, 22314, phone (703) 600-7600, [www.naccas.org](http://www.naccas.org). NACCAS is recognized by the U. S. Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology arts and sciences.

Allure Beauty College is authorized in Kentucky by the KHEAA Higher Education Commission. This Authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Allure Beauty College is owned by Kimberly Howard.

### MISSION STATEMENT

The primary purpose of Allure Beauty College is to educate top quality individuals in the arts and sciences of Cosmetology. Using the most innovative techniques, our goal is to prepare our graduates for professional and well-paying careers in the salon and spa industries.

### OBJECTIVES

Allure Beauty College will:

- Never have a student/instructor ratio greater than 20:1
- Provide an environment conducive to higher education.
- Provide quality education to all students respective of their program choice.
- Provide clean, well maintained physical facilities, professional equipment and professional products appropriate and adequate for the student to achieve his or her professional goals and objectives.
- Seek to continually train students in skills equal to and beyond those required for licensure and job level entry.
- Seek to be a center for continuing education for all students.
- Provide positive reinforcement to every student academically and personally.
- Seek to train professionals that are desired by area salons and spas.
- Continually seek to provide greater student and graduate support services.
- Seek to embrace an attitude of intense gratitude to all who contribute to our success and ultimately that of each person achieving his or her goals through our leadership.

### OUR FOUNDER

Kimberly Howard is a business professional, Cosmetologist, and Educator who has dedicated over twenty years to the beauty industry.

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## OUR FACILITIES

The school is licensed by the Kentucky State Board of Hairdressers and Cosmetologists, 111 St. James Court, Suite A, Frankfort, Kentucky 40601.

In its admissions, instruction, and graduation policies; Allure Beauty College practices no discrimination on the basis of sex, age, race, color, ethnic origin, religion, creed, financial status, or country, area of origin or residence, or any other reason.

The school occupies the first floor of a building at 74 Parkway Plaza Loop, Whitesburg, Kentucky with an approximate floor space of 2,400 square feet.

The school consists of a clinic floor including student work stations. A private area is available for interviewing and counseling students. The theory classroom and is fully equipped to aid students in learning the theory of Cosmetology and Cosmetology Instructor.

A facial room is furnished with the necessary equipment to provide professional instruction in skin care and makeup.

A mannequin area is provided for the students in learning the practical aspects of the techniques of basic hair styling.

The classroom area is available for students on break time or lunch. The room contains lockers, lounge table, and chairs for their use. The school is constantly improving and updating its facilities to meet the criteria of a modern up-to-date Cosmetology school. The school seeks to provide adequate facilities and equipment beyond the daily need.

## FACULTY

### Cosmetology Instructors

Kim Howard CEO/Owner/Instructor

Reba Sergent Instructor/ School Manager

## ADMINISTRATIVE STAFF

Christy Slone- Chief Financial Aid Officer

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## ADMISSION REQUIREMENTS

### COSMETOLOGY

The Allure Beauty College admissions policy requires that applicants meet the following:

- Have successfully completed high school as evidenced by copy of official transcripts showing high school completion.
- Have successfully completed high school equivalency as evidenced by copy of GED certificate.
- Have successfully completed a homeschool program that state law treats as a home or private school as evidenced by a secondary school completion credential from the state where schooling was received.
- Foreign Diplomas – Must provide evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Complete an Enrollment Application
- Be at least 16 years of age.

### COSMETOLOGY INSTRUCTOR

The Allure Beauty College admissions policy requires that applicants meet the following:

- Have successfully completed high school as evidenced by copy of diploma or official transcripts showing high school completion.
- Have successfully completed high school equivalency as evidenced by copy of GED certificate.
- Have one (1) year experience as a licensed cosmetologist
- Complete an Enrollment Application

#### **All students must provide:**

- Proof of age documented by a government issued photo ID
- Social Security Card
- Valid high school, certified transcripts, or a valid GED certificate
- Copy of Cosmetology License and/or proof of licensure of 1 year from Kentucky State Board of Cosmetology

Not all applications for enrollment are accepted.

Before beginning classes, a student must pay tuition and fees either by cash, confirmed financial aid or a pre-arranged interest free payment plan. If paying monthly and the payment is not made by the agreed upon date, the unpaid balance shall become immediately due, and/or attendance may be held in abeyance (suspension) at the discretion of the administration until such payment is paid in full. Institutional scholarships, tuition waivers, or discounts will not be credited to the students account until the successful, on-time completion of a program.

## ENROLLMENT AGREEMENT

The student agrees to abide by the rules and policies as outlined in this handbook for their period of enrollment. Should NACCAS or the U.S. Department of Education issue regulations affecting a policy change subsequent to a student’s enrollment, students will receive written notification. Should The Allure Beauty College make changes in policy subsequent to a student’s enrollment, students will receive written notification of such change.

The student agrees to attend classes as scheduled.

No change or representation to the enrollment agreement will be recognized unless made in writing. If the student cancels his/her enrollment after 3 business days of signing the agreement but prior to entering classes, he/she shall

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be entitled to a refund of all monies paid to the school less the registration fee of \$100.00. Appropriate refunds are made within 30 days of written notice that the student will not begin classes.

## **RE-ENROLLMENT POLICY**

Former Allure Beauty College students, who wish to re-enroll, must request and then be granted approval from the school administration.

Students who re-enroll within 30 days of their withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect actual hours attended. The student will be responsible for any balance owed from the former enrollment, a 100.00 drop fee and a 200.00 re-enrollment fee, to be paid prior to re-enrollment.

Students who re-enroll more than 30 days after their withdrawal date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-enrollment will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment must be made prior to re-enrollment.

Students are allowed one re-entry per enrollment. Not all re-enrollment applicants will be accepted.

Former Allure Beauty College students who have withdrawn more than once will not be considered for re-enrollment.

## **TRANSFER POLICY**

Allure Beauty College gladly accepts transfer hours from another school, including high school cosmetology programs, based on an evaluation of the student's comprehension of the course material.

You should obtain confirmation that Allure Beauty College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Allure Beauty College and of any other educational institutions you may in the future want to transfer the credits earned at Allure Beauty College before you execute an enrollment contract or agreement.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Allure Beauty College; the number of transferable hours depends on the policy of the receiving school.

Once an enrollment contract has been executed, transfer hours will not be accepted.

## **TRANSFER FROM Allure Beauty College**

Transcript or transfer service for eligible students will be provided at a cost of \$10.00. We reserve the right to withhold transcripts, including academic scores and accumulated hours, from students under certain circumstances including an unsatisfied account balance with the school. Allure Beauty College cannot guarantee that any hours or academic scores obtained at Allure Beauty College will be accepted by any other institution for transfer purposes. This is at the discretion of accepting institution and it is the student's responsibility to confirm if their hours/academics will be accepted by another institution.

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## PROGRAM SCHEDULES (SUBJECT TO CHANGE)

### COSMETOLOGY

Cosmetology full time classes are 30 hours per week (50 academic weeks): Tuesday through Saturday 8:30 a.m. to 4:00 p.m. with one hour for lunch, receiving 6.5 clock hours of instruction each day. There are 3 Cosmetology part time options offered at 24 hours per week (62.5 academic weeks): 1. Thursday, Friday, and Saturday 8:30 a.m. to 5:00 p.m., 2. Tuesday, Wednesday, and Saturday 8:30 a.m.-5:00 p.m., or 3. Tuesday-Friday 8:30 a.m. – 1:00 p.m. and Saturday 8:30 a.m.-3:30 p.m.

After completing 250 hours students will move to the clinic floor and begin receiving clients.

### COSMETOLOGY INSTRUCTOR

Cosmetology Instructor full time classes are 30 hours per week: Tuesday through Saturday 8:30 a.m. to 4:00 p.m. with one hour for lunch, receiving 6.5 clock hours of instruction each day. Cosmetology Instructor part time classes are 24 hours per week: receiving 8 hours of instruction each day. Allure Beauty College offers training on a year round basis.

Allure Beauty College students may change enrollment status one time without cause; they may switch from the full time schedule to the part time schedule or vice versa. Subsequent requests must be approved by school administration.

### HOLIDAYS & CLASS START DATES

The school will observe the following holidays, if they fall within our regularly scheduled days of operation:

New Years' Day                      4th of July  
Thanksgiving                        Christmas Day

Students may begin their training every Tuesday or Thursday.

## COST OF EDUCATION

### PROGRAM CHARGES

#### Cosmetology

Quarter	Hours	Tuition	Books/Kit	Registration Fee	Total Charges
1 <sup>st</sup>	1-450	2,565	390	100	2955
2 <sup>nd</sup>	451-900	2,565	390	0	2955
3 <sup>rd</sup>	901-1,200	1,735	260	0	1995
4 <sup>th</sup>	1201-1,500	1,735	260	0	1995
		8,600	1,300	100	10,000

#### Cosmetology Instructor

Quarter	Hours	Tuition	Books/Kit	Registration Fee	Total Charges
1 <sup>st</sup>	750	5,400	250	100	5,750

### OVER CONTRACT CHARGES

Any student failing to complete his/her hours within 110% of the program hours will be charged \$10.00 per hour for every hour still needed.

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No student will be allowed longer than one and one-half (1 ½) times the scheduled program length to complete the program.

Once a student has reached 110% of their scheduled program hours, they will be automatically charged for any additional hours.

## **PAYMENT SCHEDULE**

Each student will receive a payment schedule contained in their enrollment contract. Payments must be made to the Admissions Office and must be received by the due date. Payments may be taken to the Admissions Office or mailed to:

Allure Beauty College  
Attention: Admissions Office  
74 Parkway Plaza Loop  
Whitesburg, KY 41858

Students will receive a receipt for each payment. A tuition statement of account is issued upon completion of payments and is available anytime upon request.

## **LATE PAYMENTS**

If a student fails to make a scheduled tuition payment, he or she will not be allowed to attend class, or accrue hours until payment is made. Hours missed due to non-payment will affect the student's attendance record and will be factored into their Satisfactory Academic Progress as hours missed.

## **ACCEPTABLE METHODS OF PAYMENT**

Students can pay by Visa, MasterCard, Discover, American Express, bank check, money orders, cashier check, check, or cash. Please make all checks payable to Allure Beauty College.

## **SCHOLARSHIPS**

Scholarships are offered by many companies and organizations. Students must apply for scholarships on their own. For more information please visit the Financial Aid Office.

Scholarships offered by Allure Beauty College are subject to academic, attendance, and other criteria as set forth by administration. Scholarships will be voided if a student fails to complete the program.

## **ATTENDANCE - EXCUSED /UNEXCUSED**

The minimum attendance requirement is 67% of the scheduled time. Cosmetology students are required to be in the building by 8:30 a.m. Students arriving later than 8:30 a.m. will not be allowed to stay and will have to go home and miss hours for the day.

The maximum time frame a student is allowed to complete their hours is 150% of scheduled hours.

Students are required to clock their number of hours daily as required by their program schedule.

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## NOTICE OF ABSENCE

Students must call or alert via Allure Beauty College of Whitesburg private student page before 8:30 am if they are going to be absent or tardy for the day. No-show/no-call students will receive one day of in school suspension (ISS) upon the day of returning to school. Any absences on Saturday due to illness will require a doctor's note in order to be excused. Absenteeism for more than 10 consecutive days without contacting the school will result in the student being terminated from the program.

## ARRIVING LATE

Time management is an important skill not just for your time as a student, but during your entire life and career. You are expected to arrive on time and be prepared for the day. Excessive tardiness could result in suspension or even expulsion at administration's discretion. Part of your responsibilities are time management.

## SATURDAY ATTENDANCE

Saturday attendance is mandatory with the exception of four contracted (4) Saturdays for Cosmetology students which can be missed while a student at Allure Beauty College. Saturday absences over the number allowed (4 for Cosmetology) may result in a tardy and one day of in school suspension (ISS). Saturday attendance is mandatory for the whole time you are scheduled. ex. 8:30-5:00 must stay till 5:00. Students are not allowed to clock in after 8:30 am.

## MAKE-UP WORK & HOURS

Students must make-up class work missed due to absences. Make-up hours are any hours beyond what a student is normally scheduled. Students are expected to be in school during their scheduled time as indicated in the enrollment agreement and must successfully complete all required hours of training. Students can make up time missed after their scheduled hours of attendance. Students will only be given credit for make-up time if they are receiving instructor provided training or instructor supervised lab or clinic exercises. All make-up time must be certified by an instructor or credit will not be awarded. Make-up hours are available based on the availability of an educator. Students making up hours must be in compliance with the uniform dress code policy.

## TIME KEEPING GUIDELINES

Allure Beauty College is a clock hour institution and therefore clocking in and out is extremely important. Allure Beauty College can only issue credit for hours that are properly documented. Students must clock in at the beginning of the day and when returning from their lunch. Students must also clock out when starting their lunch and at the end of the school day. Any adjustments to the student's time clock entries need to be corrected within one week of receiving the time reports and must be communicated through an instructor to the Admissions Office.

Clock in/out time is rounded to the nearest quarter hour.

## TIME CLOCK CORRECTIONS

Should a student forget to clock in or out, the Administrative Office will only make one correction every 30 days. This correction will be noted in your student file. Any other missed punches will cause you to lose hours. If you forget to clock in or out, do so as soon as you remember. Time clock corrections must be verified by an instructor.

The student will also be asking to sign a time correction form.

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## POLICY & PROCEDURES

- The Allure Beauty College prohibits students from making or receiving personal phone calls during clinic or theory hours. In an emergency situation, students will be notified by a call to the front desk. Personal use of cell phones is permitted in designated areas only.
- Food and drinks are allowed in the student lounge area only. Under no circumstances are students permitted to have food on the clinic floor.
- Students may not sign in without having a full kit and books each day and must take all personal items home daily.
- Students are required to follow all State Board of Cosmetology sanitation and sterilization laws including keeping his/her chair, individual workstation, mirror, drawers, kit and supplies neat and clean during training hours.
- This is a professional environment and use of profanity, drugs, or alcoholic beverages on school property will not be permitted. Any breach may result in dismissal from school.
- Allure Beauty College reserves the right to request drug testing. The school reserves the right to terminate a student if found to be in violation of the school's drug policy.
- We reserve the right to suspend or terminate a student from school for refusal to cooperate with instructors, excessive absenteeism or tardiness, or in any case a student is not following school policies. The Allure Beauty College prepares students to work in a professional setting and we expect our students to behave in a professional manner. Gossip or discussions of a personal nature or of personal problems with other students and/or clients is prohibited.
- Smoking is only permitted in designated areas during designated break times.
- Any or all of the State Board members are free and welcome to visit our school. If they do, remember to be courteous and respectful to them.
- Students are not permitted to receive services unless approved by their instructor.
- Students are not permitted to wear hats or hoodies in the classroom or on the clinic floor.
- Students are required to wear Allure Beauty College name tags at all times.
- Students must be able to perform all tasks in clinic, theory, and practical settings.
- All clinic work must be checked by an instructor - NO exceptions.
- The institution is not responsible for any personal items left on school property.
- For the safety of our students and staff, all visitors must check in at the front desk.

## CODE OF ETHICS

- This school observes all rules and regulations issued by the Kentucky State Board of Cosmetology, Kentucky Department of Health, and OSHA.
- The Allure Beauty College requires all instructors to keep up to date on the latest teaching methods and curriculum in each program offered as well as continuing education and regional meetings.
- The Allure Beauty College instructors and staff maintain honest, fair, and professional relationships with all students.
- The Allure Beauty College advertises truthfully and makes honest representations to its students. The Allure Beauty College refrains from criticism that reflects unfavorably on other schools and the Cosmetology profession.

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## ACADEMIC STANDARDS

Each student must earn 1,500 clock hours to complete the basic Cosmetology program, 750 clock hours for Cosmetology Instructor program, as required by the Kentucky State Board of Cosmetology. Students must maintain a final grade point average of 70% or above.

## GRADING SYSTEM AND STANDARD OF PROGRESS

The practical work of each student is evaluated daily. Any student not making satisfactory progress in their practical assignments will be counseled by an educator and given special attention in overcoming these problems.

Internal Progress reports are given to students. Satisfactory progress is evaluated through written and practical examinations which include all theory presentations and aspects of cosmetology. Any student not making satisfactory will be counseled by an educator and given special attention in overcoming these problems.

- Excellent 94% to 100%
- Very Good 86% to 93%
- Good 78% to 85%
- Satisfactory 70% to 77%
- Failing Below 70%

Students receive a grade in both theory and practical work. Any make-up work is scheduled at the Instructors convenience; scores are averaged. Students' attendance and academics are evaluated and any grade point average below 70% is considered unsatisfactory.

## SCHOOL TERMINATION

Each student must abide by the rules and regulations of the Kentucky State Board of Cosmetology and Allure Beauty College policies and procedures. Failure to abide by these rules may bring about dismissal from the school or In School Suspension (ISS).

Any student may be dismissed from school for the following reasons:

- Non-Compliance with any School policy; the School Catalog, the enrollment contract, or State Laws and Regulations.
- Insubordination, being rude to patrons, or unprofessional conduct or Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; bullying; harassment;
- Cheating on exams
- Failure to meet tuition payments
- Excessive absenteeism, excessive tardiness and skipping classes
- Using foul language, alcoholic beverages, or drug abuse
- Stealing from the school, staff, clients or other students
- Unsatisfactory grades
- Threatening to physically harm another student, staff member or client
- Willful destruction of school property.

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## LEAVE OF ABSENCE (LOA) POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. Leaves of Absence can be granted in cases of medical emergency or extenuating personal circumstances which cause attendance to be impossible or impractical.

Students must follow the institution's LOA policy when requesting an LOA. The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the request form obtained from the Admissions office. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA on the LOA form. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency.

Leaves of absence are at least 7 calendar days and the combined total of leave days cannot exceed six months (180 calendar days) in an enrollment period. Two leaves of absence are allowed per course study. However, if current leave of absence and any previous leave of absence exceeds 180 days combined in any 12 month period, then a leave of absence cannot be granted. A student granted an LOA is not considered to have withdrawn and a refund calculation is not required.

*Students may not arbitrarily decide to "take" a leave of absence. If a student is absent 10 consecutive calendar days without being on an official Leave of Absence, they will be considered withdrawn.*

A student may return from a LOA early. However, if the student does not return from the LOA by the expiration date of the approved leave of absence, or does not contact the school prior to the LOA end date, they will be withdrawn from their enrolled program. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

The student's contract end date and maximum time frame to complete the course will be extended for the same number of days the student was on the LOA without any additional institutional charges or penalty to the student. 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.

**\*Students requesting an extension on a leave of absence must come to the school or must email, prior to the original LOA end date to sign a revised LOA form and provide any necessary documentation.** A LOA will not be considered extended until this has been done.

Financial Aid disbursements may NOT be made while a student is on a LOA.

For students using the GI-Bill we must let the VA know that you are not attending class, which will stop of all your VA payments and if you are Chapter 33, we must return all unearned tuition. Upon your return from the LOA we will inform the VA and they will reactivate your status.

A student on an approved leave of absence will retain his/her status at Allure Beauty College. A LOA may be refused due to a conflict of interest with financial aid, a class schedule conflict, or for validity of the LOA reason.

Exceptions to this policy due to extenuating circumstances may be approved by the School Director.

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## FINANCIAL AID

Allure Beauty College is approved by the United States Department of Education to offer Pell Grants to qualifying students. To be eligible to receive a Pell Grant, a student must be enrolled at least half time.

### FEDERAL PELL GRANT

Pell Grants are NOT repaid and are awarded primarily on the basis of a family's ability or lack of ability to pay for higher education. The amount you may be awarded in a Pell Grant depends on your cost of attendance, expected family contribution (EFC), enrollment status (full or part-time) and whether you attend for a full academic year or less. Pell Grants are awarded only to undergraduate students- those who haven't earned a bachelor's or graduate degree.

Allure Beauty College also participates in Vocational Rehabilitation programs.

### FAFSA: FREE APPLICATION FOR FEDERAL STUDENT AID

In order to have funds available by the time school begins, students are encouraged to begin the application process two months prior to the class starting date. Students must complete the Free Application for Federal Student Aid ([www.FAFSA.gov](http://www.FAFSA.gov)) including all verification documents and Allure Beauty College Financial Aid Supplemental Forms to be considered for financial aid programs. For more information please contact the Financial Aid Office at (606)633-8784.



Go to [www.fafsa.gov](http://www.fafsa.gov) to complete the FAFSA. Usually within 3-4 business days after you have completed your FAFSA and it has been processed, the school will receive your information and will contact you to go over your Financial Aid eligibility.

### STUDENT RESPONSIBILITIES

1. The student must be enrolled and maintain satisfactory academic progress to receive financial aid.
2. The student must sign an affidavit of educational purposes, Selective Service Registration compliance, and default certification.
3. The student must notify the Financial Aid Office of any name or address change.
4. The student must notify the Financial Aid Office of any changes in his or her financial situation.
5. The student must notify the Financial Aid Office of any outside scholarships, grants, or other sources of assistance.
6. The student must comply with all financial aid deadlines.

### ABOUT FINANCIAL AID

- Selection Criteria: Students must file all forms as requested in a timely manner. Also, students may be required to provide documentation to verify information provided on the FAFSA.
- The financial aid verification policy and deadlines are available upon request from the Financial Aid Office.
- Amount of Awards: The determination of the amount of the award is solely at the discretion of the agency making the award.
- Repayment: Terms of any awards, including repayment schedules, are established by the agency making the loan or award. Information regarding repayment should be obtained from the agency.

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## VERIFICATION POLICY

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education. The school will perform verification procedure only on files selected for verification, unless the school administrator has reasons to believe that the file content conflict information.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some of all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable.
- Verification of income:
  - A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required. A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application.
  - A **signed** copy of the student's (and parent's when applicable) prior-prior year Tax Return. This can also serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application.

### Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the Internet at [www.irs.gov](http://www.irs.gov)
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone requests are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days.

Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.

*Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.*

Students must provide the above information to the institution within 120 days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Students will be notified by the Financial Aid Office if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at [www.fafsa.gov](http://www.fafsa.gov). The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

## Allure Beauty College Student Handbook

Students will forfeit their right to federal assistance for non-compliance with verification policies.

### **FORM 1098-T, TUITION STATEMENT**

Eligible educational institutions file this form for each student they enroll and for whom a reportable transaction is made.

Insurers file this form for each individual to whom they made reimbursements or refunds of qualified tuition and related expenses.

Students should receive their 1098-T forms by April 1st of each year. If you do not receive your 1098-T form, please contact the Financial Aid Office. 1098-T forms are mailed to the address that we have on file, so please make sure that you report any changes of address to the Admissions Office or Financial Aid Office immediately.

# Allure Beauty College Student Handbook

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy 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

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Program</u>	<u>Evaluation Period</u>	<u>Academic Year Length</u>
Cosmetology (1500) FT	450 hours (15 weeks), 900 hours (30 weeks), and 1200 hours, (45 weeks)	900 clock hours
Cosmetology (1500) PT	450 hours (18.75 weeks), 900 hours (37.5 weeks), and 1200 hours, (50 weeks)	
Cosmetology Instructor (750) FT	375 hours (12.5 weeks)	900 clock hours
Cosmetology Instructor (750) FT	375 hours (15.63 weeks)	

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress within 7 school business days following each established evaluation period. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course and/or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required 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.

Cosmetology full time classes are 30 hours per week (50 academic weeks): Tuesday through Saturday 8:30 a.m. to 4:00 p.m. with one hour for lunch, receiving 6.5 clock hours of instruction each day. There are 3 Cosmetology part time options offered at 24 hours per week (62.5 academic weeks): 1. Thursday, Friday, and Saturday 8:30 a.m. to 5:00 p.m., 2. Tuesday, Wednesday, and Saturday 8:30 a.m.-5:00 p.m., or 3. Tuesday-Friday 8:30 a.m. – 1:00 p.m. and Saturday 8:30 a.m.-3:30 p.m.

### MAXIMUM TIME FRAME

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology – Full Time	75	2,250
Cosmetology – Part Time	94	2,250
Cosmetology Instructor – Full Time	38	1125
Cosmetology Instructor – Part Time	47	1125

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. Students who have not completed the course within the maximum timeframe will be terminated from the program.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

# Allure Beauty College Student Handbook

## 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 skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% 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 as follows:

94% to 100%	86% to 93%	78% to 85%	70% to 77%	Below 70%
Excellent	Very Good	Good	Satisfactory	Failing

## 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. School staff will review with students a 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, HEA Funds interrupted, unless the student is on warning.

## 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 will be deemed ineligible to receive Title IV, HEA program funds.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV, HEA program funds, as applicable, by meeting minimum attendance (67%) and academic requirements (70%) by the end of the warning period at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

## 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

## 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. SAP evaluation periods are based on actual contracted hours at the institution.

# Allure Beauty College Student Handbook

## PROGRAMS

### COSMETOLOGY PROGRAM CURRICULUM

Allure Beauty College uses the world renowned Milady training system. The Kentucky State Board of Cosmetology requires 1,500 hours of instruction for this curriculum. Full time attendance at Allure Beauty College is considered to be 35 hours per week.

The Cosmetology full-time schedule can be completed within 12 months and the part-time schedule can be completed within 18 months with good attendance.



The following requirements have been established by Allure Beauty College; they meet and/or exceed those required by the state licensing agency:

Cosmetology students must receive 250 clock hours of instruction before being allowed to serve a client. During the first 250 hours the student will be practicing on mannequins or fellow students. Students may only render cosmetology services within a school.

### PROGRAM OVERVIEW

*General* ..... 300 hrs.

*Sterilization, Sanitation and Bacteriology, Anatomy and Physiology, Shop Ethics, Personality and Salesmanship, State Law*

*Chemical* ..... 600 hrs.

*Permanent waves, Hair Relaxer, Hair Coloring, Bleaching and Toning, Hair Structure and Chemistry, and Sculptured Nails*

*Physical* ..... 600 hrs.

*Shampooing and rinses, Hair and Scalp Care, Hair Shaping, Hair dressing and Styling, Facials, Arching, Lash and Brow Tinting, Manicures and Pedicures*

### PROGRAM CONTENT

- |                                       |   |                        |
|---------------------------------------|---|------------------------|
| 1. History & Career Opportunities     | 15. Scalp Care, Shampooing & Conditioning             | 29. UV Gels            |
| 2. Life Skills                        | 16. Haircutting                                       | 30. Seeking Employment |
| 3. Your Professional Image            | 17. Hairstyling                                       | 31. On the Job         |
| 4. Communicating for Success          | 18. Braiding & Braid Extensions                       | 32. The Salon Business |
| 5. Infection Control                  | 19. Wigs & Hair Additions                             |                        |
| 6. Anatomy & Physiology               | 20. Chemical Texture Services                         |                        |
| 7. Skin Structure, Growth & Nutrition | 21. Hair coloring                                     |                        |
| 8. Skin Disorders & Diseases          | 22. Hair Removal                                      |                        |
| 9. Nail Structure & Growth            | 23. Facials   |                        |
| 10. Nail Disorders & Diseases         | 24. Facial Makeup                                     |                        |
| 11. Properties of Hair & Scalp        | 25. Manicuring  |                        |
| 12. Chemistry                         | 26. Pedicuring  |                        |
| 13. Electricity                       | 27. Nail Tips & Wraps                                 |                        |
| 14. Principles of Hair Design         | 28. Monomer Liquid & Polymer Powder Nail Enhancements |                        |

# Allure Beauty College Student Handbook

## PROGRAM REFERENCE MATERIALS

Milady Standard Cosmetology  
Milady Standard Cosmetology Theory Workbook  
Milady Standard Cosmetology Exam Review  
Kentucky Cosmetology Laws & Rules, 2016

## INSTRUCTIONAL METHODS

Our Cosmetology program uses many exciting methods to teach our curriculum. We are a Milady training facility, some of the methods used are; textbooks, Instructor lecture, demonstrations, mannequin training, supervised practical services on clients and fellow students, DVD video presentations, product/manufacturer educational demonstrations as well as other methods.

## GRADING SCALE

Numerical grades are as follows:

94% to 100%	86% to 93%	78% to 85%	70% to 77%	Below 70%
Excellent	Very Good	Good	Satisfactory	Failing

## COSMETOLOGY PROGRAM OUTLINE

### *Personal and Professional Development*

Students will learn professional conduct and ethics towards clients, employers, and coworkers as well as developing a professional appearance.

### *Bacteriology, Sanitation and Disinfection*

Students are taught contamination control and proper sanitation and disinfection. Students will learn blood spill procedures and universal precautions.

### *General Anatomy and Physiology*

Students will learn a general overview of Anatomy and Physiology, from the basic cell structure to the systems of the body.

### *Electricity*

This subject area covers the principles of electricity, safety measures, effects and how electricity is used in the cosmetology field.

### *Chemistry*

An understanding of the pH scale, cosmetic products and ingredients, product safety will help the cosmetologist in determining the best products to use for each client.

### *Trichology*

The study of trichology will cover hair formation and growth, hair structure, behavior and color. It will also cover hair and scalp conditions, including understanding hair loss and shampooing of the hair.

### *Principles of Hair Design*

Client consultation and communication are key elements for design decisions with your client. Learning how to read your client through their personality, clothing and lifestyle help your design composition.

### *Haircutting*

This subject area is a series of classes offering instruction on learning how to sculpt hair, implement sculpting tools and techniques that utilize shears, tapering shears, razor, and electric clippers.

### *Hair Styling*

This subject area is a series of classes offering instruction in learning how to mold, scale and set the hair with rollers, pin curls, finger waves, air forming and curling iron techniques.

### *Braids, Wigs and Hair Additions*

# Allure Beauty College Student Handbook

In this subject area you will learn the history, composition, construction, and how to service and maintain wigs and hairpieces. You will also learn the basics of braiding and braid extensions.

## Chemical Texture Services

This subject area is a grouping of classes designated to offer instruction on learning how to create curl in straight hair and remove curl from existing curl patterns. Hair coloring

This subject area offers information on the study of the artistic, scientific, and chemical principles of color in theory, concept and application.

## *Nail Care*

This subject area provides information of nail services including manicures, pedicures, and artificial nail services as well as nail disorders and diseases.

## *Skin Care*

This subject area provides information of skin care services including makeup, basic facials, hair removal, as well as skin disorders and diseases.

## *Practical Cosmetology Services*

Cosmetology students will provide salon services with instructor supervision and evaluation.

## *State Law and Regulations*

This segment allows the student to become familiar with the state laws and regulation of the State of Tennessee

## *Preparation for State Board Examination*

With the assistance of the instructor, the Cosmetology student will review and prepare for state board examination.

## **COSMETOLOGY INSTRUCTOR CURRICULUM**

The Kentucky State Board of Cosmetology requires 750 hours of instruction for this curriculum. Full time attendance at Allure Beauty College is considered to be 30 hours per week. Full-time schedule can be completed within 6 months and the part-time schedule can be completed within 9 months with good attendance.

### ***Objective of Cosmetology Instructor Program***

The Cosmetology Instructor program is designed to produce a qualified and capable instructor of Cosmetology. The graduates of this program will have practical supervised experiences in classroom and Clinical instruction.

The course of instruction for an instructor shall include no less than 750 hours, 425 hours of which shall be in direct contact with students, and 325 hours in required theory instruction in the following per KY State Board 201 KAR 12:082E.Education requirements and school administration.

### **PROGRAM CONTENT**

1. Theory – Classroom Instruction-40 hours
2. Master Educator – Educator Relationships- 25 hours
3. Developing a program of Study- 10 hours
4. Educational Aids- 10 hours
5. Teaching Skills – Presentation Techniques- 40 hours
6. Classroom Management- 25 hours
7. Dynamic Clinic- 80 hours
8. Evaluation and Testing- 25 hours
9. Teaching and Learning Methods – Learner Results- 35 hours
10. Licensure and Employment Requirements- 5 hours
11. Miscellaneous: The program is a combination of lecture, instruction sheets, demonstration, discussion, conferences, projects, questions and answers, and review method- 30 hours

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At the time of graduation, a student must have completed the required hours (750) for Cosmetology Instructor's program and completed all services, have all money paid and final grade of at least 70%.

## COSMETOLOGY INSTRUCTOR PROGRAM OUTLINE

### *Theory - Classroom Instruction*

Orientation, State Laws and Regulations, First Aid, Career and Employment Information, History of Teaching, Industry needs, Fundamentals of Business Management, and Communication Skills.

### *Master Educator - Educator Relationships*

Organizational Requirements, Professional Image, Effective Communications and Human Relations, Teaching Maturity Time Management, Educator Relationships, Standards of Evaluation, Interpersonal Skills and Professional conduct, Work Habits, Position Descriptions, Performance Assessment, and Professional Development.

### *Developing A Program of Study*

Curriculum Development, Advisory Council, Program Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Teaching, Planning, Analysis, Implementation, Benefits, Program review.

### *Educational Aids*

Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, CD-ROM.

### *Teaching Skills - Presentation Techniques*

Communications Skills, Generation Skills, Presentation Skills, Motivation, Opening, Closing, Varying the Stimuli, Research Topic, Examples, Analyzing Learners.

### *Classroom Management*

Classroom Atmosphere, Professionalism, Principles of Learner Behavior, Academic Advising, Counseling, Classroom Environment, Classroom Arrangement, Administrative Responsibilities.

### *Dynamic Clinic*

Clinic Philosophy, Teamwork, Reception Desk, Effective Dispensary Procedures, Record Keeping, Client Communication, School Promotions, Down Time Activities, Zone Teaching, Supervising, Multiple Students, Educator Tools, Supervision of Clinic Sanitation and Client Safety.

### *Evaluation and Testing*

Grading Procedure, Grading Styles, Written Grading Methods, Performance Evaluations.  
Numerical grades are as follows:

94% to 100%	86% to 93%	78% to 85%	70% to 77%	Below 70%
Excellent	Very Good	Good	Satisfactory	Failing

### *Teaching and Learning Methods -Learner Results*

Teaching to Diverse Learning Styles, 4MAT Cycle, Lecture, Demonstration, Group Discussion, Role Playing, Window Panning, Fields Trips, Guest Speakers, Mind Mapping, Concept Connectors, Visualization, Games, Group Synergy, Competitions, Special Learner Needs, Learner Barriers, Study Skills

### *Instructional Methods*

Our Cosmetology program uses many exciting methods to teach our curriculum. We are a Milady training facility, some of the methods used are; textbooks, Instructor lecture, demonstrations, mannequin training, supervised practical services on clients and fellow students, DVD video presentations, product/manufacturer educational demonstrations as well as other methods.

## GRADUATION REQUIREMENTS & LICENSING

To graduate, a student must complete the required hours for their program of study, have all practical services performed, all fees paid, all required tests and final examinations completed and passed with a final grade point average of at least 70% GPA and 67% attendance. Upon graduation the student will be awarded a diploma. The total hours are recorded at the Kentucky State Board.

# Allure Beauty College Student Handbook

## Allure Beauty College steps to graduation:

1. Complete the required hours for their program of study
2. Have all practical and clinical services performed
3. All fees paid
4. All required tests and final examinations completed and passed at least two weeks prior to estimated graduation date
5. Have a final grade point average of at least 70% GPA and a final attendance percentage of at least 67%
6. Complete items 1-6 on the Graduate Checklist (In Grad Packet received from the Office)

In order to become licensed as a Cosmetologist or Cosmetology Instructor

- Cosmetology students must successfully graduate from the program at a licensed school.
- Instructors must hold a valid license as a cosmetologist; must have been licensed at least one (1) year; 750 hours of training at a school
- All applicants must successfully pass an examination and pay the applicable fees
- Disclosure: Please refer to the Kentucky Board of Cosmetology, Rules and Regulations, 201 KAR 12:030. Licensing, permits, and examinations; for causes for suspension, revocation, or denial of a license and therefore reasons which may prevent an individual from becoming licensed or gain employment in their chosen field

## JOB PLACEMENT

The Allure Beauty College provides employment assistance, professional appearance guidelines, and follow-up to its students and graduates. School records may be made available to prospective employers to demonstrate the students' qualifications for employment provided the student authorizes release of those records in writing. The school does not guarantee students a job after completion of the program; however, area shops are continually contacting the school to make them aware of openings and this information is then posted student bulletin board. Job referrals are made available to qualified students.

## 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:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- A student (or legal 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.
- 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 \$100.00 registration fee.
- A student notifies the school of his/her withdrawal in writing.

## Allure Beauty College Student Handbook

- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
- In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

% OF SCHEDULED HOURS ENROLLED TO TOTAL LENGTH OF PROGRAM	AMOUNT OF TUITION SCHOOL SHALL RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is 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 program completion will be charged a cancellation (withdrawal) fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred (lab fees; extra kit materials, kit, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

# Allure Beauty College Student Handbook

## DRESS CODE

Students are required to purchase their own uniforms. Female students will wear black scrub pants and a black scrub top or black jeans and school logo t-shirt. Male students are required to wear black scrub pants and black scrub tops or black jeans and school logo t-shirt.

Uniforms should be of such material, styles and length as to be in good taste.

Uniforms are to be well laundered at all times.

## COUNSELING/HOUSING

Students are counseled regularly throughout the program regarding their activities, achievements, and problems affecting their progress. Please see your instructor for tutoring services. The school provides no housing facilities. Mentors may be assigned to new students at the staffs' discretion.

## SCHOOL CLOSINGS

In the event that Allure Beauty College must close during normal business hours due to inclement weather or any other emergency, students will be made aware through an all school announcement. Should it be necessary to close the school before the school day begins you may, check our public Facebook page, student private Facebook page. Please continue checking because if on a 1 hr delay, as conditions change we may update the announcement to close. No clock hours will be accrued during a closure and the hours will be removed from the student's schedule.

## FIRE

Throughout the building there are floor plans posted that will show a direct evacuation route.

- Evacuate the building immediately
- Instruct all clients to evacuate the building
- Assist the clients who need help evacuating
- Each educator will have a designated area for students to meet once evacuated
- Re-enter the building only when the fire department has given clearance

### Fire Drills

From time to time, fire drills will be conducted. Everyone must follow normal procedures in evacuating the building. Only administration will give the clearance to re-enter the building.

## SCHOOL POLICY FOR STUDENT RECORDS

Students, and parents or guardians of dependent minors, have the right to inspect and review educational records and progress records. Information in the records will be released only with written permission of the student. Written permission must be given each time a review is requested; we cannot accept blanket permission. Exceptions exist for legal or accreditation purposes.

The storage of the student admissions and financial aid records are kept in the business manager's office in Whitesburg and the financial aid office for current and recently graduated or dropped students. These offices are kept locked when the the administrators are not in their offices. The storage of older student files are kept in locked storage cabinets in the back of the school in the classroom. These cabinets' stays locked at all times and only accessed by appropriate administrative staff members. The Cosmetology and academic files are kept in the teachers office which is kept locked at all times. Only staff members are allowed access to these files.

# Allure Beauty College Student Handbook

## PRIVACY NOTICE

### Family Educational Rights & Privacy Act of 1974

The FERPA is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

\*\*Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to make the corrections, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records. A Third party cannot be given any information about a student unless that student gives the school written permission to release information. Records will be released without written consent for legal accreditation purposes only.

\*\*Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without any consent to the following parties:

- School employees who have a need-to-know
- Other schools to which a student is transferring
- Parents when a student over 18 is still dependent
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state law.

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification is left to each school. If you wish to see your records, you should contact the administration and a time will be scheduled to allow access to your records. All records are maintained for five (5) years. All student records are stored in lockable, fire resistant file cabinets that are kept in a private office and accessible only to staff members responsible daily maintenance. The records are maintained in chronological order, specific to year, course, graduates, drops and current students. If you have questions concerning the Family Educational Rights and Privacy Act, you may call or write to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520 (202) 401-2057

# Allure Beauty College Student Handbook

## PHYSICAL DEMANDS

### Cosmetology

Standing for long periods  
Back Stress  
Foot Stress  
Long work hours  
Possible allergies/breathing/  
Chemical contact

### Cosmetology Instructor

Standing for long periods  
Back Stress  
Possible chemical contact

## SAFETY REQUIREMENTS

### Cosmetology

Professional Shoes  
Skin protection  
Back Support  
Possible eye protection  
Possible breathing mask

### Cosmetology Instructor

Professional Shoes  
Professional attire

## EMPLOYMENT OPPORTUNITIES

The list will include but not be limited to:

### Cosmetology

Stylist  
Salon Owner  
Manager  
Skin Care  
Manicurist  
Artist Presenter

### Cosmetology Instructor

Teacher  
Salon Owner  
Manager  
Stylist/Salon  
School Owner

## RIGHT TO KNOW: COMPENSATION POTENTIAL/ STATISTICAL INFORMATION

The salon industry has numerous openings annually, which is exciting news for graduates and those individuals wanting to re-enter the field. Below you will find important Right to Know information regarding compensation, occupational, and outcome statistics.

### **Bureau of Labor Statistics**

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF LABOR STATISTICS  
OCCUPATIONAL EMPLOYMENT STATISTICS  
OCCUPATIONAL EMPLOYMENT AND WAGES

### **O\*NET Resource Center**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database,

# Allure Beauty College Student Handbook

which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

<http://www.onetonline.org>

## IPEDS Statistics

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male / Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

## Performance Statistics - NACCAS Annual Report Outcome Rates **2019**

Graduation Rate	<b>62.07%</b>
Placement Rate	<b>72.22%</b>
Licensure Rate	<b>100%</b>

## COMPLAINT PROCEDURE

Allure Beauty College seeks to provide an open door policy to all persons associated with the institution. This policy is endorsed and practiced in an effort to address potentially negative issues before they become complaints. Allure Beauty College proposes the following procedures for anyone wishing to file a formal complaint. The first step in filing a complaint is that of preparing a written statement identifying and fully describing all conditions and circumstances related to the complaint. The issue is discussed among staff at the next scheduled staff meeting, unless the issue merits immediate attention. In case of an emergency the matter is addressed immediately. Within 5 working days the school will provide a written response to the student outlining the decision made by school administrators. The decision by the school administrators will be final. If resolution is not reached within the institution the complainant may forward a copy of the complaint to the state licensing agency, should the matter still not be resolved the complainant may forward the written statement to the accrediting agency listed below. The address for the state licensing agency is listed below as well.

### **Accredited by:**

National Accrediting Commission of  
Career Art & Science  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600 or [www.naccas.org](http://www.naccas.org)

### **Licensed by:**

Kentucky State Board of Cosmetology  
111 St. James Court Suite A  
Frankfort, Kentucky 40601  
(502) 564-4262

## NON-DISCRIMINATION POLICY

Allure Beauty College practices non-discrimination in all manners, policies, and on the basis of military status, sex, age, race, color, ethnic origin, religion, gender, national origin, disability, financial or social status, sexual orientation, or any other legally protected characteristics.

# Allure Beauty College Student Handbook

## CERTIFICATION STATEMENT

I certify that the information and policies contained in the handbook are true in content and that this school enforces its policies pertaining to progress standards and regulations set up by the school.

Certifying Official:

KIMBERLY HOWARD; CEO

Allure Beauty College IS OWNED AND OPERATED BY KIMBERLY HOWARD, A KENTUCKY CORPORATION.

