

**School Catalog**

***Ark Beauty Academy***

1400 SE Walton BLVD, Suite 42

Bentonville, AR 72712

(479) 579-8699

**Established in January, 2022**

**Date of Publication:**

12/01/2021

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# Table of Contents

|   |    |                                      |    |
|---|----|--------------------------------------|----|
| Hours of Operation .....                      | 3  | Inclement Weather .....              | 10 |
| Calendar .....                                | 3  | Student Directory Information .....  | 10 |
| Class Start Dates .....                       | 3  | Telephone Courtesy .....             | 10 |
| Philosophy .....                              | 3  | Uniform & Dress Code .....           | 11 |
| Mission Statement and Objectives .....        | 3  | Weapons & Substances .....           | 11 |
| Commitment .....                              | 4  | Sanitation .....                     | 11 |
| Policy Statement .....                        | 4  | Attendance Policy .....              | 11 |
| Admissions Information .....                  | 4  | Excused & Unexcused Absence .....    | 11 |
| Limits to Admission .....                     | 4  | Assignment Make-up Schedule .....    | 12 |
| Admissions Procedure .....                    | 4  | Conduct .....                        | 12 |
| Admissions Requirements .....                 | 5  | Cosmetology Program .....            | 13 |
| Late Admissions .....                         | 6  | Aesthetics Program .....             | 14 |
| Re-Enrollment .....                           | 6  | Manucure Program .....               | 16 |
| Transfer of Hours From Other Institutions..   | 6  | Instructor Program .....             | 17 |
| Transfer of Hours to Other Institutions ..... | 7  | Payment Terms .....                  | 19 |
| Appeal Procedure .....                        | 7  | Institution Charges .....            | 19 |
| Probation Status .....                        | 7  | Graduation Requirements .....        | 20 |
| Leave of Absence .....                        | 8  | State Examinations .....             | 20 |
| Student Access to Records .....               | 9  | Withdrawal Policy .....              | 20 |
| Security .....                                | 9  | Satisfactory Academic Progress ..... | 21 |
| Student Hours .....                           | 10 | Refund Policy .....                  | 24 |
| Lunch .....                                   | 10 | Internal School Complaint .....      | 25 |
| School Holidays .....                         | 10 |                                      |    |

## **HOURS OF OPERATION**

### Office Hours:

Monday - Friday                      8:30 a.m. - 4:30 p.m.

### School hours:

Monday - Saturday                  8:30 a.m. - 4:30 p.m.

## **CALENDAR**

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

|                        |                      |
|------------------------|----------------------|
| New Year               | January 1-3, 2023    |
| Martin Luther King Day | January 16, 2023     |
| President's Day        | February 20, 2023    |
| Spring Break           | March 18-24, 2023    |
| Memorial Day           | May 29, 2023         |
| Independence Day       | July 1-8, 2023       |
| Labor Day              | September 4, 2023    |
| Thanksgiving           | November 23-25, 2023 |
| Christmas              | December 25-31, 2023 |
| New Year's             | January 1, 2024      |

## **CLASS START DATES/HOLIDAY CLOSURES**

All new classes will start 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. Contact the school office for the exact starting dates. 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 we share in the responsibility of helping 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 disabilities, mental disabilities, or veteran status. In addition, we respect the dignity of each individual as a condition essential to the learning environment.

## **MISSION STATEMENT AND 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 lifelong career-seeking skills for our graduates.
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.

## **ADMISSIONS INFORMATION**

We offer equal opportunities without distinction or discrimination because of sex, age, race, gender identity, color, religion, creed, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status, in any academic program or activity. Ark Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.

## **LIMITS TO ADMISSION**

Ark Beauty Academy is committed to the security and safety of the entire education community. To safeguard the well-being of its campus, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the school.

## **ADMISSIONS PROCEDURE**

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

*Ark Beauty Academy Admissions Office*

*1400 SE Walton BLVD, Suite 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 valid driver's license, state ID with photo, or valid passport.
- Provide proof of appropriate educational requirement such as
  1. Proof of completing a minimum of two (2) years of high school or its equivalent for the Cosmetology, Aesthetics and Manicuring program.
  2. High school diploma
  3. GED certificate
  4. Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

5. Foreign High School diploma or transcript

The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

Instructor Training Only:

- Students for the instructor program must meet the requirements listed above and
  1. Have previously obtained licensure in the field in which they wish to teach
  2. Be at least 21 years of age

## **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. 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 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**

Approved Institutions Hours for successfully completed courses at institutions accredited by agencies recognized by the United States Department of Education, or in some cases institutions recognized through state regulatory bodies may be transferred upon the approval of the designated school official at the receiving institution. The student must provide an official transcript that includes the following information: actual clock hours completed, grades received, as well as modality. When the transfer evaluation process is completed the student will be notified in writing of the results of the evaluation and a new contractual end date will be completed. The evaluation of transfer credit will be provided within 60 days after admission to the school and all required official transcripts have been received. Service members will receive and acknowledge the Military Transfer Credit document and a copy will be retained in the student file. The student may be required to provide course descriptions and/or syllabi for consideration of transfer. Decisions on transfer hours should be considered valid at the date of evaluation. Transfer hours for courses may be subject to a verification of competency in an area included in the equivalent course or satisfy the requirement in some other way. 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. Satisfactory Academic Progress evaluations are based on actual contracted hours at the institution. 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. Ark Beauty Academy will only consider transferring student hours to other institutions after ALL financial obligations of the student are paid in full.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, 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 School Director will notify the student in writing of the decision and all decisions are final.

## **PROBATION STATUS**

A student who did not make satisfactory academic progress during the warning period may be placed on Probation and receive Title IV, HEA programs funds for one payment period only. Any student who prevails upon the appeal process shall be placed on probation and will be eligible to receive Title IV, HEA funding during this period. Probation may 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.

## **LEAVE OF ABSENCE**

- A student may request a leave of absence and must follow the policy in requesting the leave.
- A leave of absence is granted with the reasonable understanding that the student will return from the leave of absence. A leave can be taken for illness, family issues, personal issues, medical matters, etc. Marriage, divorce, vacations and work requirements are not acceptable reasons for a leave of absence. The school administrator must approve any extenuating circumstances.
- The approved leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave and the institution will not assess the student any additional institutional charges as a result of the leave of absence. Changes to the enrollment agreement will be initialized by all parties OR an addendum to the enrollment agreement must be signed by all parties.
- No financial aid funds are processed nor disbursed during the leave of absence. If a student does not return from the leave of absence within 180 days, the loan(s) will go into immediate repayment.
- The leave of absence notice must be no less than two weeks prior to the leave and the approved reason must be documented. The leave of absence must be requested and approved in writing from the school manager or administrator prior to the leave of absence.
- A student who is granted an LOA is not considered to have withdrawn and no refund calculation is required at that time. A leave of absence will not be granted within the first 30 days of enrollment, except for a death in the immediate family or a major medical problem.
- A leave must be requested in advance unless unforeseen circumstances prevent the student from doing so. The leave must:
  - a. Be in writing
  - b. Must include the student's reason for the LOA
  - c. Must include the date of return
  - d. Must include the student's signature.
- A LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:



- a. The institution documents the reason for the decision
- b. The institution collects the request from the student at a later date
- c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
- More than one leave of absence is allowed, and the total of all leave of absences will not exceed more than 6 months (180 days).
- Students failing to return to school the first school day following their leave will be unofficially dropped from their program. The withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

## **STUDENT ACCESS TO RECORDS**

- Student Records are maintained in a locked filing cabinet. Only the school administrator and authorized personnel have access to the student records.
- All files are the property of the Ark Beauty Academy.
- A student's academic or administrative school record of students over 18 years of age are only released to the student unless 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 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 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. We will try to have a decision made prior to 6:00am the day of class.

## **STUDENT DIRECTORY INFORMATION**

It is your right under federal law to request the school to withhold the release of your personal information. The designation may be made on your registration form. 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. 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 away for the proper dress code.

## **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 will incur additional tuition costs in accordance with the student contract. Personal appointments should be scheduled on Mondays when at all possible. 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. Students who are more than 10 minutes late for their theory class will not be allowed to enter the classroom to avoid disruption as a courtesy to the Instructor and other students who arrived on time.

## **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 Student Aid Programs. 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.

## **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.

## **CONDUCT**

Courtesy and proper decorum is to be observed in the classroom and on the clinic floor at all times. Students who have violated school rules will be advised of the situation in writing or terminated in accordance with the school policy for termination. Failure to comply with the school Satisfactory Academic Progress Policy will be a violation of the student's contract with the school and may be grounds for termination. If a student fails to regain satisfactory progress in attendance or grades, he/she may be terminated. Students who are unable to complete their course within 150% of course length because of attendance deficiencies may be terminated. Special circumstances will be considered but the school administrator's decision is final. Advisory reports are given based on the seriousness of the infraction, ranging from less serious to immediate termination.

### **FIRST LEVEL OFFENSE**

- Habitual tardiness
- Inappropriate clothing or dress code violations
- Foul language/swearing
- Causing constant distraction
- Offensive personal hygiene
- Arguing with school personnel, another student, or client

*1st offense receives written advisory in student file. Subsequent offenses require students to check out for the remainder of the school day.*

### **SECOND LEVEL OFFENSE**

- Insubordination
- Refusing to comply with a directive by an instructor or school administrator
- Refusing a ticket or client service

*1st offense will earn a 1-week suspension. Any further acts shall be grounds for termination of the student.*

### **GROUND FOR IMMEDIATE TERMINATION**

- Consuming or distributing any alcoholic beverage or illicit drug on the school premises
- Stealing
- Possession of any weapon
- Threatening or having physical contact with the intent to restrain or harm to any school employee or student
- Destruction of school property
- Verbally threatening or implication of physical harm to another student or school employee (this includes threats by the student or a member of the student's family or by any person acting on behalf of the student)

- Posting any negative words or images of the school, school personnel, or other students anywhere on the internet.

Students may be placed on “Conduct Probation” as a “last chance” for the student to complete program hours. If any student on “Conduct Probation” is found violating school rules, will be terminated and withdrawn from the program.

*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 of the cosmetology program is 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.

### **Tuition & Fees:**

|                  |             |
|------------------|-------------|
| Tuition Year 1   | \$7,500.00  |
| Tuition Year 2   | \$5,500.00  |
| Books            | \$600.00    |
| Kit              | \$1,100.00  |
| Registration Fee | \$100.00    |
| Total            | \$14,800.00 |

- 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 HOURS)

|                                      |  |
|--------------------------------------|--|
| Hygiene and Sanitation<br>(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<br>(120 Hours)       | Physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), Physiology and Histology, Anatomy, Neurology, Myology and Osteology.  |
| Hairdressing<br>(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<br>(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<br>(100 Hours)             | The skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, eyebrow and eyelash dying.  |
| Management<br>(50 Hours)             | : Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.   |
| Professionalism<br>(49 Hours)        | Courtesy, neatness and professional attitude   |
| Theory<br>(1 Hour)                   | domestic violence and sexual assault training as set forth in A.C.A. §17-26-205(a), etc.   |

### **ESTHETICS PROGRAM**

The primary purpose of the esthetics program is 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 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 chemical processes related to skin care required to meet the high standard of the cosmetology profession.

**Tuition & Fees:**

|                  |            |
|------------------|------------|
| Tuition          | \$6,000.00 |
| Books            | \$450.00   |
| Kit              | \$2,050.00 |
| Registration Fee | \$100.00   |
| Total            | \$8,600.00 |

- 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 ESTHETICS CURRICULUM REQUIREMENTS  
(600 HOURS)**

Full-time: 35 hours per week (18 weeks to complete the program)

Part-time: 21 hours per week (29 weeks to complete the program)

|   |  |
|---|--|
| Chemistry<br>(40 Hours)                       | Define chemistry and its branches, explain matter and its structure, understand acid, alkaline, and pH.                          |
| Physiology<br>(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 &<br>Sanitation<br>(35 Hours)    | State laws and rules, differences between cleaning, disinfecting, and sterilizing, types of disinfectants.                       |
| Intro. to Skin Care<br>(45 Hours)             | Skin types, skin conditions, healthy habits for skin.  |
| Skin Care<br>(150 Hours)                      | Healthy skin habits, treatment contraindications, causes of skin conditions.   |
| Makeup and<br>Corrective Makeup<br>(50 Hours) | Cosmetic color theory, warm and cool colors, different cosmetics and uses, makeup products.                                      |
| Eyebrows and                                  | Artificial lashes, eyelash waxing, arching.  |

|                                       |   |
|---------------------------------------|---|
| Lashes<br>(40 Hours)                  |   |
| Hair Removal<br>(40 Hours)            | Hair morphology, growth cycle, methods of removal, temporary hair removal, waxing techniques. |
| Safety Precautions<br>(20 Hours)      | Safety and precautions.   |
| Personality Development<br>(20 Hours) | Proper business protocol, face to face client interactions, diplomacy.                        |
| Management<br>(20 Hours)              | Managing money, assets, scheduling, clients.  |
| Salesmanship<br>(15 Hours)            | Selling products in the salon, managing inventory, building clientele.                        |
| State Laws & Rules<br>(10 Hours)      | State laws, rules, and regulations applicable to the field.                                   |
| Testing Evaluation<br>(15 Hours)      | Testing Evaluation  |
| Instructor's Discretion<br>(64 Hours) | Instructor's Discretion   |
| Theory<br>(1 Hour)                    | Domestic violence and sexual assault training as set forth in A.C.A. §17-26-205(a).           |

## **MANICURE PROGRAM**

The primary purpose of this manicure program is 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 cosmetology 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.
- 

### **Tuition & Fees:**



|                  |            |
|------------------|------------|
| Tuition          | \$6,000.00 |
| Books            | \$450.00   |
| Kit              | \$2,050.00 |
| Registration Fee | \$100.00   |
| Total            | \$8,600.00 |

- 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 MANICURE CURRICULUM REQUIREMENTS 600 HOURS**

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

### **INSTRUCTOR PROGRAM**

The primary purpose of the instructor program is 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.

**Tuition & Fees:**

|                  |            |
|------------------|------------|
| Tuition          | \$6,000.00 |
| Books            | \$200.00   |
| Registration Fee | \$100.00   |
| Total            | \$6,300.00 |

- 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.

**BASIC ARKANSAS INSTRUCTOR CURRICULUM REQUIREMENTS  
(600 HOURS)**

|   |  |
|---|--|
| Preparatory Training<br>(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<br>(100 Hours)                 | Accurate recording attendance for each class daily, maintain records.  |
| Conducting Theory Class<br>(50 Hours)           | Conducting daily theory classes for students, while under the supervision of a licensed instructor.  |
| Conducting Practical Class<br>(300 Hours)       | Conducting daily practical classes for students.   |
| Method of Keeping Student Records<br>(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. |
| Theory (1 Hour)                    | Domestic violence and sexual assault training as set forth in A.C.A. §17-26- 205(a), etc                             |

## **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 students from attending class until any applicable unpaid balance or payments are satisfied. 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 the start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agencies or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans. Students who leave the school with an outstanding delinquent contract balance will be required to pay all applicable collection and account fees.

## **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. A student who does not complete his/her course by the "contract ends" date listed on the contract will be responsible to pay the additional institutional charges of \$10 per hour for each hour required to reach the contracted required hours, including the theory hours required for graduation (180 theory hours for cosmetology, 100 theory hours for aesthetics and manicure). 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. Students in the instructor program are not subject to additional institutional charges.

## **GRADUATION REQUIREMENTS**

Students must complete the contracted clock hours as required by the state of Arkansas, which may include hours previously acquired and approved by the state of Arkansas Department of

Health-Cosmetology. Students must successfully attain a 80% average on all tests and have made satisfactory arrangements for payment of all debts owed to the school. Failure to attain a 75% average or pass the final exam may require remedial training of 150 hours at the expense of the student. The final exam must be passed prior to receiving a certificate of completion and attempting the Arkansas Department of Health-Cosmetology Examinations.

## **STATE EXAMINATIONS**

The practical examination is held at the Arkansas Department of Health-Cosmetology section testing site in Little Rock, AR or 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 HealthCosmetology 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. Student is required to pay appropriate state examination and licensure fees at the completion of training. A money order or check for \$65 must be supplied by the student and made out to the Arkansas Department of Health-Cosmetology section. The funds must accompany the application to cover the cost of the examination. The student will be notified of the test date, and information will also be provided to the student about scheduling the written examination. The student will pay a \$60 fee to the appropriate institution where the written exam takes place. 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 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 are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in 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**

### **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). All students must comply with the following standards:

- All students must maintain a cumulative academic average of “B” (80% or better for all Ark Beauty Academy programs) and 70% 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 full time: 450, 900, 1200, 1500 clocked (actual) hours 13 academic weeks, 26 academic weeks, 35 academic weeks, 43 academic weeks
- Aesthetics 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time)
- Aesthetics 600 clocked (actual) hours, (18 academic weeks full time, 29 academic weeks part time)
- Manicure 300 clocked (actual) hours, (9 academic weeks full time)
- Manicure 600 clocked (actual) hours, (18 academic weeks full time)
- Instructor 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time)
- Instructor 600 clocked (actual) hours, (18 academic weeks full time, 29 academic weeks part time)

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 Progress Evaluations**

Students are required to attend a minimum of 70% 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 70% 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.

### **TITLE IV Maximum Time Frame Quantitative Requirements**

The maximum time allowed for students to complete each course at satisfactory academic progress is 150% of the program length for the current total contracted hours. An approved Leave of Absence will extend the student's contract end date and maximum time frame by the same number of days in the approved Leave of Absence. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% 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.

### **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 75% 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:

|              |                    |
|--------------|--------------------|
| 93 - 100     | A - EXCELLENT      |
| 85 - 92      | B - VERY GOOD      |
| 75 - 84      | C - SATISFACTORY   |
| 74 and BELOW | F - UNSATISFACTORY |

### **Determination of Progress Status**

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

### **Warning**

Students who fail to meet minimum requirements of 70% cumulative attendance and 80% Cumulative GPA for attendance and academic progress at a scheduled evaluation will be placed on a Financial Aid Warning. 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 placed on Financial Aid Suspension Status and may be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility.

## **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 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be 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. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. 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%                                      |

9. All refunds will be calculated 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.



10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. 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.
12. 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 at a later time.
13. 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.
14. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement.
15. Books and kit are nonrefundable.
16. 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.

## **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.
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