

**School Catalog**

***Ark Beauty Academy***

1400 SE Walton Blvd., Suites 40 & 42

Bentonville, AR 72712

(479) 579-8699

**Established January 2022**



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## ARK BEAUTY ACADEMY OWNERSHIP

Ark Beauty Academy is owned by Ark Beauty Academy Inc. Ark Beauty Academy is licensed by:  
*Arkansas Dept. of Health Cosmetology Section*  
*4815 W Markham St., Little Rock, AR 72205*  
*(501) 682-2168*  
*AR Post-Secondary School License #169422*  
*AR Secondary School License #178145*

Ark Beauty Academy is a candidate for accreditation with NACCAS-the National Accrediting Commission of Career Arts and Sciences  
NACCAS  
3015 Colvin Street  
Alexandria, VA 22314

### HOURS OF OPERATION

#### Office & School Hours:

Monday - Friday, 8:30 A.M. - 4:30 P.M.

## FACILITY DETAILS

The physical and mailing address of Ark Beauty Academy is 1400 SE Walton Blvd., Suites 40 and 42, Bentonville, AR 72712. It consists of a 5,000 square foot school, with student parking located in the lot in front of the school. The main floor consists of a clinic floor where hairstyling and manicuring services are

offered to the public, performed by advanced students under direct supervision by our licensed instructors. Also found on the main floor are administrative and instructor offices, a supply room, shampooing area, laundry room, and break area. The second floor of the school is comprised of two practical and theory classrooms, a student lounge, lockers, and a storage area. The student lounge is equipped with a dining area, microwave, sink, and refrigerator. Restrooms are located near the entrance, main floor break room, and second floor break room. Styling stations, shampoo bowls, sterilizers, makeup room, wax stations, manicure/pedicure areas, mannequins, hair color areas, dryers, and other equipment are also provided by the institution. Educational classrooms contain dry-erase boards, anatomy skeletons, hydrafacial machines, towel warmers, steamers, carts/caddies for student equipment storage, interactive puzzles and tools, and standard books and reference material. In accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 will make reasonable accommodations for a student with special needs should the need arise. However, the institution shall make a determination if their needs can be met through programs offered. This would include their classroom performance capabilities and have reasonable placement potential following graduation.

## HOLIDAY CLOSURES

Ark Beauty Academy will be closed on the following holidays and faculty/staff in-service days:

New Year's	January 1, 2026
Martin Luther King Jr. Day	January 19, 2026
Presidents' Day	February 16, 2026
Spring Break	March 23-27, 20256
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Summer Break	June 29 - July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Veterans' Day	November 11, 2026
Thanksgiving Break	November 23-27, 2026
Christmas Break	December 21-31, 2026

## CLASS START DATES & CLOSURES

All new classes will start on the first Tuesday of every month. The school reserves the right to change start dates or school holiday closures based on class enrollment, staff availability, or other considerations. Special conditions may require an alternative schedule based on documented student requirements. Classes are held per the published schedule each month.

## PHILOSOPHY

Our goal is to provide students with programs that provide both the skills foundation and credentials to help them achieve their personal and professional goals in the beauty industry. We also believe that we have a responsibility to help our students become informed citizens in today's increasingly complex

world. We subscribe to the principles of affirmative action and do not discriminate in our admissions or employment practices on the basis of sex, age, race, color, religion, creed, ethnic origin, nationality, sexual orientation, physical and mental disabilities, or veteran status. In addition, we respect the dignity of each individual as essential to the learning environment.

## MISSION STATEMENT & OBJECTIVES

Our mission is to educate, motivate, and prepare our students for a career in cosmetology arts and sciences. Our goals are to:

1. Train students to successfully pass the certification and state licensure exams.
2. Provide up-to-date training and industry-related information.
3. Provide career-seeking services to assist graduates in finding employment in their field of study.
4. Provide a learning environment that encourages and motivates students.
5. Instill a sense of professionalism in each student.

## COMMITMENT

Our commitment to our students will be accomplished through the following objectives:

1. Provide education and training leading to diplomas and provide academic and support services to serve the needs of the students.
2. Provide the knowledge and skills to support immediate employment goals.
3. Provide a foundation of knowledge to prepare students for future career advancement.
4. Provide a system of curriculum review to ensure appropriate and current programs for our students.
5. Maintain liaisons with industry leaders through program advisory boards to provide state-of-the-industry technology and current business practices.
6. Provide assistance with career counseling, job readiness training, resume support, and, as needed, provide information on mental health providers, credit and financial counseling services, and food assistance programs.
7. Provide an environment to empower our students to reach the limits of their potential in their field of study.

## POLICY STATEMENT

Ark Beauty Academy has established internal policies in accordance with standard educational practice and with state, federal, and accrediting regulations to best serve our students. All internal policies are designed as guidelines to maintain high standards, remain compliant and provide opportunities for excellent outcomes for all students. The campus director or his/her designees may, at their discretion, make exceptions to policies. However, any exception to established internal policy may not violate local, state or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

## NON-DISCRIMINATION POLICY

Ark Beauty Academy Inc is committed to the education of everyone who wishes to avail themselves to the efforts of this school. All courses are open to anyone, regardless of race, creed, color, country or origin, sex, pregnancy, gender identity, sexual orientation, age, religion, or ethnic origin on an equal basis. We can and will provide reasonable accommodation for any one in need based on medical or religious purposes. All reports of acts against this policy by any student and/or staff should be immediately reported to the School Director. No employee or students will be punished for such a report or participating in any lawsuit or investigation opposing discrimination. The School will protect the identity of all who report such incidents to the greatest extent possible. All discrimination complaints will be addressed by the School Director promptly and given a thorough and impartial investigation. Prompt and effective corrective actions will be taken when necessary. Any staff or student believed to be in opposition to this policy after such thorough investigation will be dismissed.

## LIMITS TO ADMISSION

Being convicted of a felony as provided under § 17-3-102 may disqualify you from licensure.

## ADMISSIONS PROCEDURE

Written inquiries regarding enrollment at Ark Beauty Academy should be addressed to:

*Ark Beauty Academy Admissions Office*

*1400 SE Walton Blvd., Suites 40 and 42 Bentonville, AR 72712.*

Interested students should schedule a personal interview at the school. The interview provides an opportunity to discuss career interests and become fully acquainted with the facility and the courses offered. The next step is to complete the enrollment application form in advance of the selected starting date. Class start dates are listed in the calendar. An orientation is scheduled prior to each program start date. Students are notified of the date of orientation and are required to attend.

## ADMISSIONS REQUIREMENTS

Ark Beauty Academy admits only those students who meet program admission standards and the following requirements:

- Be at least 16 years of age.
- Provide a copy of a current government issued photo ID and Provide a social security number
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

Ark Beauty Academy does not accept Ability To Benefit students.

Admissions for the Instructor Training Course are slightly different, with students needing to meet above requirements as well as:

- Be currently licensed in the field they wish to teach.

- Be at least 21 years of age.
- Provide a High School Diploma or GED.

## SECONDARY STUDENTS ADMISSIONS POLICY

For secondary students not enrolled under a training agreement, the applicant must

- Be at least 16 years of age.
- Provide a copy of a current government issued photo ID and Provide a social security number
- Provide an official transcript showing 10th grade completion
- Complete a pre-enrollment evaluation
- Provide written permission from the secondary school

No more than 10% of the number of students enrolled at Ark Beauty Academy can be secondary students.

## LATE ADMISSIONS

Students must register for classes no later than one day prior to the first day of class. Applications received after the first day of the class start will be retained on reserve status for the next class start date. Exceptions may be made at the discretion of the campus director.

## RE-ENROLLMENT

Students who wish to re-enter the program must contact the campus director. The student will be charged the current rate of tuition per hour for the number of hours left to complete. 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.

## TRANSFER OF HOURS FROM OTHER INSTITUTIONS

The school grants credit for previous training under very limited conditions and shortens the course accordingly provided the Arkansas Department of Health-Cosmetology section certifies the hours. As stated above, all hours attempted count whether or not they are accepted toward the 150% Quantitative requirements for Title IV, HEA funding. Course incompletes, repetitions and non-credit, 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 OF HOURS TO OTHER INSTITUTIONS

The purpose of Ark Beauty Academy programs is to provide career-specific education that will lead to rewarding employment. Hours earned at Ark Beauty Academy are not universally transferable. Clock hour transfers are always determined at the sole discretion of the receiving institution. Ark Beauty Academy cannot provide information on whether outside institutions will accept Ark Beauty Academy hours. A student interested in transferring to another college or university should check with that institution prior to enrolling at Ark Beauty Academy. It is not the mission or the intent of Ark Beauty Academy to act as a transfer institution.

## Financial Assistance Programs

Besides the programs listed below, current and aspiring students are encouraged to use the following resources to discover other scholarships.

- [ADHE Scholarship Application Management System](#)
- [Arkansas Student Loan Authority Scholarship Search](#)

### **Arkansas Rehabilitation Services**

Arkansas Rehabilitation Services' (ARS) mission is to prepare Arkansans with disabilities to work and lead productive and independent lives. To achieve its mission, ARS provides a variety of training and career preparation programs. We have 19 field offices across the state serving all 75 counties where individuals can receive assistance with accessibility and training needs that can lead to successful employment. Contact ARS at 1-800-330-0632 or 501-296-1600 to find out how we can help you. For information on ARS policy and procedure, review our [Service Manual](#) and the [2021 Amendments](#).

### **Beauty Schools Directory \$2,500 Cosmetology Scholarship**

The BeautySchoolsDirectory.com team is proud to offer a \$2,500 scholarship for students and professionals changing others' lives through wellness and beauty. If you're ready to begin a fulfilling and rewarding career in the beauty and wellness industry, or if you are continuing your education to pursue your next career goal, submit the application form below for the chance to win a \$2,500 scholarship toward your tuition and education expenses.

[More Information](#)

[Full list of Beauty Schools Directory Scholarships.](#)

### **Great Clips Great Scholarship Program**

The annual Great Scholarship Program, given in memory of Alice Madden Barton, offers financial assistance to students across North America totaling over \$100,000. The program supports those students pursuing careers in cosmetology by providing tuition assistance. Alice Madden Barton saw firsthand how a career in cosmetology provided opportunity for growth and financial stability. Her hope was that more "young folks" have the same opportunity, so Ray and Rhoda (Great Clips Chairman and Co-Chair of the Board) started the Great Scholarship Program in her memory. Fall scholarship application period: March 2 – September 1. Recipients notified by no later than October 31.

Scholarship values provided by Great Clips, Inc. Great Clips, Inc. funds this national recruiting program. A total of twenty-two \$5,000 scholarships will be given annually to students throughout the United States and Canada.

The application is open year-round. Students will fill out an application and essay question by visiting <https://jobs.greatclips.com/schools> or texting "SCHOLARSHIP" to 98765.

Students that apply after September 1 will be eligible for the Great Scholarship Program for the following year if they remain students and have a balance on their tuition. Applicants must comply with the Terms and Conditions of the Great Scholarship Program. Checks will be made out to the cosmetology schools (or financial institution that holds the loan) to be used towards the winner's balance.

## STUDENT SERVICES

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in:

Professionalism, Resume Development, Interview Preparation, and Job Search skills. The school may also assist with finding affordable housing, food banks, and interim job opportunities.

The school does not guarantee employment.

## STUDENT ADVISING

Students are advised regarding Satisfactory Academic Process (SAP), Academics and Attendance by phase, Professionalism, and Career Opportunities. Scheduled advising occurs at Enrollment/Orientation, course midpoint (determined by clocked hours via progress report), and "as needed;" which can range from assistance with resume writing and job opportunities. If a student requires professional counseling services, they are given several names of qualified groups who can offer those services.

## LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. This policy applies to all students enrolled in the school and all students must follow the school's policy in requesting a leave of absence. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

Personal and/or family medical issues, Death in the family, Vacation, and other mitigating circumstances.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official LOA will extend the contract period by the same number of days designated in the leave document. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. Changes to the enrollment agreement will be initialed by all parties or a contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the same number of calendar days taken in the leave of absence. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

## STUDENT ACCESS TO RECORDS

Student records are maintained in the administration office with a locked door. Only the school owner and authorized personnel have access to the student records. All files are the property of Ark Beauty Academy. A student's academic or administrative school record of students over 18 years of age are only released to the student when the student has provided written permission to the Administrator's office to release the records on file. Written permission, a release of student information, which is in compliance with Written permission, a release of student information, which is in compliance with local, state, and federal law (FERPA). All release of student information request forms is maintained in the individual student's file. Ark Beauty Academy only provides access to student records without written consent to authorized state, national accrediting agencies, \*National Accrediting Commission of Career Arts and Sciences (this school is not accredited) or in response to a directive of the Commission, and federal agencies. The school makes sure that each student (or parent or guardian if the student is a dependent minor) has access to that student's records. Transcripts are available upon request. Files are kept for a minimum of 7 years. Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc. Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. The request must be made to a staff member or administrator during normal business hours. The student will be granted supervised access to their records within five business days, at a time convenient to both parties.

## SECURITY

Students are responsible for the security of their school-issued equipment and personal property. Valuables such as jewelry and excessive amounts of cash should not be brought to school. When clocking out for any reason, each student should secure their property under lock and key at his/her respective station or locker. The school and staff are not responsible for loss or damaged equipment or personal belongings. Theft or damages to school properties will not be tolerated. In such cases, the student will be responsible for the cost of repair or replacement.

## STUDENT HOURS

Students are required to clock in when arriving for training and clock out when leaving the school for personal reasons. Hours are recorded electronically and manually. All student-acquired time is recorded to the minute. A student may not record time for another student. It is the student's responsibility to ensure their time is recorded properly (mechanical or electronic). Students who cannot be found in the school will be clocked out at the last time they were observed by an instructor.

## LUNCHES

Lunch breaks are typically scheduled between 11:00am-1:00pm for a period of 1 hour. Students are scheduled by the instructor on duty. Students who fail to clock out for lunch will have the lunch break recorded by the instructor. Students are required to clock out anytime they leave the school campus.

## SCHOOL HOLIDAYS

We are closed for nationally recognized holidays and faculty/staff in-service days mentioned above. Students may be excused for individual religious holidays, but these must be designated in writing at the time of initial enrollment. We may also designate additional days as required for special circumstances. Two-week notice will be given in such cases.

## INCLEMENT WEATHER

When the school is closed for exceptional inclement weather the announcement will be made via the school Facebook page and Band messaging app. We will have a decision made prior to 7:00am the day of class.

## RELEASE OF STUDENT INFORMATION

It is your right under federal law to have the school withhold the release of your personal information. Occasionally the school may receive a request from a local salon or business for information on a

student. We do not provide your information to the salon or business. We take the relevant information about the job opportunity and post it to the job board in the student break area and on the school Facebook page and Band messaging app. The school is allowed to post all school related images of students and their work anywhere on the internet

## TELEPHONE COURTESY

Cell phone ringtones and notifications must be turned off or on vibrate while in school. Phone use is allowed for school activities only. Personal use of cell phones is allowed in the break room or during lunch period. The school phone is reserved for emergencies and school business only. Students repeatedly using their phones/taking calls not of an emergency nature may be asked to clock out.

## UNIFORM & DRESS CODE

Students are issued one apron prior to the start of their program. Students must wear the school apron along with a fitted black shirt, fitted black pants, and closed-toe shoes while in school. Upon entering the school, students must be wearing school approved clothing. Clothing may not be cut up, ragged, too loose, too revealing, or odorous. Shoes must be closed-toe, comfortable, and durable. All students must remember that this is a people business and cleanliness, and proper appearance are very important to your career and future earnings potential. The instructor has the final authority as to what is acceptable. Students whom the instructor deems out of dress code may be clocked out by the instructor and sent home.

## WEAPONS & SUBSTANCES

Because of continuing health and legal reasons, ALL weapons, illegal substances, alcohol, e-cigarette, and tobacco use are not allowed in any area of the school building or within 20 feet of any entrance to the building.

## SANITATION

Proper hygiene and sanitation must be practiced each day in school. Students must clean up after each procedure, properly dispose of materials used, and sanitize instruments. If personal hygiene issues should arise, students may be asked to clock out and leave for the day. Students wearing soiled or improper clothing or footwear will not be allowed to attend class or work on the clinic floor. Food and drinks are not allowed on the clinic floor. Food and drinks are only allowed in the break room.

## ATTENDANCE POLICY

All school programs are clock hour programs. Attendance records are maintained on each student. All absences and partial days are recorded based on student recorded time. Absence from class will prevent students from graduating on time and may incur additional tuition costs in accordance with the student contract. Personal appointments should be scheduled on days the student is not scheduled to be in class. In cases of unexpected absence, students are to call in by sign-in time to inform the staff that students will be out that day.

## TARDY POLICY

Students who arrive late (after theory class is complete) are able to clock in and receive time for the day, but will be counted absent for the theory lesson. It will be the student's responsibility to review the missed material and get caught up for the next theory class. Instructors will assist if available.

## ABSENCE

The school does not recognize excused or unexcused absences regarding attendance status. Students are responsible to make up missed class time as well as missed theory and academics. Students who miss over 10% of their scheduled program will be charged additional tuition charges as per the student enrollment agreement. These added charges are not covered by Federal Student Aid programs.

## ASSIGNMENT MAKE-UP SCHEDULE

Students may make up missed exams following theory class daily, with instructor approval. All missed assignments must be made up within one week of the failed/missed assignment.

## GRADING POLICY

Students are examined regularly in academic and practical work. Reference materials will be kept in the classrooms and available to check out with the approval of the instructor. Grading is as follows:

Written Exams	Practical Exams
90 - 100% = A	90 - 100% = A
80 - 89.9% = B	80 - 89.9% = B
70 - 79.9% = C	70 - 79.9% = C
Below 70% = F	Below 70% = F

# CONDUCT

Students are expected to follow and adhere to the rules and regulations of Ark Beauty Academy in order to successfully advance with their training.

1. Maintaining a professional appearance is vital to success.
2. Students are expected to conduct themselves in a professional manner at all times, and be mindful of the following:
  - a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or in the student salon (rudeness, foul language, insubordination, or other unprofessional behavior) may be dismissed for the day.
  - b. Food, candy, and gum are allowed in the break areas only. Beverages can be consumed in the classroom so long as they have a lid. Because Ark Beauty Academy is a smoke-free/vape-free facility, smoking and vaping is not allowed in the building.
  - c. Cell phones may be used during the day as necessary, but they must be silent or on vibrate during classroom/student salon hours. If a student needs to receive a call, they must leave the classroom to avoid disruption.
3. To ensure that each student receives consistent and comprehensive instruction in the classroom and student salon environments, students must sign in daily and fill out the appointment book when they have clients.
4. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an educator within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day.
5. Student kits are to be kept neat, tidy, and with all supplies included.
6. Students are responsible for their own personal property and must store personal property in their lockers. The school is not responsible for lost/damaged/stolen items.
7. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items will have to be replaced at the student's expense.
8. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will result in termination and require monetary restitution.

The school administrator reserves the right to terminate a student for any reason deemed severe enough to warrant such action.

# COSMETOLOGY PROGRAM

The primary purpose and educational objectives of the cosmetology program are to:

- Train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills.
- Obtain licensure and gainful employment in the field of cosmetology or related career fields.
- Develop in each student theoretical and hands-on knowledge and skill in manicuring, shampooing, and hair shaping necessary for successful entry and continual employment in the cosmetology profession.
- Develop in each student the technical skill and knowledge necessary for the diagnosis and application of all chemical processes related to hair, as well as nail and skin care required to meet the high standard of the cosmetology profession.

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in Professionalism; Resume development; Interview preparation; and Job search skills.

Instructional Methods utilized in the program include hands-on practical training, theory classes, visual demonstrations, mannequin practice, research projects, and small group work. The school also incorporates salon and spa tours, guest speakers, and student contests to engage the student body.

Full Time Student Schedule: 35 clock hours/week      42.80 weeks to complete program  
Part Time Student Schedule: 21 clock hours/week      71.42 weeks to complete program

Tuition Year 1	\$9,000.00 effective
Tuition Year 2	\$6,800.00 effective
Books	\$600.00
Kit	\$2,100.00
Registration Fee	\$100.00
Total	\$18,600.00

**Tuition & Fees:** All new students are required to purchase the necessary books and kit to complete the course.

- All students are responsible for their own equipment and supplies.
- All students will replace lost or damaged equipment and supplies at their own expense.
- The kit will not be removed from the school until the student has completed training or has withdrawn from school AND has paid in full for the kit.

## ARKANSAS COSMETOLOGY CURRICULUM REQUIREMENTS

### (1500 CLOCK HOURS)

- Hygiene and Sanitation (80 Hours)
  - Instructions in sanitation, sterilization, hygiene, lighting and ventilation. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
- Related Science (120 Hours)
  - Physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), Physiology and Histology, Anatomy, Neurology, Myology and Osteology.
- Hairdressing (1000 Hours)
  - Cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
- Manicuring (100 Hours)
  - The construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage.
- Aesthetic (100 Hours)
  - Overview on the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, eyebrow and eyelash dying.
- Management (50 Hours)
  - Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.
- Professionalism (49 Hours)
  - Courtesy, neatness and professional attitude
- Domestic Violence & Sexual Assault Theory (1 hour)
  - As set forth in A.C.A. §17-26-205(a).

# AESTHETICS PROGRAM

The primary purpose and educational objectives of the aesthetics program are to:

- Train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level aesthetician skills.
- Obtain licensure and gainful employment in the related career fields.
- Develop in each student theoretical and hands-on knowledge and skill in physiology as well as the care of the skin.
- Develop in each student the technical skill and knowledge necessary for the diagnosis and application of all procedures related to skin care required to meet the high standard of the aesthetics profession.

Instructional Methods utilized in the program include hands-on practical training, theory classes, demonstrations, visual demonstrations, mannequin practice, research projects, and small group work study. The school also incorporates salon and spa tours, guest speakers, and student contests to engage the student body.

Full Time Student Schedule: 35 clock hours/week      17.14 weeks to complete program  
 Part Time Student Schedule: 21 clock hours/week      28.57 weeks to complete program

Tuition Year 1	\$7,000.00 effective
Books	\$450.00
Kit	\$2,050.00
Registration Fee	\$100.00
Total	\$9,600.00

**Tuition & Fees:** All new students are required to purchase the necessary books and kit to complete the course.

- All students are responsible for their own equipment and supplies.
- All students will replace lost or damaged equipment and supplies at their own expense.
- The kit will not be removed from the school until the student has completed training or has withdrawn from school AND has paid in full for the kit.

# ARKANSAS AESTHETICS CURRICULUM REQUIREMENTS

## (600 CLOCK HOURS)

- Chemistry (40 Hours)
  - Define chemistry and its branches, explain matter and its structure, understand acid, alkaline, and pH.
- Physiology (35 Hours)
  - Functions of the skin, skin layers, collagen and elasticity, glands of the skin, effects of hormones on the skin, how skin ages.
- Bacteriology & Sanitation (35 Hours)
  - State laws and rules, differences between cleaning, disinfecting, and sterilizing, types of disinfectants.
- Intro. to Skin Care (45 Hours)
  - Skin types, skin conditions, healthy habits for skin.
- Skin Care (150 Hours)
  - Healthy skin habits, treatment contraindications, causes of skin conditions.
- Makeup and Corrective Makeup (50 Hours)
  - Cosmetic color theory, warm and cool colors, different cosmetics and uses, makeup products.
- Eyebrows and Lashes (40 Hours)
  - Artificial lashes, eyelash waxing, arching.
- Hair Removal (40 Hours)
  - Hair morphology, growth cycle, methods of removal, temporary hair removal, waxing techniques.
- Safety Precautions (20 Hours)
  - Safety and precautions.
- Personality Development (20 Hours)
  - Proper business protocol, face to face client interactions, diplomacy.
- Management (20 Hours)
  - Managing money, assets, scheduling, clients.
- Salesmanship (15 Hours)
  - Selling products in the salon, managing inventory, building clientele.
- State Laws & Rules (10 Hours)
  - State laws, rules, and regulations applicable to the field.
- Testing Evaluation (15 Hours)
  - Testing Evaluation
- Instructor's Discretion (64 Hours)
  - Instructor's Discretion
- Domestic Violence & Sexual Assault Theory (1 hour)
  - As set forth in A.C.A. §17-26-205(a).

# NAIL TECHNOLOGY PROGRAM

The primary purpose and educational objectives of the nail technology program are to:

- Train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in nail technology or a related career field.
- Develop professional qualities within each student.
- Educate and develop professional skills such as, manicuring, pedicures, hand and arm massage, foot and leg massage, repair damaged nails, apply nail tips, and sculptured nails and perform other related services as required by the consumer.
- Fulfill all requirements of the Arkansas State Board of Cosmetology in order that the student become licensed.

Instructional Methods utilized in the program include hands-on practical training, theory classes, demonstrations, visual demonstrations, mannequin practice, research projects, and small group work study. The school also incorporates salon and spa tours, guest speakers, and student contests to engage the student body.

Full Time Student Schedule: 35 clock hours/week      17.14 weeks to complete program  
 Part Time Student Schedule: 21 clock hours/week      28.57 weeks to complete program

Tuition Year 1	\$7,000.00 effective
Books	\$450.00
Kit	\$2,050.00
Registration Fee	\$100.00
Total	\$9,600.00

**Tuition & Fees:** All new students are required to purchase the necessary books and kit to complete the course.

- All students are responsible for their own equipment and supplies.
- All students will replace lost or damaged equipment and supplies at their own expense.
- The kit will not be removed from the school until the student has completed training or has withdrawn from school AND has paid in full for the kit.

# ARKANSAS NAIL TECHNOLOGY CURRICULUM REQUIREMENTS

## (600 CLOCK HOURS)

- Health, Sanitation, and Infection Control (75 Hours)
  - Identifying diseases and disorders of the nails, infection control and sanitation, disinfection, universal precautions, regulations.
- Health Related Sciences (75 Hours)
  - Nail structure and growth, anatomy of the hands and feet, basics of chemistry.
- Manicuring and Pedicuring (200 Hours)
  - Nail shape and growth, basic nail technology, oil nail technology, wax treatment, arm massage, spa nail technology, pedicure and tools, foot massage, beyond basic pedicures.
- Advanced Nail Technology (200 Hours)
  - Acrylic nails (methacrylate), nail enhancements, odorless nail products, colored acrylic powers, UV Gel nails and removal.
- Career Development (49 Hours)
  - Preparing for licensure, managing money, operating a salon, selling products, working with clients, writing a resume
- Domestic Violence & Sexual Assault Theory (1 hour)
  - As set forth in A.C.A. §17-26-205(a).

## INSTRUCTOR PROGRAM

The primary purpose and educational objectives of the instructor program are to:

- Train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as a teacher or a related position.
- Develop in each student teacher the skills and techniques related to the teaching of cosmetology.
- Provide supervised practical experience for each student teacher in the teaching of their area of licensure.

Instructional Methods utilized in the program include hands-on practical training, theory classes, demonstrations, visual demonstrations, mannequin practice, research projects, and small group work study.

The school also incorporates salon and spa tours, guest speakers, and student contests to engage the student body.

Full Time Student Schedule: 35 clock hours/week	17.14 weeks to complete the program
Part Time Student Schedule: 21 clock hours/week	28.57 weeks to complete the program

Tuition Year 1	\$6,000.00 effective
Books	\$200.00
Registration Fee	\$100.00
Total	\$6,300

**Tuition & Fees:** All new students are required to purchase the necessary books to complete the course.

- All students are responsible for their own equipment and supplies.
- All students will replace lost or damaged equipment and supplies at their own expense.

## ARKANSAS INSTRUCTOR CURRICULUM REQUIREMENTS (600 CLOCK HOURS)

- Preparatory Training (50 Hours)
  - Teaching theory and practical operation, selecting subject matter for class, preparing lectures, conducting a review of subjects taught, grading exams, demonstrating practical operations, and teaching practical operations.
- Class Attendance (100 Hours)
  - Accurate recording attendance for each class daily, maintaining records.
- Conducting Theory Class (50 Hours)
  - Conducting daily theory classes for students, while under the supervision of a licensed instructor.
- Conducting Practical Class (300 Hours)
  - Conducting daily practical classes for students, while under the supervision of a licensed instructor.
- Method of Keeping Student Records (10 Hours)
  - Accurately maintain student academic files, including exam papers, essays, reviews, and other documents.
- Instructor's Discretion (89 Hours)
  - Training in subjects in which the individual instructor-trainee may be deficient, or to the practice of cosmetology
- Domestic Violence & Sexual Assault Theory (1 hour)
  - As set forth in A.C.A. §17-26-205(a).

## CONTRACT COSTS AND PAYMENT TERMS

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in the enrollment agreement. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. Students who miss over 10% of their scheduled program will be charged additional tuition charges as per the student enrollment agreement-School will charge extra instructional charges of \$10 per hour remaining after the absences allowed within the contract period have been exhausted at the rate of \$10 per clock hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a \$100 registration fee to students who have withdrawn and wish to re-enroll. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the withdrawal date, unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, electronic methods, or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

## INSTITUTIONAL CHARGES

Students are advised that the school fees and additional charges are the responsibility of the student in accordance with the student's contract. All student accounts are maintained in accordance with Federal and State laws. Students who miss over 10% of their scheduled program will be charged additional tuition charges as per the student enrollment agreement-School will charge extra instructional charges of \$10 per hour remaining after the absences allowed within the contract period have been exhausted at the rate of \$10 per clock hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a \$100 registration fee to students who have withdrawn and wish to re-enroll. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the withdrawal date, unless mitigating circumstances apply. This timeframe must remain within the maximum time frame of 150% completion for the program. Over contract charges are not covered by Title IV funds.

## GRADUATION REQUIREMENTS

The school will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to Arkansas requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

## STATE EXAMINATIONS

The practical examination is held at the Arkansas Department of Health-Cosmetology section testing site located at Ark Beauty Academy. After the student completes all graduation requirements and has paid all remaining charges-or made financial arrangements with the school regarding any balances-the student will then complete an application for examination by the Arkansas Department of Health Cosmetology section. A certificate of graduation is provided by the school demonstrating that the student has successfully completed his/her required hours of training and all curriculum requirements. The school will also certify that the student tuition has been paid in full or that other financial arrangements have been made. Students are required to pay appropriate state examination and licensure fees at the completion of training. The state practical exam cost is \$65 and is paid to the school. The state written exam is proctored by Prov Exams. The student will pay a \$78 fee to Prov Exam online when scheduling the written exam. The student may also check the student "CIB" (candidate information bulletin) regarding the steps to schedule the written exam.

**Being convicted of a felony as provided under § 17-3-102 may disqualify you from licensure.**

## WITHDRAWAL POLICY

### Official Withdrawal:

A student is considered to be "Officially" withdrawn on the date the student notifies the Admissions Office or School Administrator in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. The date the student provides official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Ark Beauty Academy records.

A student is allowed to rescind his/her notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

### Unofficial Withdrawal:

The day that the student fails to attend class for 14 continuous calendar days unless the student has been granted a Leave of Absence. If a student fails to show up for class for 14 continuous calendar days without notifying the school of his/her absence, the school will determine that the student is an "unofficial withdrawal". Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every 30 days. Students who withdraw or terminate prior to course completion may be charged a cancellation or administrative fee of \$150.00. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the student's enrollment agreement.

## TERMINATION

Any student who fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Ark Beauty Academy contractual agreement, will be subject to termination and considered to have been officially withdrawn.

## SATISFACTORY ACADEMIC PROGRESS POLICY

### General:

This institution requires all its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards are provided prior to enrollment, apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). This is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (full-time or part-time). All students must comply with the following standards:

- All students must maintain a cumulative academic average of "C" (70% or better for all Ark Beauty Academy programs) and 67% attendance to maintain satisfactory progress. Satisfactory academic progress is checked once per payment period.
- All students are held responsible for regular and punctual attendance.
- All students must complete the program within 150% of the scheduled length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours scheduled.
- Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be unofficially withdrawn. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days are encouraged to request a Leave-of-Absence.
- In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### Academic Year Definition

Ark Beauty Academy academic year is defined as 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments. Evaluation Periods Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology: 450, 900, and 1200 clocked (actual) hours 13 academic weeks, 26 academic weeks, 35 academic weeks, 43 academic weeks, the final evaluation point of 1500 clocked (actual) hours in which the student completes the program is excluded.

- Aesthetics: 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time), the final evaluation point of 600 clocked (actual) hours in which the student completes the program is excluded.
- Aesthetics: 600 clocked (actual) hours, (18 academic weeks full time, 29 academic weeks part time), the final evaluation point of 600 clocked (actual) hours in which the student completes the program is excluded.
- Nail technology: 300 clocked (actual) hours, (9 academic weeks full time), the final evaluation point of 600 clocked (actual) hours in which the student completes the program is excluded.
- Instructor: 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time), the final evaluation point of 600 clocked (actual) hours in which the student completes the program is excluded.
- 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. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## Attendance Quantitative Requirements and TITLE IV Maximum Time Frame

All students must complete the program within 150% of the scheduled length of time required to complete the program as defined in the enrollment agreement. An approved Leave of Absence will extend the student's contract end date and maximum time frame by the same number of calendar days in the approved Leave of Absence. 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. 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 time frame will be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash pay basis.

Attendance Progress Evaluations Quantitative Requirements 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, at which time students are notified of the results. 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.

Academic Progress Evaluations Qualitative Requirements 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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. 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 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 within one week of the failed/missed grade. Numerical grades are considered according to the following scale:

GRADING POLICY Students are examined regularly in academic and practical work. Reference materials will be kept in the classrooms and available to check out with the approval of the instructor. Marking and grading are as follows: Written Exams Practical Exams graded on standard rubrics :

90- 100% = A

80 - 89.9% = B

70 - 79.9% = C

Below 70% = F

Determination of Progress Status Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. The school will notify students of any evaluation in which the student is not meeting satisfactory academic progress, and that impacts the student's eligibility for financial aid, if applicable. A student who is meeting satisfactory academic progress standards at the evaluation period are considered to be making SAP. Warning Students who fail to meet minimum requirements of 67% cumulative attendance and 70%

Cumulative GPA for attendance and academic progress at a scheduled evaluation will be placed on a Financial Aid Warning and be considered to be making Satisfactory Academic Progress for the evaluation period. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the evaluation period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress. If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be determined to not be making satisfactory academic progress and will be ineligible for Title IV, HEA programs. 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.

PROBATION STATUS A student who did not make satisfactory academic progress at the end of the warning period may be placed on Probation and receive Title IV, HEA programs funds for one payment period only by by appealing the negative progress determination and prevailing upon appeal. A student can only be granted probation status after a successful appeal. If the student prevails upon appeal of a

negative SAP evaluation following a warning period they shall be placed on probation and will be eligible to receive Title IV, HEA funding during this period. Probation will be granted if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. 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. If the student is not granted a Probation, they will not be eligible for Title IV, HEA funding, if applicable, for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

**APPEAL PROCEDURE** A negative satisfactory academic progress evaluation immediately following a warning period may be appealed. The student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school administrator on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information must 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 10 calendar days. The appeal and decision documents will be retained in the student file. If the student is granted an appeal, they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP. Note the appeal has been granted for one payment period only. The student may re-establish eligibility for financial aid, if applicable, by meeting the satisfactory academic progress requirements by the next evaluation period. The School Director will notify the student in writing of the decision and all decisions are final.

**RE-ENROLLMENT** Students who wish to re-enter the program must contact the campus director. The student will be charged the current rate of tuition per hour for the number of hours left to complete. Any student absent during the first week of a new class start may be moved back to the next class start. Any student missing more than 24 hours during basic training may be withdrawn and may be considered for re-enrollment at the next class start date. 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 calendar 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.

**TRANSFER OF HOURS FROM OTHER INSTITUTIONS** The school grants credit for previous training under very limited conditions and shortens the course accordingly provided the Arkansas Department of Health-Cosmetology section certifies the hours. As stated above, all hours attempted count that are

accepted toward the 150% Quantitative requirements for Title IV, HEA funding. Course incompletes, repetitions and non-credit, 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 OF HOURS TO OTHER INSTITUTIONS** The purpose of Ark Beauty Academy programs is to provide career-specific education that will lead to rewarding employment. Hours earned at Ark Beauty Academy are not universally transferable. Clock hour transfers are always determined at the sole discretion of the receiving institution. Ark Beauty Academy cannot provide information on whether outside institutions will accept Ark Beauty Academy hours. A student interested in transferring to another college or university should check with that institution prior to enrolling at Ark Beauty Academy. It is not the mission or the intent of Ark Beauty Academy to act as a transfer institution. Ark Beauty Academy will only consider transferring student hours to other institutions after ALL financial obligations of the student are paid in full.

## REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. This refund policy complies with the mandated policy. This policy applies to tuition and fees charged in the enrollment agreement. 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 30 days of official cancellation or withdrawal, whether official or unofficial. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant who is not accepted by the school 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
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be 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.
6. A student is expelled by the school. Termination: Any student who fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Ark Beauty Academy contractual agreement, will be subject to termination and considered to have been officially withdrawn.
7. If a student fails to show up for class for 14 continuous calendar days without notifying the school of his/her absence, the school will determine that the student is an "unofficial withdrawal". Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every 30 days.

8. 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.

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM 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% 50%

25% to 49.9% 75%

50% and over 100%

10. All refunds will be calculated based on the scheduled hours based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.

11. 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 may be made with proper documentation.

12. If the school is 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.

13. If the course is canceled subsequent to a student's enrollment and/or before instruction in the course has begun, the school will either provide a full refund of all monies paid or completion of the course

14. If the course is canceled and ceases to offer instruction after student has enrolled and instruction has begun the school will provide a pro rata refund for transferring students based on hours accepted by the receiving school, provide completion of the course/program, participate in a teach-out agreement, or provide a full refund of all monies paid.

15. IF the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for students to provide a pro rata refund or participate in a teach out agreement.

16. Students who withdraw or terminate prior to course completion may be charged a cancellation or administrative fee of \$150.00.

17. Once received by the student books and kit are nonrefundable. Book and Kit Costs are according to the student enrollment agreement

18. 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 the enrollment agreement.

19. The school collection policy for monies owed will reflect ethical business practices. All collection policies will clearly acknowledge the signed Withdrawal and Settlement Policy in the student enrollment agreement. The school and all third party collection agencies must comply with the cancellation and settlement policy of Ark Beauty Academy

# INTERNAL SCHOOL COMPLAINT

It has always been in the best interest of Ark Beauty Academy and our students to maintain a friendly and professional environment for our students and employees. Occasionally a situation may occur when a student feels his/her problem has not been taken care of properly. Staff and students are requested to make every effort to resolve disputes informally. In the event it is not solved satisfactorily, the following procedures must be followed for filing a complaint. 1. If a student, teacher, or interested party wishes to file a complaint against the school, the complaint must be in writing to the school Administrator and must detail the allegation or nature of the complaint and describe what attempts were made to resolve the complaint. The complaint should also provide a recommended resolution of the problem. Three copies of the complaint must be submitted. The formal grievance form can be requested in the admissions office during business hours. 2. Upon receipt of the complaint the school representative will date and sign the first page and a copy is given to the complainant. 3. A school representative will meet with the complainant within 10 days of receipt of the complaint. If after careful evaluation, the problem cannot be resolved through discussion; the complaint will be referred to the school complaint committee, which shall be composed of the school Administrator, the school Manager/Instructor, and one student who has completed at least 800 hours. 4. The complaint committee will review all allegations within 10 calendar days of receipt of the complaint. If additional information is required, a letter will be written outlining the additional requirements and sent to the appropriate individual. 5. Within 14 calendar days following receipt of all pertinent information required by the committee, the complaint committee will act on the allegations and a letter will be sent to the complainant stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. 6. The complainant has 3 school days to accept or reject the decision. The complainant must write a letter accepting the decision or appealing the decision. 7. If the complainant does not accept the committees' decision and wishes to continue to pursue the complaint, a letter of appeal must be submitted to the school Administrator. The appeal must include a copy of the original complaint, a copy of the complaint committee letter, and a written statement describing why the complainant disagrees with the recommended resolution of the problem. 8. The school Administrator will review the appeal and investigate any additional information. The school Administrator will make a written determination and deliver the response to the complainant by registered mail. 9. The Administrator's written response to the appeal is the school's final determination. No further appeals will be considered. Complaints must first be submitted to the school but if the complainant wishes to pursue the matter further a complaint must be submitted to The Arkansas Department of Health- Cosmetology Section, 4815 West Markham, Slot 8. Little Rock, AR 72205