

**LANSDALE SCHOOL OF COSMETOLOGY**  
**215 West Main Street**  
**Lansdale, PA 19446**

***PROFESSIONAL STUDENT***  
***MANUAL***  
***&***  
***CATALOG***

**Robbin J Voltz**  
**President/Administrator**

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# GENERAL INFORMATION FOR ALL COURSES

## **SCHOOL PHILOSOPHY & MISSION**

The Lansdale School of Cosmetology believes we have a duty to our students to educate, guide and help them develop a sense of responsibility to our industry. Through learning and training, we hope all students will achieve their maximum growth potential, and that they will work towards making the cosmetology industry a rewarding career for themselves.

**The Lansdale School of Cosmetology** is approved and fully licensed by the Commissioner of Professional and Occupational Affairs, Commonwealth of Pennsylvania, Board of Cosmetology, Harrisburg, Pennsylvania. All licenses and certificates of accreditation are easily accessible for viewing on the wall in the back hallway, which leads to the office on the first floor of the school.

**The Lansdale School of Cosmetology** currently offers three courses of study to the interested student:

- ❖ **Cosmetology**
- ❖ **Esthetics**
- ❖ **Student Teaching**

Pennsylvania requires that licensed courses\* be offered in a state approved school which meets with the criteria of the state. Our courses are approved and meet state licensing requirements by the state of Pa only. We offer current trends, techniques, methods and product knowledge in every course offered. This assures us that our graduates and representatives of the school have every opportunity to be knowledgeable and current in their career and can, therefore; offer a better quality of service to their clients.

\*Regulations vary from state to state.

## **DISCRIMINATION POLICY**

The Lansdale School of Cosmetology does not discriminate because of sex, race, religion, nationality, age, color or ethnic origin in its educational programs, or activity that we operate, as required by "Title 9", including in admissions and employment.

We do not discriminate on basis of sex and prohibit sex discrimination including sexual misconduct and are committed to address sexual misconduct.

This policy applies to all staff, students and third parties, regardless of sexual orientation or gender identity.

## **WHERE TO REPORT DISCRIMINATION**

Mrs. Voltz, the school administrator and Title 9 coordinator at: [lsocpres@comcast.net](mailto:lsocpres@comcast.net)  
School number: 215-362-2322, leave a voice mail message.

A career in the cosmetology arts and sciences offers many opportunities for men and women alike. If you are creative, like to meet people and seek career satisfaction, the financial rewards can be generous. Full and part time positions enable the industry to meet a variety of needs after graduation. Licensed graduates can qualify for careers in any of these related fields.

**Cosmetology** (Soc Code: 39-5012)\*  
(CIP Code: 12.0401)

Salon Owner  
Salon Manager  
Hair Designer/Haircutter  
Platform Artist  
Permanent Wave Technician  
Hair Color Technician  
Make-up Artist  
Wig Specialist  
Manicurist/Pedicurist  
Sales Representative  
Waxing Technician  
Product Demonstrator/Educator

**Esthetics** (Soc Code: 39.5094)  
(CIP Code: 12.0409)

Skin Care Specialist  
Make-up Artist  
Waxing Technician  
Sales Representative  
Product Demonstrator/Educator  
Esthetics Salon Owner/Manager

**Student Teaching** (CIP Code: 12.0413)

\*Includes all positions listed under Cosmetology and Esthetics, plus the following:

- ❖ Vocational and Private School Instructor
- ❖ Vocational and Private School Supervisor
- ❖ Private School Administrator
- ❖ Private School Owner
- ❖ State Board Examiner and Member

The Lansdale School of Cosmetology is pleased to provide our catalog to all interested parties. For further information, please contact the school. A personal tour can be arranged for your convenience.

- The school does not have any student organizations

## **SCHOOL FACILITIES**

The Lansdale School of Cosmetology invites all applicants to visit and inspect the facilities prior to registration. The ground level of the school contains both a front and rear entrance. This floor is designated as the “clinic” and houses our administrative offices. The second floor contains two large classrooms. The larger classroom is the esthetics classroom. The other classroom on this level is set up and designed as a theory classroom including provisions for both theory and practical work. The third floor houses a large classroom conducive to theory and practical education. The lower level of the school is devoted to our student lounge. Adequate tables and chairs are provided for the needs of the students. Student lockers are located in this area. Four restrooms are located throughout the school including the lounge.

- Student’s with physical disabilities are welcome to use our school elevator to move from floor to floor

## **STAFF**

The Lansdale School of Cosmetology is pleased to announce that our instructional staff is highly qualified and are motivated professionals devoted to quality education. In addition to state licensing requirements, each instructor uses their creative abilities to provide our students with specialties in cosmetology, and esthetics. In compliance with NACCAS regulations, individual instructors complete twelve (12) hours of continuing education per year which includes four (4) hours in teaching methodology.

## **SCHOOL CALENDAR**

The school will operate twelve (12) months a year. We operate five (5) days per week, Monday thru Wednesday from 9:00 to 4:00pm and Thursday and Friday 9:00 to 3:30pm.

For the current schedule of class starting dates, please refer to page 45 in the catalog or call the school at 215-362-2322.

## **SCHOOL HOLIDAYS AND CLOSINGS**

Good Friday

Easter Monday

Memorial Day

Independence Day

Labor Day

Thanksgiving Break (Thursday and Friday)

Christmas Break (days to be announced)

In the event of an emergency closing due to inclement weather, students are advised to tune their radio to WNPV 1440 on the AM radio dial. If the North Penn School District is closed for inclement weather, we are closed. If North Penn School District is delayed Lansdale School of Cosmetology will open at 10:00 AM. Natural Disasters, refer to the school’s website for updated instructions.

## **DAILY SCHEDULE**

Theory classes begin at 9:00 AM daily. There will be a ten (10) minute break after theory class. Lunch is a half hour. Clinic students will be dismissed for lunch by the clinic teacher as scheduling permits. There is a ten (10) minute break at 2:00 PM. The school curriculum is completed by 3:30 PM Monday thru Friday, although classes remain open for instruction for those students who wish to make up missed hours, on Monday thru Wednesday until 4:00pm.

## **MAKE-UP HOURS**

The school will remain open for instruction/make-up work and missed hours Monday thru Wednesday until 4:00 PM. A student may not earn more than eight (8) hours in any given day.

## **TARDINESS POLICY**

Classes begin between 9:00 AM and 9:10 with announcements, review etc. Students can quietly arrive after classes begin by signing in on the nearest quarter hour and report to their respective classroom.

## **ADMISSION POLICY**

### ***Cosmetology and Esthetics:***

Candidates who wish to enroll in the Cosmetology or Esthetics programs must be at least 16 years of age, supply a valid ID, possess a high school diploma, high school academic graduation transcript, G.E.D. state approved home school diploma, Associates degree transcript,\* agree to abide by the Professional Code of Ethics and adhere to all school policies, rules and regulations set by the Lansdale School of Cosmetology and the Pennsylvania State Board of Cosmetology.

### ***Student Teaching:***

Candidates who wish to enroll in the Student Teaching program must be 18 years of age or older, supply a valid ID, possess a high school diploma, high school academic graduation transcript, Associates Degree transcript or G.E.D.\* A candidate must also have a current Cosmetology license.

\* Foreign High School credential verification must be performed by an outside agency that is qualified to translate documents into English and confirm academic equivalence to a US high school diploma. This requirement applies to all students enrolled in all programs at the institution.

\*For candidates who wish to obtain a G.E.D., testing sites and schedules are available for viewing in the first floor hallway of the school.

### **Verifying High School Diploma:**

- 1) Check ISIR for high school identification
- 2) Check against paper diploma
- 3) If concerns remain regarding the legitimacy of a high school diploma, have the student seek verification from the state in which it was issued that it is an acceptable high school diploma.

## **Transfer Students:**

### **Students Transferring from Lansdale School of Cosmetology**

Students must notify the administration ten (10) days prior to transfer date. A transfer form must be completed for the student's file. All financial obligations must be met according to the refund policy stated on the Enrollment Agreement and in the Professional Student Manual & Catalog. Refunds due the student will be made 30 days from the students' last day of enrollment. The school does not charge an additional fee for processing transfer papers.

**Note:** The Lansdale School of Cosmetology does not guarantee other schools will accept a student's hours.

### **Students Transferring into Lansdale School of Cosmetology**

For students who wish to transfer from another institution a "Letter of Transfer, and transcript" from the former school must be supplied. The Lansdale School of Cosmetology believes in equal opportunity. We do not discriminate because of race, religion, nationality, sex, age, color or ethnic origin in our educational programs, or any activity that we operate as required by "Title 9" including admissions and employment.

- 1) We will accept all cosmetology transfer hours from 0-500.
  - a. Students in this group will be required to take our Cosmetology Placement exam so we can assess their theory knowledge and place them correctly in our program.
- 2) Cosmetology transfer hours above 500 will be evaluated by the following method:
  - a. The student will be required to take our Cosmetology Placement exam.
  - b. If a transfer student fails to achieve a 70% passing grade they will be afforded an opportunity to retake the exam. If a transfer student fails to obtain a passing grade of 70% the second time, the institution reserves the right to transfer fewer hours than the student may have completed at their prior school.

**Note:** The school does not recruit students already attending or admitted to another school offering a similar program of study.

**RE-ENTRY PROCEDURE: For withdrawn students out of school for more than 180days.**

**For students who discontinue enrollment the following procedure for re-entry is required:**

- 1- All prior obligations must be fulfilled**
- 2- A new contract must be signed and a \$125.00 registration fee paid**
- 3- Students returning are obligated to pay current tuition rates.**
- 4- Students are required to pay for the hours remaining to complete the course**
- 5- Hours recorded are valid for as long as the state mandates they be maintained.**  
**Students who have been out of school for a period of 18 months or longer must be re-evaluated in practical skills.**
- 6- The school will not deduct from previously recorded hours or add additional hours to the time remaining.**

**Re-ENTRY PROCEDURE: For withdrawn students out of school less than 180 days.**

- 1- Start date and tuition remain the same as before the withdrawal.**
- 2- Any Title 4 funds returned can be requested back.**
- 3- Student picks up where they left off.**

### **VACCINATION POLICY**

Lansdale School of Cosmetology does not require vaccinations for admission into any of our programs.

### **LICENSING REQUIREMENTS\*\***

**(According to Pennsylvania Code: Title 49. Professional and Vocational Standards)**

#### **Cosmetology and Esthetics:**

To qualify for the State Board examination, the student must meet with the following criteria:

1. To be 16 years of age
2. To have completed the 10<sup>th</sup> grade or its equivalent\*
3. To have completed the following clock hours of training:
  - a. Cosmetology      1250 hours
  - b. Esthetics          300 hours
4. Pay the current testing fees. \$93.00 to Pearson Vue, \$25.00 Pa state application, \$22.00 Pa Criminal Background check.



### **Student Teaching:**

To qualify for the State Board examination, the Student Teacher must meet the following criteria:

1. To be 18 years of age
2. To have completed a 12th grade education or possess a high school academic graduation transcript
3. To have completed 500 hours of training in a licensed cosmetology school
4. Possess a current Pennsylvania Cosmetology, Manicuring or Esthetics license
5. Pay current State application fee, \$93.00 Pearson Vue, \$22.00 Pa Criminal

Background check, State application \$25.00.

\*Educational requirements are waived for people over 35 years of age, veterans or persons who are registered with the Department of Rehabilitation provided they pass an approved aptitude test.

\*\*Section 4 of the Cosmetology Law, 63 P.S. 510, requires that all individuals be of good moral character at the time of making application. Section 9124 of the Criminal History Record Information Act (CHRIA), 18 Pa.C.S. 9124, authorizes the Board to deny licensure to an applicant who has been convicted of a felony. This authority is discretionary, meaning that the Board may choose to approve an application when appropriate, or provisionally deny an application. If you think you fall into this category or have questions, please notify the school prior to registration

### **DRESS CODE**

The Lansdale School of Cosmetology requires that all students follow a specially developed dress code that displays a professional appearance while on school property at all times. The required tee-shirt is purchased through the school. The dress code is as follows: **all students are required to wear the school's "tee-shirt" in all classrooms including clinic.** The tee-shirt must be worn with black pants. Students who are out of dress code will be asked to change into proper dress code before being given permission to enter class.

### **ATTENDANCE REQUIREMENTS**

**All students must attend at least 70% of their scheduled clock hours per month to complete their program by their "Ending Contract Date".**

***Cosmetology:*** Full-Time Day Students – 30 scheduled hours per week on average.

Part-Time Day Students (Three Quarter time) – 22.5 scheduled hours per week on average.

***Esthetics:*** Part-Time Day Students – 13 scheduled hours per week on average.

**Note:** The school does not deduct clock hours as a penalty for any reason nor does it assign additional hours for any reason. Also, the student's total hours for each day shall be rounded to no more than the nearest quarter hour.

## **VIEWING OF RECORDS**

All students, parents or guardians, (if the student is a dependent minor) are guaranteed the right to view their file upon request, under the supervision of a school official who will provide interpretation of the file to the student. Students over 18 years of age must give written permission for parents or other interested parties to view their files. Student files are kept confidential and are available only to those parties identified in the Family Educational Rights and Privacy Act of 1974. The school will protect each student's "Right to Privacy". Any information that is requested by any outside agency or private party will not be released unless written permission is granted by the student, on the school's "Release of Information Authorization Form". Student files are maintained for a minimum of five years after graduation or termination.

**Note:** A sample of the FERPA rights can be found at:

[www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html)

**Note:** The institution, NACCAS or in response to a directive of the commission, PHEAA auditors, auditors for Title 4 Financial Aid will be permitted and provided access to student and other school records as required for the accreditation and audit process.

## **KIT INSPECTION**

Students must have at all times in their possession a complete, clean and sanitized kit as first issued by the school. All students will be subject to a periodic "kit inspection" by the teacher or supervisor as required by state law. This is to be conducted during regular school hours.

## **TELEPHONE POLICY**

**Cell phones** must be turned on silent in class.

## **SECURITY, SAFETY, FIRE DRILLS & PROCEDURES FOR EMERGENCY EVACUATION**

### **TITLE 9 COORDINATOR: MRS.VOLTZ, ADMINISTRATOR- 215-362-2322**

First Aid, Safety and Fire Drills will be considered part of the curriculum. Safety rules in the clinic will be followed at all times.

In case of emergency, the students are instructed to evacuate in the following manner:

1. Emergency alarm sounds
2. Instructor will direct all students to either front or rear exits
3. Students must line up single file and walk, not run to the stairway and doorways which will lead them out of the building
4. The elevator **should not** be used in any case of emergency
5. Students may not re-enter the building until the instructor has received an "all clear" message and advises the students of the same. All exits are clearly marked with exit signs. Automatic emergency lighting system takes over if electricity loss occurs.

Lansdale School of Cosmetology "Campus Security Report" is available on pages 47-49 and on our school website. During the school years, 2022, 2023, & 2024 the institution had no required Campus Security issues to report, including Cleary Act and VAWA.

## **TERMINATION/EXPULSION POLICY**

The Lansdale School of Cosmetology reserves the right to expel/terminate the enrollment of a student who, after sufficient warning, continues to ignore and not adhere to the guidelines, rules, regulations and policies set by the school and the State of Pennsylvania.

## **COST AND FINANCIAL RESPONSIBILITY**

The school reserves the right to suspend or dismiss any student for nonpayment of tuition or other debts as designated in the original enrollment agreement. Payments can be made before or after school, during breaks and excused periods. The following is a list of tuition charges and the corresponding costs for books and kit.

<b><u>Course</u></b>	<b><u>Hours</u></b>	<b><u>Tuition</u></b>	<b><u>Kit, Books</u> (Non- refundable)</b>
Cosmetology	1250	\$18,212.50	\$ 2,450.00 (2026)
Student Teaching	500	\$ 5,250.00	\$ 550.00 (2026)
Esthetics	300	\$ 5,250.00	\$ 1550.00 (2026)

A registration fee of \$125.00 is required for all courses at the signing of the agreement. The student must incur the cost of two school tee-shirts (\$42.00).

Tuition payments may be made in advance, by the week, by the month or in lump sums.

Payments are based on the students' agreement/contract and number of hours per week/month the student attends. Scheduled tuition payments must be made and kept current at all times or the student can be barred from class participation if they do not make their payments. All program costs must be paid prior to graduation or ending agreement/contract date for those students on the institutions interest free monthly payment program. Students not finishing the enrolled course in the maximum time allowed by the school will be charged five dollars (\$5.00) per hour for every hour needed beyond the time allowed to complete the course. Time will be measured from the first day of attendance. Tuition payments may be made in cash, by check, with financial aid funds, with Visa, MasterCard and Discover, or thru private loans where the student has made satisfactory arrangements for payment during attendance and beyond graduation. \* Note: The school does not hire a collection agency.

The school participates in federally funded programs of financial aid: The Federal Pell Grant Program, the Federal Direct Stafford Subsidized and Unsubsidized Loan Programs and Direct Plus loan programs. Students who wish to qualify for these programs must complete a Federal FAFSA online. Student eligibility is determined on an individual basis using the students FAFSA "SAI". Students can obtain information on application and eligibility for financial aid through the school's financial aid office.

USDE makes information available to students at: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

**Note:** For **Direct Loans**, students must complete a “Master Promissory Note” and “Entrance & Exit Counseling” online at [www.studentloans.gov](http://www.studentloans.gov)

**Dependent** cosmetology students could borrow a 01 Direct Stafford Subsidized Loan of \$3500.00 and a 01 Direct Stafford Unsubsidized Loan of \$2000.00 to cover the enrollment period of 0 to 900 clock hours. **Independent** cosmetology students could borrow a 01 Direct Stafford Subsidized Loan of \$3500.00 and a 01 Direct Stafford Unsubsidized Loan of \$6000.00 to cover the enrollment period of 0 to 900 hours. **All** students could borrow a 02 Direct Stafford Loan when they have advanced beyond the 900 hour level to cover the 900 to 1250 clock hour period. The suggested or recommended loan amount for an **independent** student is \$1750.00. The **dependent** student could apply and may qualify for loan amounts between \$1050.00 and \$1750.00.

- 0-900 clock hours equals one Academic year.
- 900-1250 clock hours equals one third of an Academic year.

For students who wish to begin classes before their eligibility has been determined, arrangements for regular payments must be made until the funds become available. For students who receive approval for funds prior to beginning class but do not actually receive funds, consideration will be made on an individual basis concerning the deferment of payments. The Financial Aid Officer is available for questions and assistance; Monday and Tuesday from 9:00 am to 3:15 pm.

- For students/parents who enter into an agreement regarding Title 4 loans, the loan will be submitted to NSLDS and accessible by agencies, lenders and institutions.

**FEDERAL FINANCIAL AID CREDIT BALANCE POLICY: REFER TO PAGE 40**

NOTE: For Title 4 Financial Aid students who complete the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and that this may result in liabilities owed by the student and/ or the institution, if applicable.

**PROGRAM/COURSE CANCELLATION, SETTLEMENT AND REFUND POLICY**

**\*Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Complies with the mandated policy.**

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If a student (or in case of minors (student under legal age), his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing or in person, within three (3) business days of the signing of an Enrollment Agreement and making an initial payment, all monies collected by the school shall be refundable. The cancellation date is determined by the postmark on written notification or date which notification is delivered in person. This applies whether or not the student has begun class, and includes all circumstances of withdrawal.
3. If a student cancels his/her enrollment after the three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a non-refundable registration fee of \$125.00. This includes all circumstances of withdrawal.

4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized if the student drops from the roll, notifying the institution of his/her withdrawal or is permanently expelled/terminated by the school. Refund calculations are based on actual hours earned and calculated based on the student's last date of attendance. This includes all circumstances of withdrawal.

<b>Percentage Time to Total Time of Course <u>Actual Hours Earned</u></b>	<b>Amount of Total Tuition Owed <u>To the School</u></b>
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**Less:**

- ❖ Any refunds due the student will first be applied to any unpaid charges student might owe the school.
- ❖ Charges which the student has not yet paid (unpaid charges).
- ❖ \$100.00 Administrative Termination Fee
- ❖ Cost of non re-issueable, non-refundable materials (all kit, books and tee-shirts).

Enrollment time is defined as the time elapsed between actual starting date and the date on which student formally terminates enrollment. Termination shall occur upon the student's last day of physical attendance in the school. Any monies due the applicant or student who withdraws or is expelled shall be refunded within 30 days after the cancellation or termination. All refunds will be calculated based on the students last date of attendance.

Formal termination occurs when a student gives written notice to the school or when no notice is given, termination shall occur within 25 days of the last day of physical attendance for cash paying students, 14 days for grant and loan students or if the student does not return from a Leave of Absence on the scheduled date of return as stated in the student's file, (Formal Termination/Withdraw).

Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

**Note:** The date of withdrawal for a student on an approved leave of absence shall be the earlier of the date of expiration of the leave of absence or the date the student on a Leave of Absence notifies the institution the student will not be returning. Withdraw date for a student is their last physical day of attendance. This includes all circumstances of withdrawal.

**Note:** Unofficial withdrawals are determined through monitoring the student's clock hours at the end of each month.

5. If the school becomes permanently closed and no longer offers instruction after a student has enrolled, and instruction has begun the student shall be entitled to a pro rata refund of tuition, or Participate in a Teach-Out Agreement.

6. If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the course/instruction or program has begun, the school shall provide at its option:

- A) Full refund of all monies paid; or
- B) Provide a completion of the course and/or program; or

7. If a school cancels a course and / or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- A) Participate in a Teach-Out Agreement; or
- B) Provide a pro-rated refund for all students transferring to another school based on the hours accepted by the receiving school.
- C) Provide completion of the course and /program; or
- D) Provide a full refund of all monies paid.

**NOTE:** Students receiving aid from Federal Title IV programs may be subject to special refund or return to Title IV requirements per Federal regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Plus loans, Pell Grants, or other Title IV.

### **ABILITY TO BENEFIT POLICY**

Students enrolled in any course offered by the Lansdale School of Cosmetology must meet with the following criteria to determine their ability to benefit from the desired course. Students must meet one of the following in order to begin classes:

- 1) High School Diploma or a high school academic graduation transcript
- 2) G.E.D. or equivalent

\* Note: The school does not admit students who have only passed an ability to benefit test.

### **CAREER ADVISING AND JOB PLACEMENT**

The Lansdale School of Cosmetology offers career advising and job placement services for all students who enroll. Both of these services are included in all course curriculums as well as an individual advising service. Also, a job placement bulletin board is updated providing information on job availability for current students as well as graduates. Academic and individual advising are done at approximate course evaluation periods of: 450, 900 and 1075 clocked (actual) hours for cosmetology students and 150 and 300 clocked (actual) hours for esthetician students. The school does not guarantee the employment placement of its graduates, but does try to help with the placement of its students by the following methods:

- 1. Resumes of graduates are kept on file and available to employers seeking salon help, provided written permission has been obtained from the student/graduate.
- 2. School works with local salon owners in the following ways:
  - a. Salon owners and staff give demonstrations and/or talks on employee expectations.
  - b. Using salon owners in advisory capacity for entry level employment.
  - c. Salon owners are encouraged to hire students who are seeking employment as shampoo specialists, receptionists and operators' helpers.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

**\*Policy is provided to all students prior to enrollment through Manual and Catalog. Students verify receipt in their contract.**

Satisfactory academic progress in attendance and academic work is a requirement for all students enrolled in this school.

**Note:** Students receiving funds under the Federal Title IV Financial Aid Program must maintain satisfactory academic progress in order to continue eligibility for such funds, Federal Pell Grants and Federal Direct Loans.

### **Attendance Progress – Cosmetology**

#### **Full Time Day:**

The maximum time-frame a student has to complete this course is 14.25 months.

**Attendance:** Students must attend at least 70% of their scheduled hours at 450, 900, 1075 evaluation periods in order to be considered making satisfactory academic progress and to complete the course within the maximum time frame of 143% (calculated completion date on contract).

**Note:** The maximum contracted length of the 1250 hour cosmetology course for students attending 30 hours per week is 14.25 months. Any students not completing the course within 14.25 months will be terminated. Students can re-enroll and will be charged five dollars (\$5.00) per hour of additional instruction needed to complete the course as a cash pay student. All Federal Title IV Financial Aid Funds will **terminate** after the 14.25 month maximum time frame.

#### **Part Time Day:**

The maximum time-frame a student has to complete this course is 19.25 months.

**Attendance:** Part time day students must attend at least 70% of their scheduled hours at 450,900,1075 evaluation periods in order to be considered making satisfactory academic progress and to complete the course within the maximum time frame of 143% (calculated completion date on contract).

**Note:** The maximum contracted length of the 1250 hour cosmetology course for students attending 22.5 hours per week is 19.25 months. Any students not completing the course within 19.25 months will be terminated. Students can re-enroll and will be charged five dollars (\$5.00) per hour of additional instruction needed to complete the course as a cash pay student. All Federal Title IV Financial Aid Funds will **terminate** after the 19.25 month maximum time frame.

## **Attendance Progress – Esthetics**

### **Part Time: Day**

The maximum time-frame a student has to complete this course is 7.75 months.

**Attendance:** Esthetics students must attend 70% of their scheduled hours by course midpoint and 300 hours in order to be considered making satisfactory academic progress and to complete the course within the maximum time frame of 143% (calculated completion date on contract).

**Note:** The maximum contracted length of the 300 hour Esthetics course for students attending 13 hours per week is 7.75 months. Any student not completing the course within 7.75 will be terminated. Students can re-enroll and will be charged five dollars (\$5.00) per hour of additional instruction needed to complete the course as a cash pay student.

## **Attendance Progress – Student Teaching**

### **Full Time:**

The maximum time-frame a student has to complete the course is 5.5 months.

**Attendance:** Students must attend at least 70% of their scheduled hours by course midpoint and 500 hours in order to be considered making satisfactory academic progress and to complete the course within the maximum time frame of 143% (calculated completion date on contract).

**Note:** The maximum contracted length of the 500 hour Student Teaching course for students attending 30 hours per week is 5.5 months. Any student not completing the course within 5.5 months will be terminated. Students can re-enroll and will be charged five dollars (\$5.00) per hour of additional instruction needed to complete the course as a cash pay student.

### **Part Time:**

The maximum time a student has to complete the course is 14 months.

**Attendance:** Students must attend at least 70% of their scheduled hours by course midpoint and 500 in order to be considered making satisfactory progress and to complete the course within the maximum time frame of 143% (calculated completion date on contract).

**Note:** The maximum contracted length of the 500 hour Student Teaching course for students attending 8.5 hours per week is 14 months. Any student not completing the course within 14 months will be terminated. Students can re-enroll and will be charged five dollars (\$5.00) per hour of additional instruction needed to complete the course as a cash pay student.



## **Monitoring of Progress Status (Attendance and Academics)**

Monitoring of attendance will be conducted monthly

### **Warning**

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

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If a student takes a leave of absence during probation, then he/she must re-establish satisfactory progress within the time limits of probation after resuming his/her training to have aid reinstated. A student is only eligible for reinstatement of Financial Aid that has not been disbursed from his/her total award. 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. Students will be notified in writing of any evaluation that impacts the students eligibility for financial aid.

Students who are terminated may re-enroll, although Financial Aid may or may not be available for students who re-enroll whereby termination was due to lack of satisfactory progress.

## **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the next scheduled evaluation period.

## **Interruptions, Course Incompletes, Withdrawals**

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

## **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form 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 should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **Non-credit Remedial Courses, Repetitions**

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

## **Transfer Hours**

A student's transfer hours from another institution that are accepted toward the student's educational program 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 evaluation periods are based on actual contracted hours at the institution.

### **Evaluation Periods: For Satisfactory Academic Progress Measurement**

**\*Satisfactory:** Students with a minimum of 70% average in theory and practical tests and 70% attendance. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation period.

Students are evaluated for Satisfactory Academic Progress (actual hours completed) as follows:

Cosmetology: **Official Satisfactory Academic Progress Measured at: 450, 900, 1075 hours**

Cosmetology: (1250 clock hours) Evaluation Periods coincide with Title 4 payment periods.

Evaluation Periods:	450 Clock Hours / 15 weeks
	900 Clock Hours / 30 weeks
	1075 Clock Hours / 35.8 weeks

Esthetics: (300 clock hours) Evaluation Periods 150 Clock Hours / 11.5 weeks

300 Clock Hours / 23 weeks

Student Teaching: (500 clock hours) Evaluation Periods 250 Clock Hours/ 8.33 weeks

500 Clock hours/ 16.66 weeks

Cosmetology Transfer Students: Midpoint of contracted hours, or the established evaluation periods, whichever comes first.

Students are monitored for Attendance on a monthly basis.

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. After the evaluation each period, the student receives a copy of their Satisfactory Evaluation Progress Report.

### **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. 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 of 143%.

### **Internal School Complaint Procedure**

Students, staff and interested parties should follow the procedures listed below for filing complaints:

1. Students, staff or interested parties should file a formal written complaint and present it to the school administrator or assistant administrator outlining the allegations or nature of the complaint.
2. The school administrator or assistant administrator will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the "School Complaint Committee" within 21 days of receipt of the complaint

3. The Complaint Committee will consist of the Administrator, Assistant Administrator, the School Supervisor and the Financial Aid Director.
4. The committee will document the meeting and mail a letter to the complainant within 15 calendar days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
5. The following avenues may be used for the redress of student complaints, although the complainant is required to try and resolve the problem through the school's complaint process, prior to filing a complaint with the school's accrediting agency. (A complaint form is available through NACCAS)

N.A.C.C.A.S

3015 Colvin St  
Alexandria, VA 22314  
703-600-7600

PHEAA : Harrisburg, PA 17105-2649

PA State Board of Cosmetology

Department of State Bureau of Professional  
and Occupational Affairs  
P.O. Box 2649

**Leave of Absence Policy: Applies to all students**

A student can be granted a leave of absence. The LOA granted in accordance with the institutions policy is not considered to be a withdrawal and no refund calculation is required at this time. The student will not be assessed any additional charges as a result of a LOA. The maximum time allowed for a leave of absence and cumulative total of any leaves granted is restricted to not more than 120 calendar days during the length of the program. The reason for this leave can be of a personal nature, medical, however the reason must be included on the official LOA Form. The Leave of Absence form must be signed by the student. This period will not be considered as part of the maximum time frame or interfere with satisfactory academic progress. The leave of absence extends the contract period and maximum time frame by the same number of days taken in the leave of absence. Upon the return to school from a LOA the institution and student will complete and sign the "Contract Addendum" for a LOA time period. A student who is considered making satisfactory academic progress prior to a leave of absence will be determined making satisfactory academic progress upon return to the school. A student who is failing to meet satisfactory requirements prior to a leave of absence will return under the same status prior to the leave of absence.

A student is required to apply in advance, in writing for a leave of absence. The institution will establish the start date of the approved LOA as the first date the student was unable to attend. A student unable to apply for a leave of absence in advance due to unforeseen circumstances, i.e., accident, etc. may be granted a leave of absence. Under the circumstances, Lansdale School of Cosmetology may grant the LOA to a student who did not provide the request prior to the LOA. The school will document the reason for the leave of absence and obtain a signed request from the student at a later date. The institution will establish the start date of the approved Leave of Absence as the first day the student was unable to attend school. The student will be withdrawn if they take an unapproved LOA or do not return from their Leave of Absence on the scheduled date of the return as stated in the student's file. The

withdraw date for the purpose of calculating a refund will be the students last date of attendance.

- A Leave of Absence is an excused absence, however “Unexcused absences will be considered not making Satisfactory Progress” when Satisfactory Progress Calculation occurs at 450,900,1075 clock hours for Cosmetology. Midpoint for Esthetics and Student Teaching. Formal termination occurs when a student gives written notice to the school or when no notice is given, termination shall occur within 25 days of the last date of physical attendance for cash paying students, 14 days for grant and loan students or if a student does not return from a leave of absence on the scheduled date of return as stated in the student’s file.\* If a Financial Aid recipient on an approved Leave of Absence fails to return to school, the school will report the withdraw date and change in enrollment status/withdrawal to the Dept of Ed. A possible consequence of not returning from a Leave of Absence is the students grace period for Title 4 loans might be exhausted.

**\*REPETITION:**

A student making satisfactory academic progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory academic progress at point of re-entry. A student failing to meet minimum satisfactory academic progress requirements at the point of withdrawal will return under the same status prior to withdrawal.

**Grading and Graduation Policy**

**Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. 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 exam prior to graduation. Students are given an opportunity to make up failed or missed tests and incomplete assignments. Theory and practical tests will be graded according to the following scale and numerical grades are considered as follows:

90 – 100	A
80 -- 89	B
70 -- 79	C
69 --	Below is Failing

**Graduation (Cosmetology, Esthetics, Student Teaching)**

1. Complete the required hours of training in the course enrolled mandated by the State of Pennsylvania.
2. Practical tests and theoretical evaluations completed and result in a passing G.P.A. of 70%.
3. Required clinical work recorded and satisfactory results obtained.
4. Final exam completed with at least a 70% passing g
5. All financial obligations fulfilled and/or satisfactory arrangements have been made thru private loans payable beyond graduation.

6. Upon completion of these requirements, the student is presented a diploma from the school.

Note: Transfer Cosmetology students who have completed 900 clock hours, early tested and passed the State Board exam are not required to take the schools State Law final and Cosmetology Final Exam. Transfer students are required to provide the school with the Official State Board document verifying they have passed the State Board exam.

### **Maximum Time Frames for All Courses**

#### **Cosmetology Full-Time Day**

Could finish: 41.66 weeks  
9.68 months  
We give: 61.27 weeks  
14.25 months

#### **Cosmetology Part-Time Day**

Could finish: 59.52 weeks  
13.84 months  
We give: 65 weeks  
19.25

#### **Student Teaching Full-Time**

Could finish: 16.66 weeks  
3.87 months  
We give: 23.65 weeks  
5.5 months

#### **Student Teaching Part-Time**

Could finish: 41.66 weeks  
9.68 months  
We give: 60.2 weeks  
14 months

#### **Esthetics Part-Time**

Could finish: 23 weeks  
5.36 months  
We give: 33.32 weeks  
7.75 months

Attendance will be monitored on a monthly basis. The following charts are guidelines for students to enable them to monitor their progress in order to complete their course within the maximum time frames and to determine the minimum cumulative attendance requirements for course midpoint to satisfy satisfactory progress in attendance.

<u>Month</u>	<u>Full</u>	<u>Part</u>	<u>Month</u>	<u>Full</u>	<u>Part</u>
1	96	48	14	1344	672
2	192	96	15	-----	720
3	288	144	16	-----	768
4	384	192	17	-----	816
5	480	240	18	-----	864
6	576	288	19	-----	912
7	672	336	20	-----	960
8	768	384	21	-----	1008
9	864	432	22	-----	1056
10	960	480	23	-----	1104
11	1056	528	24	-----	1152
12	1152	576	25	-----	1200
13	1248	624	26	-----	1250

## **CURRICULUM OUTLINE/PERFORMANCE OBJECTIVES**

### ***COSMETOLOGY COURSE -- 1250 Clock Hours***

#### **Course Description and Objectives**

The Cosmetology course provides the student with a comprehensive study of hair, skin and nails. The course goal is to enable the student to successfully complete 1250 hours of training with a passing G.P.A. of 70% and to prepare the student for the State Board examination in order to obtain a license to practice cosmetology.

#### **Objectives**

- To develop a knowledge, understanding skill and appreciation in the theory and operation of cosmetology.
- To develop habits of good workmanship and the orderly performance of various tasks in the cosmetology professions.
- To develop habits of carrying out responsibilities properly, in the interest of safety and hygiene, for one's self and others.
- To learn to select wisely, care for and use commercial products properly, which are related to the application of treatments in the cosmetology profession in a safe manner.

To impart ideals and attitudes of willingness to cooperate between employer and employees.

- To foster an appreciation of scientific contributions to progress cosmetology.
- To develop professional ethics worthy of public confidence, acceptance and respect.

### Cosmetology Curriculum

### Cosmetology Hours Earned

PA Beauty Culture Law	10
Cosmetology History	
Life Skills	
Your Professional Image	50
Communication for Success	
Seeking Employment/On the Job	
Salon Business	
Infection Control	
Properties of the Hair & Scalp	90
Principles of Hair Design	
Shampooing, Rinse, Conditioning & Scalp Treatment	30
Braiding	
Hairstyling	90
Wig Enhancements	30
Haircutting	150
Hair Coloring	170
Permanent Waving	
Chemical Relaxing/Soft Curl Replacement	120
Histology of the Skin	
Anatomy & Physiology	150
Facials	60
Facial Make-up	60
Hair Removal	30
Manicures & Pedicures	
Advanced Nail Techniques	200
Nail Structure & Growth	
Chemistry & Electricity	10
<b>TOTAL HOURS</b>	<b>1250</b>



### **Performance Objective Schedule**

Students in this beginning Phase I must complete the following chapters and assignments before promotion to the next phase.

#### **Phase I: 0-750, approximately 25 weeks (Learning Format)**

1. Theory – Read chapter assignment
2. Attend lecture, view video's etc.
3. Complete assignments
4. Complete State Exam Review (S.E.R.)
5. Complete supplementary hand-out material
6. Maintain a 70% G.P.A.

The following chapters will be covered in the textbook: F 3, F 5, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20

Chapter numbers can vary depending on the Milady textbook being used.

#### **Practical Skills Learned:**

Draping, Shampooing, Scalp Treatment and Massage, Facials and Massage, Hair Styling, Hair Cutting, Permanent Waving, Superfluous Hair Removal, Hair Coloring, Nail Care, Chemical Hair Relaxing, Thermal Hair Pressing, Makeup, and a Phase 1 Color Project.

Students promoted to the next phase, which includes clinic must complete the following chapters and assignments:

NOTE: The state and school allow students to work on the public after successfully completing 300 clock hours of instruction.

#### **Phase II: 751-1250 hours, 16 weeks (Learning Format)**

1. Read chapter assignments
2. Attend lecture, view videos
3. Complete assignments
4. Complete State Exam Review (S.E.R.)
5. Complete supplementary handout material
6. Maintain a 70% G.P.A.

The following chapters will be covered: 1, F 1, F 2, F 4, F 6, F 7, 13, 14, 21, 22, 23, 24, F 8, F 9, F 10, & State Law. Chapter numbers can vary depending on the Milady textbook being used.

#### **Practical Skills Learned:**

Make-up, Wig Care, Clinic assignments including foiling and color application. Electricity, Product Knowledge, Chemistry, Classroom Color Projects, Salon Management, Professional Ethics, Communication Skills, Compensation & Payroll, Licensing Regulations.

**Phase III: Graduation Preparation**

Students must complete the following assignments before graduation takes place:

1. How to seek and obtain employment.
2. Payroll deductions
3. Preparation of employment application
4. Complete the required hours of training in the course enrolled as mandated by the State of Pennsylvania.
5. All practical skills and theoretical and practical evaluations completed and result in a passing G.P.A. of 70% or higher.
6. Required clinical work experience recorded and satisfactory result in a passing grade.

Continuance of clinic work with time allowed to complete all of the above requirements.

The following factors will be evaluated to determine official satisfactory academic progress at 450, 900 and 1075 clock hours.

**Instructional Methods/Learning Format**

Theory Work (test grades, homework, lectures, videos etc.)

Practical Work/Tests

Clinic Work

Attendance

Satisfactory Academic Progress requires that students maintain an average of 70% or above grade average. The grading system is as follows:

Students are evaluated in theory by written tests which have been developed to correspond with each unit in the text.

**Theory and Practical Tests** will be graded according to the following scale:

90	-- 100% A
80	-- 89% B
70	-- 79% C
69	-- Below is Failing

**Practical and Clinic work will be graded as follows:**

Grades from the scale above for all practical tests will be given to evaluate each measurable skill after the completion of our written practical tests. The practical grading criteria will be applied to all students in an objective, uniform and consistent manner. Clinic assignments are graded on an individual basis by the clinic instructor.

Students are required to complete a minimum number of assignments in each area according to their learning level.

### ***Student Teaching COURSE – 500 Clock Hours***

#### **Course Description and Objective Schedule**

The Student Teaching course provides the licensed cosmetologist with a comprehensive study and practice in the subjects necessary to develop effective instruction and learning situations that are up to date, accurate and based upon currently acceptable practices in cosmetology.

The course objectives are to develop the ability to teach theory and practice of cosmetology, using the four-step teaching plan. The student will learn to use various teaching aids; such as, textbooks, workbooks, audio-visual aids, tests, etc., to the best advantage in the classroom. The course is designed to provide information about specific teaching techniques to be used by the cosmetology instructor in the classroom and to understand the principles of psychology as applied to teaching.

The course goal is to help students to develop the qualities necessary for teaching excellence and to master professional competency as an instructor and personal characteristics that contribute to success in teaching.

#### **Student Teaching**

#### **Course of Study – 500 hours**

- Professional Teacher
- Student Motivation and Learning
- Methods, Management & Materials
- Testing and Evaluations
- Principles of Teaching/Learning
- Organization & Regulatory Requirements
- Record Management
- Lesson Plan Development
- Teaching Aids
- Presentation Techniques
- Academic Advising
- Course Development

## **Objectives**

- To prepare the student to teach, instruct and supervise cosmetology students and operators.
- To learn the organization of the school and the presentation of materials.
- To develop a positive teaching personality and to create a learning situation which is motivational, systematic and enjoyable for the cosmetology student.
- Provide career and employment information (ethics, compensation, payroll, licensing, business management).

## **Course Outline**

<b><u>Subject</u></b>	<b><u>Hours</u></b>
The Professional Teacher	100
Student Motivation & Learning	75
Methods, Management & Materials	300
Testing & Evaluation	<u>25</u>
<b>TOTAL</b>	<b>500</b>

The following factors will be evaluated to determine satisfactory academic progress at 250 clock hours and course completion 500 hours.

### **Instructional Methods/Learning Format**

Theory Work (test grades, homework, lectures, etc.)  
Practical Work/Tests  
Clinic Work  
Attendance progress (course midpoint & completion)

Satisfactory Academic Progress requires that students maintain an average of 70% or above grade average. The grading system is as follows: students are evaluated in theory by written tests which have been developed to correspond with each unit in the text.

**Theory and Practical Tests** will be graded according to the following scale:

90	- 100% A
80	- 89% B
70	- 79% C
69	- Below is Failing

**Practical** work will be graded as follows:

Grades from the scale above for all practical tests will be given to evaluate each measurable skill, after the completion of our written practical tests. The practical grading criteria will be applied to all students in an objective, uniform and consistent manner.

### ***ESTHETICS COURSE – 300 Clock Hours***

#### **Course Description and Objectives**

The Esthetics Course is a comprehensive study in the care of the skin and make-up artistry.

The course is designed to educate students in the practical sense, as well as, provide a well rounded knowledge of the theory behind the practical procedures. The student will learn the history of skin care and cosmetics, the importance of personal hygiene and public sanitation, image for the professional esthetics and professional ethics. Structure and function of the skin along with anatomy, chemistry and electricity and light therapy are also vital components.

Students will be thoroughly trained in both manual facials and machine facials, full consultations and skin analysis procedures.

Make-up techniques include analysis of facial structure, color harmony and facial balance, application of make-up for daytime wear, evening wear, as well as, measures for corrective make-up and theatrical make-up.

#### **Course of Study – 300 Hours**

- Theory
- Consultation and Skin Analysis
- Machine Facials
- Paraffin Wax Therapy
- Hygiene and Sterilization
- Make-up Techniques
- Reflexology
- Professional Ethics

### **Course of Study – 300 Hours (continued)**

- Salon Chemical Peel Procedures
- Preparation of Client
- Massage
- Facial Masks and Packs
- Superfluous Hair Removal
- Color Harmony
- Aromatherapy
- Product Knowledge Training
- Salon Management

### **Objectives**

- To develop a knowledgeable understanding, skill and appreciation of the theory and operation of esthetics.
- To develop habits of good workmanship and the orderly performance of various tasks in the field of esthetics.
- To develop habits of carrying out responsibilities properly in the interest of safety and hygiene for one's self and others.
- To learn to select wisely, care for, and use commercial products properly, which are related to the application of treatments in esthetics.
- To impart ideals and attitudes of willingness to cooperate between employer and employees.
- To foster an appreciation of scientific contributions to progress esthetics.
- To help the student to prepare for state board examinations in order to obtain a license to practice esthetics.
- To develop professional ethics worthy of public confidence, acceptance and respect.

**Esthetics Curriculum****Esthetics Hours Earned**

PA Beauty Culture	
OSHA	
Skin Care History & Professional Practices	40
Advanced Esthetics Topics & Career Plan	
Salon/Spa Business & Selling	
Sanitation & Disinfection	
Anatomy & Physiology	
Chemistry of Esthetics	
Cosmetic Chemistry	100
Basics of Electricity	
Physiology & Histology of the Skin	
Skin Disorders & Diseases	
Skin Analysis & Facials	
Treatment Room & Massage Machines	100
Make-up/Color Harmony	
Product Selection & Ingredients	50
Hair Removal	10
<b>TOTAL HOURS</b>	<b>300</b>

**NOTE: The state and school allow students to work on the public after successfully completing 75 hours of instruction.**

The following factors will be evaluated to determine academic progress at 150 clock hours and course completion at 300 clock hours.

**Instruction Methods/Learning Format**

Theory Work (test grades, homework, lectures, videos etc.)  
Practical Work/Tests  
Clinic Work  
Attendance Progress

Satisfactory Academic progress requires that students maintain an average of 70%. The grading system is as follows: Students are evaluated in theory by written tests which have been developed to correspond with each unit in the text.

**Theory and practical tests work will be graded as follows:**

90	--	100% A
80	--	89% B
70	--	79% C
69	—	Below is Failing

Grades from the scale above for all practical tests will be given to evaluate each measurable skill after the completion of our written practical tests, the practical grading criteria will be applied to all students in an objective, uniform and consistent manner. Clinic assignments are graded on an individual basis by the instructor.

Students are required to complete a minimum number of assignments in each area according to their learning level.

**GRADUATION POLICY** (Cosmetology, Esthetics, Student Teaching)

1. Complete the required hours of training in the course enrolled mandated by the State of Pennsylvania.
2. Practical tests and theoretical evaluations completed and result in a passing G.P.A. of 70%.
3. Required clinical work recorded and satisfactory results obtained.
4. Final exam completed with at least a 70% passing grade.
5. All financial obligations fulfilled and/or satisfactory arrangements have been made thru private loans payable beyond graduation.
6. Upon completion of these requirements, the student is presented a diploma from the school.

Note: Transfer Cosmetology students who have completed 900 clock hours, early tested and passed the State Board exam are not required to take the schools State Law final or the Cosmetology Final exam. Transfer students are required to provide the school with the Official State Board document verifying they have passed the State Board exam.

**SCHOLARSHIP PROGRAMS**

Scholarship awards are available for students who meet eligibility requirements for the Cosmetology, Esthetics programs.

**Lansdale School of Cosmetology  
High School Scholarship Program**

**Cosmetology Program**

Monetary Value: \$600.00 off price of tuition only, per student

**Esthetics Program**

Monetary Value: \$600.00 off price of tuition only, per student



**\*Note:** To be eligible for the Cosmetology Scholarship, a student must contract for 1250 clock hours.

**\*\*Note:** Students must complete their program to be eligible for the scholarship.

### **Eligibility Requirements**

- Must have a high school diploma or its' equivalent.
- Student must have a "B" average which is a cumulative total for all courses completed in their senior year.

### **Pregnancy and Related Conditions: staff and students**

The school will provide reasonable modifications: this includes private space for lactation, reasonable break times, and Leave of Absence if necessary.

## **ACCREDITATION**

The Lansdale School of Cosmetology is approved and accredited by the National Accrediting Commission of Career Arts and Sciences and complies with the NACCAS Rules of Practice and Procedure, Standards and Criteria. The school is also approved by the Pennsylvania State Board of Cosmetology. All licenses and certificates of accreditation are easily accessible for viewing on the wall in the back hallway which leads to the office on the first floor of the school.

### **NACCAS**

3015 Colvin St  
Alexandria, VA  
22314  
(703) 600-7600

### **STATE BOARD OF COSMETOLOGY**

Department of State, Bureau of  
Professional and Occupational Affairs  
Box 2649  
Harrisburg, PA 17105-2649  
(717) 783-7130

**\* APPROVED FOR VETERANS EDUCATION**

**\*\* Lansdale School of Cosmetology "Code of Conduct":**

The institution does not participate in; revenue sharing, contracting or preferred lender arrangements, receive gifts (gratuity, favor, discount, entertainment, hospitality, etc.) from Title IV or private lenders. We do not assign or refuse to certify a borrower's loan based on a particular lender.

## **LANSDALE SCHOOL OF COSMETOLOGY**

### **INSTRUCTOR PROFILE**

**Mrs. Robbin Voltz**

**School President/Administrator/Substitute Instructor**

Mrs. Voltz has been a member of the Lansdale School of Cosmetology staff since 1982. She has been actively involved in all aspects of teaching, supervisory and administrative duties in the school. Her responsibilities have included the writing of school programs and curriculum and the implementation of NACCAS standards into all courses.

Mrs. Voltz is a certified Esthetician and holds membership in the following organization:

- Pennsylvania Association of Private School Administration (MAACS)

Mrs. Voltz has dedicated herself to establishing high standards of quality cosmetology education for her students, through developing and guiding their ability to achieve their maximum growth potential.

**Ms Stephanie Mellon**

**Cosmetology Instructor**

**Ms. Jessica Mecca**

**Cosmetology Instructor**

Ms. Mecca is a 1999 graduate of the Lansdale School of Cosmetology. Since that time, she has spent most of her career in the salon with a focus on haircolor. She acquired her Redken Color Certification in 2000 and continues to stay current by pursuing on-going education and remaining in the salon a few days a week.

In 2017, Ms. Mecca attained her teachers license and began dividing her time between the salon and teaching. She believes that maintaining a presence in the salon allows her to be a relevant resource for her future graduates as she can incorporate real “salon life” into their education. Communication, consultation, and creating an amazing guest experience is also an element of the beauty industry she enjoys facilitating. Currently, Ms. Mecca teaches our Phase 1 cosmetology program.

**Mrs. Deborah Bergey**

**Director Continuing Education/Supervisor/Instructor/Financial Aid Officer**

Mrs. Bergey received her Cosmetology license from the Allentown School of Cosmetology. She has had a long history with Lansdale School of Cosmetology. She came for the Masters Programs and in the late 1980's she entered the Cosmetology Instructor program. She received her teacher's license and immediately took a teaching position at Lansdale School of Cosmetology.

Mrs. Bergey has had many different roles and responsibilities at Lansdale School of Cosmetology for more than 20 plus years. Her focus today is on Continuing Education classes for both the cosmetology and esthetics programs as well as being the school supervisor.

**Ms Kira Andersen**

**Esthetics Instructor**

## **LANSDALE SCHOOL OF COSMETOLOGY**

### **SALON SURVEY RESULTS**

The following results have been extracted from a survey sent to over 100 salons in the Philadelphia area. The survey asked the questions: **#1. In your opinion, what are some of the industries “physical demands?”** and **#2. In your opinion, what would the industries “safety requirements” include?**

#### **#1. Physical Demands**

- Long hours standing and or sitting, which result in: leg, feet, back and arm problems
- Stamina, energy
- Dry hands (chemical reaction)
- Tension

#### **#2. Safety Requirements**

- Proper ventilation filter systems
- Rubber gloves – protection from the chemicals
- Support hose/shoes
- Product knowledge
- Smoke free environment
- Sterilization
- Aids and Disease Awareness
- State Law Requirements – thorough knowledge

### **2024 Institutional Student Outcomes Rates**

Institutional Graduation Rate:	97.37 %
Institutional Job Placement Rate:	77.78 %
Institutional Licensure Rate:	100 %

**Consumer Information**  
**Student Right to Know Completion and Graduation Data**

**COSMETOLOGY:                      SOC Code (39-5012)      CIP Code (12.0401)      1250 Clock Hours**

**2026 Tuition:** \$18,212.50                      **2026 Enrollment fee, Kit, Books, T-Shirts:** \$2623.00  
**2024 Graduation Rate:** 100%   **2024 Placement Rate:** 92.3%      **2024 Licensure Rate:** 100%

**STUDENT TEACHING:    SOC Code (39-5012)      CIP Code (12.0413)      500 Clock Hours**

**2026 Tuition:** \$5,250.00                      **2026 Enrollment fee, Books, T-Shirts:** \$723.00  
**2024 Graduation Rate:** 100%      **2024 Placement Rate:** 100%      **2024 Licensure Rate:** 100%

**ESTHETICS                                      SOC Code (39-5094)      CIP Code (12.0409)      300 Clock Hours**

**2026 Tuition:** \$5,250.00                      **2026 Enrollment fee, Kit, Books, T-Shirt:** \$1,723.00  
**2024 Graduation Rate:** 95.6%      **2024 Placement Rate:** 66.6%      **2024 Licensure Rate:** 100%

\*For the most current consumer data for our school go to: <https://nces.ed.gov/collegenavigator>

**Important Federal Information:**

For information regarding occupations visit the Department of Labors O\*NET site at:

<http://www.onetonline.org>

For information regarding occupations visit the Bureau of Labor Statistics as:

[http://www.bis.gov/oes/current/oes\\_stru.htm#39-0000](http://www.bis.gov/oes/current/oes_stru.htm#39-0000)

For information on our Privacy Policy visit FERPA Rights at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html>

For Financial Aid information USDE makes information available to students online at:

<http://www.studentaid.ed.gov>

For Direct Loans, students must complete a "Master Promissory Note", and "Entrance Counseling" online:

<https://studentloans.gov/myDirectLoan/index.action>

**Additional Consumer Information:**

2019 Cohort of Full-time, First-time students Completion rate: 46% (150% of Normal Time) 92% (200% time)

2022 Cohort Full-time Retention Rate: 89%

2022 Cohort Part-Time Retention Rate: 97%

2020 Cohort of Full-time, First-time students Completion rate: 56% (150% of Normal Time)

**Percentage of Students Enrolled: Fall 2020**

Women: 100%

White: 65%

Hispanic: 15%

American Indian: 0%

Asian: 8%

Pacific Islander: 0%

African American: 2%

Two or more races: 3%

\*See pages 41&42 for IPEDS Information.

## **POLICY GUIDELINES FOR VETERANS RECEIVING VA EDUCATIONAL ASSISTANCE ALLOWANCE**

### **Covered Individual:**

**VA student can attend and participate in the course of study during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 to the institution.**

**The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.**

### **ACADEMIC STANDARDS OF PROGRESS**

**Minimum Satisfactory Grades: Refer to page 19**

#### **Probationary Period**

Regardless of the institution's written probationary policy, Department of Veterans Affairs (DVA) will be notified if any individual's probationary period exceeds either 2 semesters/terms or 25% of the total length of the program. If the institution has a shorter probationary period, then DVA must be notified when the individual exceeds that period. This statement does not imply any action concerning when an individual should be terminated from the program/institution. It simply states the policy for notifying the DVA.

#### **Re-Entrance for Students Dismissed for Unsatisfactory Progress**

Students can be evaluated on an individual basis, or school's current written policy.

## **CREDIT FOR PREVIOUS TRAINING**

Individuals past educational and professional experience will be evaluated and appropriate transfer credit given. The length of the program will be decreased accordingly and the credits/clock hours credited will be reported to the VA.

## **MAKE-UP WORK**

Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

## **PRO-RATA REFUND POLICY (Non-Accredited)**

In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

## **CLASS-CUTS**

Class cuts are not permitted and shall be recorded as absences.

## **TARDINESS**

Refer to page #4

## **CHANGE OF STATUS**

The VA will be notified within 30 days if a student changes status (i.e. full-time to  $\frac{3}{4}$  time), fails to make academic progress as stated above, or is dismissed/withdraws from the program.

## **RECORDS**

Upon review by representatives of the State Approving Agency or the Department of Veterans Affairs, records should include the appropriate VA forms, documentation of correspondence with the VA, the student's transcripts, attendance records (if applicable) and the current class schedule. Veteran's records should be retained for a minimum of three years from the student's graduation or termination from the program.

*Each veteran/reservist/eligible dependent will receive a copy of all the institution's policies including this document.*

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **LANSDALE SCHOOL OF COSMETOLOGY**

### **POLICY ON DRUGS & ALCOHOL**

The use of drugs or alcohol on the premises or during school related field trips is positively forbidden. Students using, selling or found in possession of any drugs or alcohol in violation of borough, state or federal laws will be **EXPELLED AND REFERRED TO THE PROPER AUTHORITIES!**

### **DISCIPLINARY POLICIES**

As you know, we are an educational institution, and have a responsibility to ensure that all students work in a safe and professional environment. Administration cannot tolerate activity which adversely affects the environment or reputation of the institution. Therefore, certain conduct will not be permitted and will be subject to corrective action, which may include verbal warnings, written warnings or expulsion.

Disciplinary decisions will be made on a case by case basis. Administration reserves the right to terminate any student, with or without prior warning or notice, if in the opinion of the management, the student's behavior might constitute a change to the safety or reputation of the school.



Examples of conduct warranting disciplinary action of one degree or another include the following:

- Coming to school in an inebriated (drunk) condition.
- Using or possessing alcoholic beverages or narcotics on school property.
- Possessing firearms, weapons or explosives on school property.
- Interfering with the work performance of a teacher or another student.
- Fighting on school property.
- Being insubordinate.
- Stealing or attempting to steal any school, student or employee's property or removing school property without authorization from the administration.
- Conviction of a felony.
- Intentionally misstating or concealing facts in connection with financial aid, education and Lansdale School of Cosmetology enrollment policies.
- Falsifying school documents.
- Willfully or carelessly violating the school's safety and fire prevention policies.
- Continual absenteeism or tardiness.
- Engaging in horseplay or causing a disturbance.
- Contributing to unsanitary conditions.

## **DISCIPLINARY ACTION**

### **Verbal Counseling**

Informal action, usually oral, in which the student is disciplined for some violation of a rule, regulation, etc., involving a relatively minor degree of seriousness and is warned by the teacher or administration against repetition of such violation. A note of this verbal warning will be placed in the student's personnel file.

### **Written Warning**

A formal written statement to the student which contains a complete description of the offense. Each warning will be made part of the student's personnel file. This written form may be used for a single incident or where a student has received verbal counseling regarding a relatively minor offense and has not taken satisfactory corrective action.

## **Expulsion**

The administration reserves the right to expel any student, with no refund of tuition under the following circumstances:

- Student using, selling or found in possession of any drugs or alcohol on school premises or during school related field trips.
- Stealing or attempting to steal any school, student's or employee's property.
- Having received three or more formal written warnings from the administration for a single incident or various unrelated violations.
- Fighting on school property.

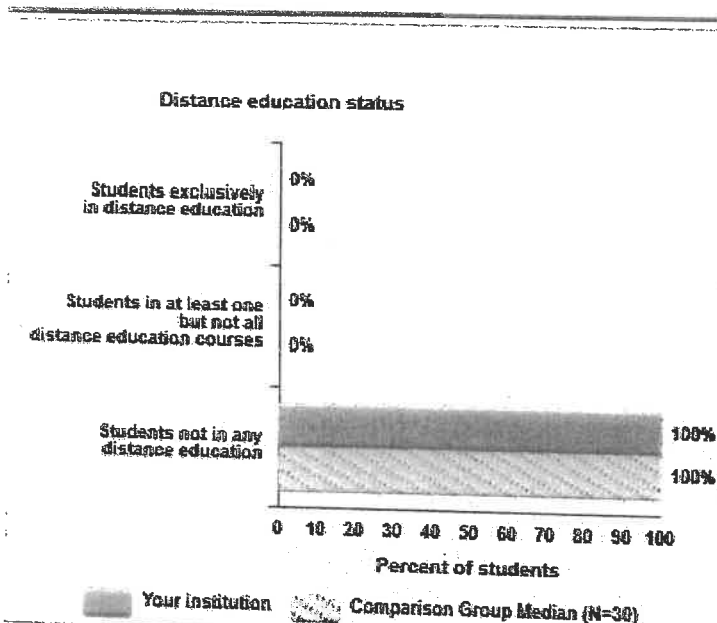
## **Drug Violations**

Any enrolled Title IV Financial Aid Student who receives a drug violation will have their Title IV Financial Aid suspended, until the student can provide acceptable verification from the appropriate government agency that they are no longer in violation of a drug offense.

**Note:** School reserves the right to seek guidance on the entire "Drug Violation" process, verification, etc.

- **FEDERAL FINANCIAL AID CREDIT BALANCE POLICY**  
A FSA Credit balance occurs when the total of all FSA funds credited to the student's account (during a payment period) exceeds the total tuition, fees, kit/books, and eligible educational charges for the payment period. The student or parent can authorize the school to hold the credit balance. If the student or parent chooses not to authorize the school to hold the credit balance it will be paid to the student or parent no later than 14 calendar days after the balance is created.

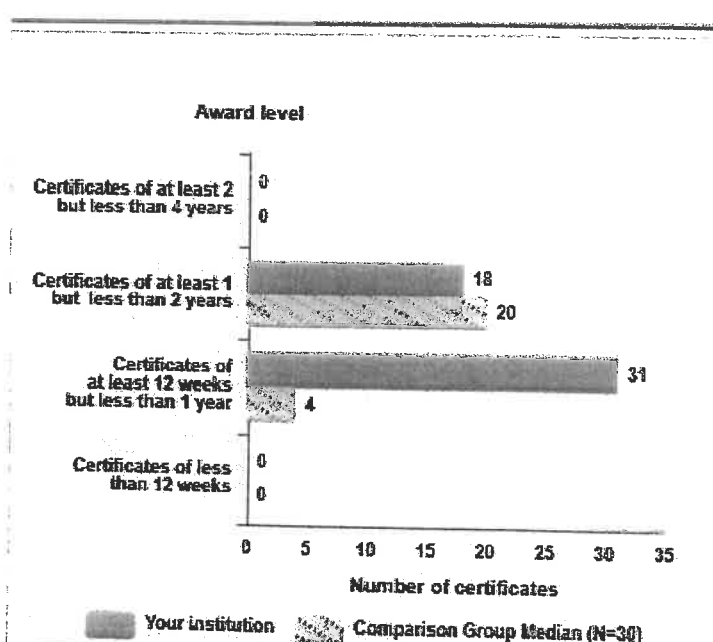
**Figure 4. Percent of students enrolled in distance education courses, by distance education status: Fall 2023**



NOTE: N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2024, Fall Enrollment survey component.

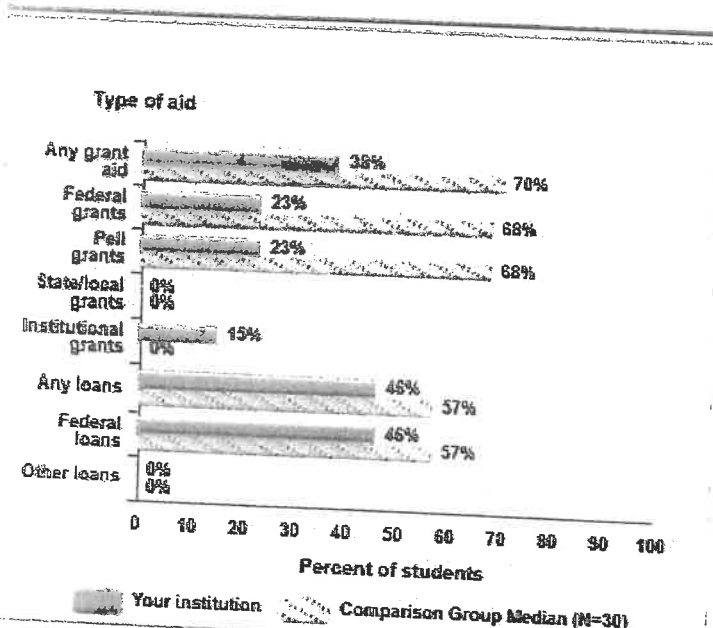
**Figure 5. Number of certificates conferred, by award level: 2022-23**



NOTE: N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2023, Completions survey component.

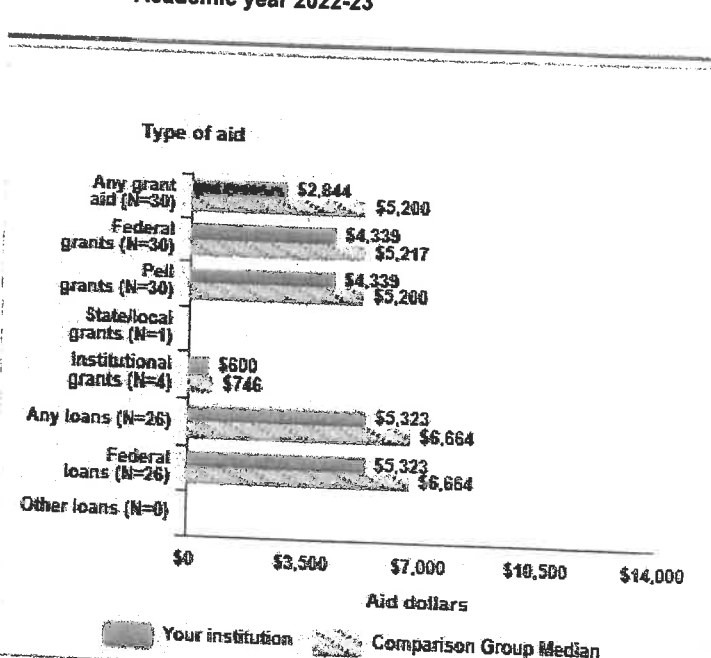
**Figure 6. Percent of full-time, first-time degree/certificate-seeking undergraduate students who were awarded grant or scholarship aid, or loans, by type of aid: Academic year 2022-23**



NOTE: Any grant aid above includes grant or scholarship aid awarded from the federal government, state/local government, or the institution. Federal grants include Federal Pell grants and other federal grants. Any loans include federal loans and other loans awarded to students. For details on how students are counted for financial aid reporting, see Cohort Determination in the Methodological Notes. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2023-24, Student Financial Aid survey component.

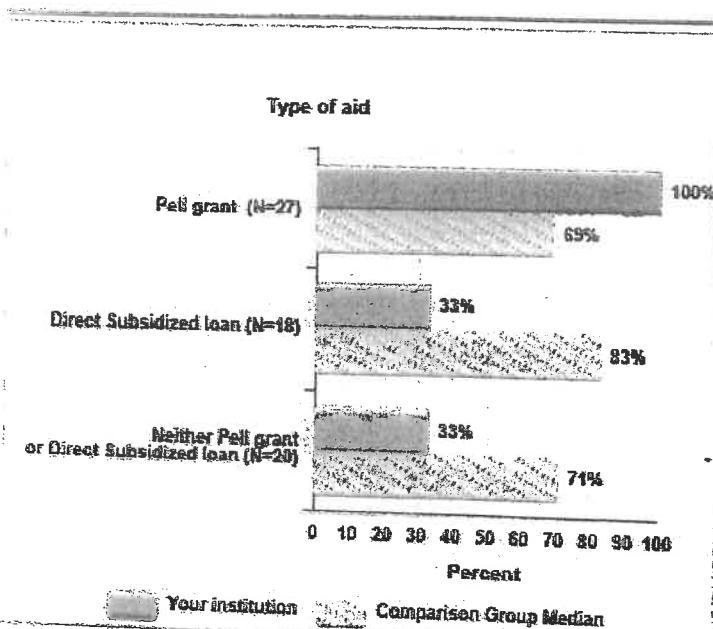
**Figure 7. Average amounts of awarded grant or scholarship aid, or loans awarded to full-time, first-time degree/certificate-seeking undergraduate students, by type of aid: Academic year 2022-23**



NOTE: Any grant aid above includes grant or scholarship aid awarded from the federal government, state/local government, or the institution. Federal grants include Federal Pell grants and other federal grants. Any loans include federal loans and other loans awarded to students. Average amounts of aid were calculated by dividing the total aid awarded by the unduplicated count of recipients at each institution. N is the number of institutions in the comparison group that have a value for each indicator. Medians are not reported for comparison groups with less than three values.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2023-24, Student Financial Aid survey component.

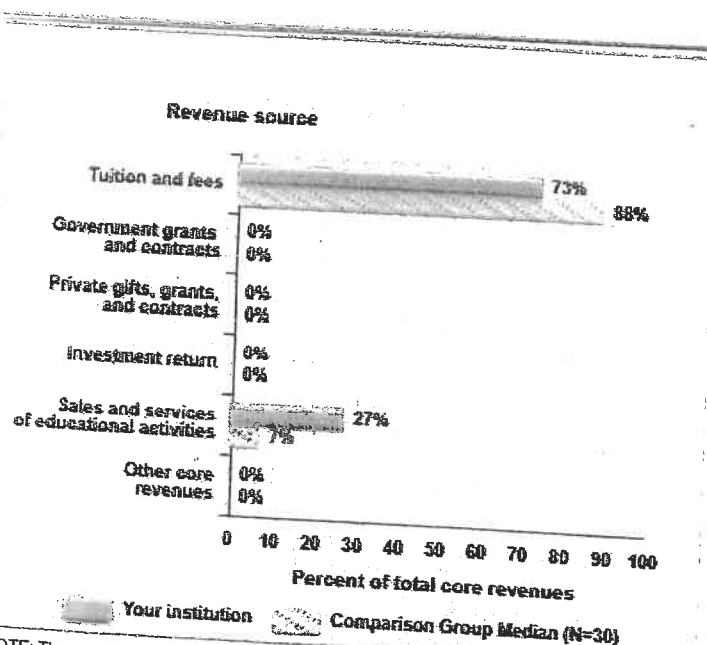
**Figure 12. Graduation rates of all full-time, first-time degree/certificate-seeking undergraduate students within 150% of normal time to program completion, by type of aid: 2020 cohort**



NOTE: Graduation rate cohort includes all full-time, first-time degree/certificate-seeking undergraduate students. Data were collected on those students, who at entry of the cohort, were awarded a Pell Grant and students who were awarded a Subsidized Stafford loan, but did not receive a Pell Grant. Graduation rates are the Student Right-to-Know rates. For more details, see the Methodological Notes. N is the number of institutions in the comparison group that have a value for each indicator.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2023-24, Graduation Rates survey component.

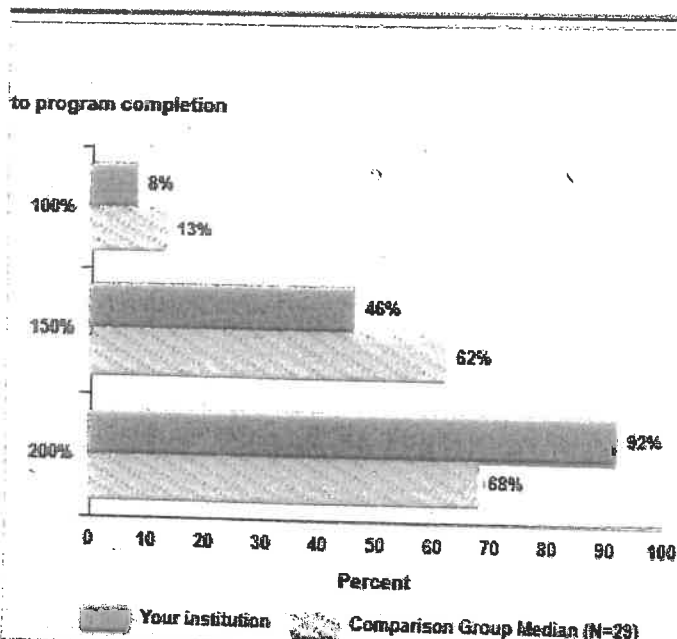
**Figure 14. Percent distribution of core revenues, by source: Fiscal year 2023**



NOTE: The comparison group median is based on those members of the comparison group that report finance data using the same accounting standards as the comparison institution. For more information, see the Methodological Notes. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2024, Finance survey component.

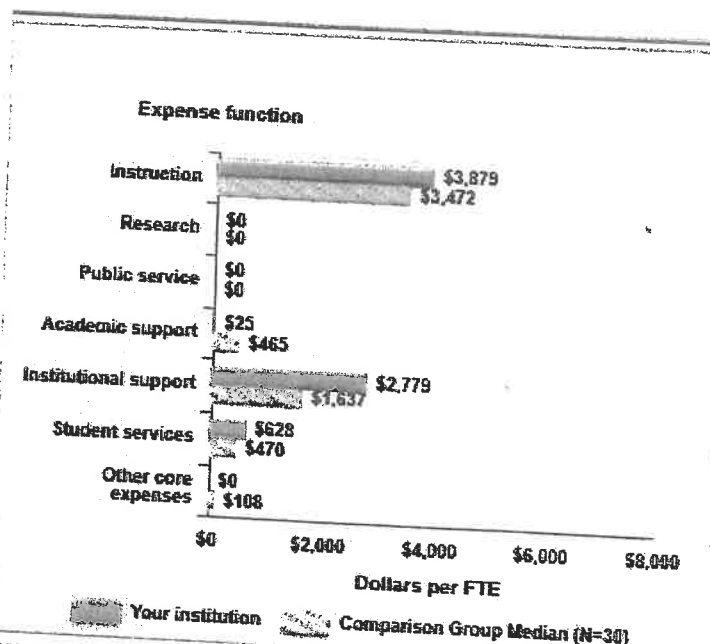
**Figure 13. Graduation rates of all full-time, first-time degree/certificate-seeking undergraduate students within 100%, 150%, and 200% of normal time to program completion: 2019 cohort**



NOTE: The 150% graduation rate is the Student Right-to-Know (SRK) rates; the Normal time and 200% rates are calculated using the same methodology. For details, see the Methodological Notes. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2023-24, 200% Graduation Rates survey component.

**Figure 15. Core expenses per FTE enrollment, by function: Fiscal year 2023**



NOTE: Expenses per full-time equivalent (FTE) enrollment, particularly instruction, may be inflated because finance data includes all core expenses while FTE reflects credit activity only. For details on calculating FTE enrollment and a detailed definition of core expenses, see the Methodological Notes. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2023, 12-month Enrollment survey component and Spring 2024, Finance survey component.

# 2026

## LANSDALE SCHOOL OF COSMETOLOGY

The following are the 2026 class starting dates for Cosmetology, Esthetics, and Student Teacher classes. If you have any questions, please feel free to call us at 215-362-2322. We do ask that you plan accordingly and enroll prior to the start date.

*\*Please note that all course start dates are subject to change.*

### COSMETOLOGY

Full-time: Monday through Friday (10 ½ months) 9:00 AM to 3:30 PM

Part-time Monday through Friday (13 months) 9:00 AM to 2:00 PM

**Monday: January 26**

**Monday: February 23**

**Monday: March 23**

**Monday: April 20**

**Monday: May 18**

**Monday: June 22**

**Monday: August 17**

**Monday: September 21**

**Monday: October 19**

**Monday: November 16**

### ESTHETICS

Monday and Tuesday (5 ½ months) 9:00 AM to 4:00 PM

**Monday: January 19**

**Monday: March 23**

**Monday: May 18**

**Monday: July 20**

**Monday: September 21**

**Monday: November 23**

### STUDENT TEACHING

Refer to Cosmetology start dates

Revised: 11/20/2025



## Return to Title IV Policy

**RETURN OF TITLE IV FUNDS** The Department of Education specifies how (Lansdale School of Cosmetology) must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from the Lansdale School of Cosmetology institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges. A student may withdraw from Lansdale School of Cosmetology at any time by notifying the Financial Aid office in writing of his/her decision to withdraw. Date of Determination that you are withdrawn will be determined as follows: 1. Official Withdrawal - by the postmark on written notification, the date said notification is delivered to Lansdale School of Cosmetology in person or the date of termination by Lansdale School of Cosmetology. 2. Unofficial Withdrawal - a. - after 14 consecutive calendar days of absence, on the 15th day the student will be considered withdrawn. b. - failure to return on the approved return date of a Leave of Absence. In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speak to a Financial Aid Administrator prior to withdrawing. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period. For example, if the student withdrew at 223 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s). A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Lansdale School of Cosmetology is responsible for returning the portion of the excess equal to the lesser of: 1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or 2. The entire amount of excess funds. A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist

of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If the post-withdrawal disbursement is grant only, student permission to disburse is not required. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. The student has the option to choose to have all or part of the funds disbursed. The funds will be disbursed according to the student's preferred option. Lansdale School of Cosmetology has 30 days from the date of Lansdale School of Cosmetology's determination that the student withdrew to offer the post-withdrawal disbursement of a loan to the student. The student has 14 days from the date Lansdale School of Cosmetology sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Lansdale School of Cosmetology will make payment within 30 days of receipt of the student's acceptance of the disbursement. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Lansdale School of Cosmetology's notification. Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full. Unearned Title IV funds will be returned to the federal student aid programs in the following order: 1. Federal Unsubsidized Direct Loan 2. Federal Subsidized Direct Loan 3. Federal Plus Direct Loan 4. Federal Pell Grant.

I have read and received a copy of this Return to Title IV Policy \_\_\_\_\_

Student Signature



## **Post Withdrawal Policy**

### **Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

I have read and received a copy of this Post Withdrawal Policy \_\_\_\_\_

**Student Signature**



### Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
MANSLAUGHTER BY NEGLIGENCE	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
RAPE	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
FONDLING	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
INCEST	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
STATUTORY RAPE	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
ROBBERY	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
AGGRAVATED ASSAULT	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
BURGLARY	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
MOTOR VEHICLE THEFT	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
ARSON	2023	0	NA	NA	0
	2024	0	NA	NA	0

215 West Main St  
Lansdale, Pa 19446

- Our school does not maintain residential facilities
- We had no hate crimes reported in 2022,2023, and 2024 on-campus or within the reportable public Clery Act geography
- We had no unfounded crimes in 2022,2023, and 2024 on- campus or within the reportable public Clery Act geography

Initials: \_\_\_\_\_

### VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
DATING VIOLENCE	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
STALKING	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0

### Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
ARRESTS: DRUG ABUSE VIOLATIONS	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
ARRESTS: LIQUOR LAW VIOLATIONS	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2022	0	NA	NA	0
	2023	0	NA	NA	0
	2024	0	NA	NA	0

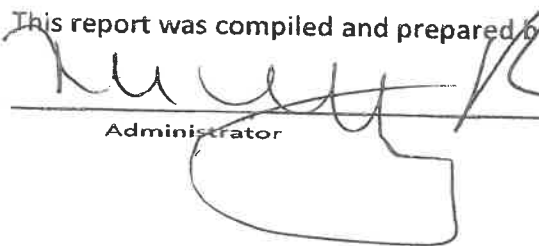
**Lansdale School of Cosmetology Emergency/Evacuation Procedures**

- **All emergencies are reported to Mrs. Voltz, in her absence Mrs. Bergey, in her absence Miss. Wright**

In case of emergency, the students are instructed to evacuate in the following manner:

1. Emergency alarm sounds
2. Instructor will direct all students to either front or rear exits
3. Students must line up single file and walk, **not** run to stairway and doorways which will lead them out of the building.
4. The elevator **should not** be used in any case of emergency.
5. Students may not re-enter the building until the instructor has received an "all clear" message and advises the students the same. All exits are clearly marked with exit signs. Automatic emergency lighting system takes over if electricity loss occurs.

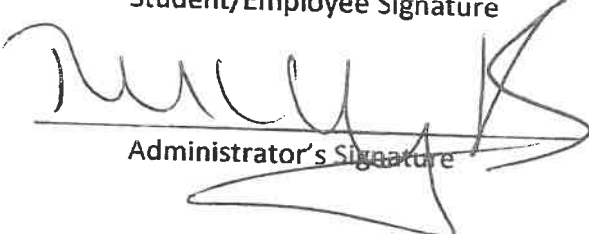
This report was compiled and prepared by Mrs. Voltz, the School Administrator.

  
\_\_\_\_\_  
Administrator

8/26/25  
\_\_\_\_\_  
Date

I, \_\_\_\_\_ have received a copy of the Lansdale School of Cosmetology's most recent "Campus Security Report".

\_\_\_\_\_  
Student/Employee Signature

  
\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

8/26/25  
\_\_\_\_\_  
Date

# Lansdale School of Cosmetology

DATE 2/16/23

215 WEST MAIN STREET  
LANSDALE, PA 19446-2003  
(215) 362-2322

To Whom It May Concern:

Below is our clock hour breakdown for our diploma programs. This information will be added to our next catalog publication.

## COSMETOLOGY PROGRAM

SUBJECT	THEORY	PRACTICAL	TOTAL HOURS
Phase 1	add	add	690
Draping, Shampooing, Scalp Treatment and Massage, Facials and Massage, Hair Styling, Hair Cutting, Permanent Waving, Superfluous Hair Removal, Hair Coloring, Nail Care, Chemical Hair Relaxing, Thermal Hair Pressing, Makeup, and a Phase 1 Color Project	230	460	
Phase 2	add	add	560
Make-up, Wig Care, Clinic assignments including foiling and color application. Electricity, Product Knowledge, Chemistry, Classroom Color Projects, Salon Management, Professional Ethics, Communication Skills, Compensation & Payroll, Licensing Regulations.	93.5	466.5	
TOTAL	add 323.5	add 926.5	1250

## STUDENT TEACHING PROGRAM

SUBJECT	THEORY	PRACTICAL	TOTAL HOURS
The Professional Teacher	add 33	add 67	100
Student Motivation & Learning	add 25	Add 50	75
Methods, Management & Materials	add 100	Add 200	300
Testing & Evaluation	add 9	Add 16	25
TOTAL	add 167	add 333	500

## ETHETICS

SUBJECT	THEORY	PRACTICAL	TOTAL HOURS
A Beauty Culture	Add	Add	40
OSHA			
Skin Care History & Professional Practices Advanced	19	21	
Esthetics Topics & Career Plan Salon/Spa Business & Selling	add	add	100
Sanitation & Disinfection			
Anatomy & Physiology			
Chemistry of Esthetics			
Cosmetic Chemistry			
Basics of Electricity	46	54	
Physiology & Histology of the Skin			
TOTAL	50		

Skin Disorders & Diseases

Skin Analysis & Facials

Treatment Room & Massage Machines

Make-up/Color Harmony Product Selection & Ingredients

Hair Removal

TOTAL

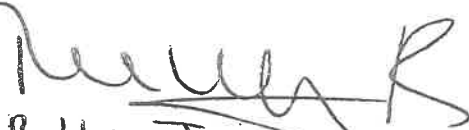
Add	46	add	54	100
Add	23	Add	27	50
Add	5	Add	5	10
add	139	Add	161	300

Regards,

Signature

Name

Title

  
Robbin J. Voltz  
President

## LANSDALE SCHOOL OF COSMETOLOGY

### Title 4 Verification and Professional Judgement Policies

If a student's FAFSA is selected for "Verification", this is a process of ensuring accuracy and consistency of family-reported data used to determine eligibility for need-based assistance. The institution would notify the student of the verification requirements and provide verification documents to the student. The student/family will be required to complete the documentation and submit the documents to the school for processing. Once processing has been completed by our Third Party Servicer the student will be notified via email if their Student Account Index (SAI) and Title 4 aid amounts change.

All verification requirements/documentation must be completed, accepted by the school and a verified (SAI) obtained before a student can enroll in our cosmetology program.

If a student wishes to enroll while waiting on the completion of the verification process they may do so as a "cash paying student".

#### Professional Judgement

All students are eligible to apply for a Professional Judgement. Students are eligible to apply for a Professional Judgement to make changes to the cost of attendance (COA) or Student Aid Index (SAI). The Institution also has the authority to use professional judgement to make a dependency override, in which an otherwise dependent student is considered an independent for Title 4 program purposes. Professional judgements are made on a case-by-case basis, and students are required to return the request and supporting documentation timely to the institution. The institution will confirm if the student is approved or denied in their request and the impact on the Title 4 program.

A Professional Judgement may only be considered after verification is successfully completed if the student's FAFSA application is selected for verification.