



Dear Financial Aid Student:

Welcome to Lansdale School of Cosmetology. You are receiving this letter because you have completed a FAFSA and have requested the school determine if you qualify for a Federal grant and/or Direct Loans to pay for your program costs.

Please be advised, in order for the school to determine your financial aid eligibility and request financial aid monies to pay for your program costs, your responsibilities are the following:

- 1) Complete a "Master Promissory Note" for Direct Loans before or by the end of the first week of class (online).
- 2) Complete "Entrance Counseling" before or by the end of the first week of class (online).
- 3) Supply to the Financial Aid Officer, all required documentation to process financial aid in a timely manner.

\*\*\*\*\* Important information to understand about Financial Aid eligibility.

- 1) Students are only eligible for their Financial Aid grant and/or loan monies that would be credited to their program costs if they attend their scheduled classes and maintain Satisfactory Academic progress.
- 2) If the student withdraws from the program, thus becoming ineligible for financial aid, they may be subject to a return of financial aid monies back to the Federal Financial Aid programs.

At this point, the scheduled costs would become solely the students' responsibility to be paid in cash.

- 3) This includes the issued kit and books which are non-refundable and would be the responsibility of the student if they are not paid with financial aid monies or if financial aid monies must be returned to the Federal programs.

I, \_\_\_\_\_ have read, understand and have received a copy of this notice.  
Student Name

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

\_\_\_\_\_  
Date

**Criminal Offenses Reporting Table**

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
MANSLAUGHTER BY NEGLIGENCE	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
RAPE	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
FONDLING	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
INCEST	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
STATUTORY RAPE	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
ROBBERY	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
AGGRAVATED ASSAULT	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
BURGLARY	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
MOTOR VEHICLE THEFT	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
ARSON	2020	0	NA	NA	0
	2021	0	NA	NA	0

215 West Main St  
Lansdale, Pa 19446

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

**VAWA Offenses Reporting Table**

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
DATING VIOLENCE	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
STALKING	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	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.	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
ARRESTS: DRUG ABUSE VIOLATIONS	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
ARRESTS: LIQUOR LAW VIOLATIONS	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2020	0	NA	NA	0
	2021	0	NA	NA	0
	2022	0	NA	NA	0

215 West Main St  
Lansdale, Pa 19446

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

Lansdale School of Cosmetology Emergency/Evacuation Procedures

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

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.

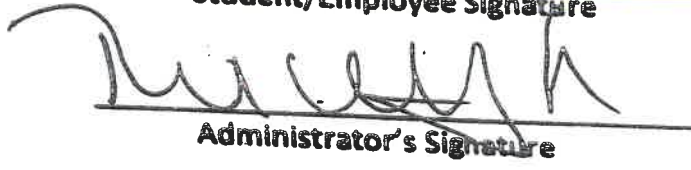
  
\_\_\_\_\_  
Administrator

9/15/2023  
\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

9/15/2023  
\_\_\_\_\_  
Date

# **CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

**Attention Students and Employees**

**Effective: July 1, 1991**

*Required by the U.S. Department of Education, "Crime Awareness and Campus Security Act of 1990"*

## **CLERY ACT**

The Act requires that schools collect certain information on crime related activities occurring on school property and also those areas indirectly involved with the school. For the Lansdale School of Cosmetology, that would mean the school itself, Vine St parking lot and the Main Street sidewalk in front of the school.

This notice is to make you aware of the school's requirements and procedures for you to follow in order to report crime related activities.

1. All criminal activities and emergencies occurring in the areas listed above should be reported to the school administration promptly. Among the crimes to be reported are: sexual assault and harassment, murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, etc. If you are in doubt, report it! The institution will document these reports and where it is applicable; report them to the proper authorities.

Counseling thru NOVA (Network of Victim Assistance) is also available – 1-800-675-6900

### **NOTE:**

It is important that all activities be reported accurately and promptly to the school administration, the coordinator for this process is Mrs. Voltz (Title 9 Coordinator).

2. The school is open between 9:00 AM and 4:00PM, Monday thru Wednesday and 9:00 AM to 3:30 PM, Thursday and Friday. All other times the school is kept securely locked/alarmed and is closed for business and instruction.
3. Lansdale School of Cosmetology encourages students and employees to be responsible for their own security and the security of others.
  - a. Keep all personal possessions locked in your school locker when not in use.
  - b. Place an identification marker on all of your personal belongings.
  - c. When leaving the premises students and employees are encouraged to leave in pairs or groups.
  - d. Keep motor vehicles locked and packages/personal possessions out of sight.
4. The institution also makes available to students and employees information on crime prevention and statistics which can be obtained from the school administrator, the institutions Manual and Catalog and our recent Campus Security report which is part of our orientation paperwork.

I, \_\_\_\_\_ have read and received a copy of the information on this school policy.

\_\_\_\_\_  
**Students' Signature**

\_\_\_\_\_  
**Date**

**Lansdale School of Cosmetology  
Notice of Privacy Practices (FTC Final Rule)  
Effective May 1, 2003**

**“Identity Theft Prevention”**

The L.S.O.C. is concerned with the protection of our staff/students privacy and the confidentiality of their personal and academic records. This document offers a declaration of our commitment to preserving our staff/students confidential and private information.

This notice describes our privacy practices for staff, current and former students. It explains how we use information about you and when we may share that information with others. We are required by law to maintain the privacy of your information and to give you a copy of this notice so that you are aware of how we maintain your records.

L.S.O.C staff are required to comply with our policies and procedures to protect the confidentiality of student records. Any staff member who violates our privacy policy is subject to a disciplinary process. Staff access to student records is on a need to know basis such as; processing financial aid, recording grades and attendance, student satisfactory progress counseling, filing reports to the Pennsylvania State Board of Cosmetology, NACCAS, PHEAA, U. S Department of Education, our auditors and Financial Aid Service.

We maintain physical, electronic and process safeguards. Such safeguards include secured office facilities, locked file cabinets and computer passwords.

Should any of our privacy practices change we reserve the right to change the terms of this notice and to make the new notice effective for all student information we maintain.

**Personal and Academic information we maintain but not limited to:**

- Demographic information
  - Information provided by you on enrollment applications
  - Financial Aid information
  - Academic information
  - Student hours
  - Surveys
  - Transfer information
  - Tuition ledger
  - Probation notices
  - Education transcripts
  - Employment applications
-



**How we may use or share your information without your authorization:**

- To comply with State or Federal laws
- Filing report to the Pennsylvania State Board of Cosmetology, student hours, etc.
- For the purpose of program reviews conducted by PHEAA and the U.S. Department of Education
- To process financial aid through our third party servicer
- To maintain our accreditation through NACCAS
- To comply with all state and federal agencies that regulate our business
- Information required by our accountant

**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 their 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 students' "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 schools' "Release of Information Authorization Form". Student files are maintained for a minimum of seven years after graduation or termination.

Note: The institution, NACCAS or in response to a directive of the commission will be permitted and provided access to student and other school records as required for the accreditation process.

I, \_\_\_\_\_ have read and received a copy of the "Notice of Privacy" practices.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff/Student Signature



**LANSDALE SCHOOL OF COSMETOLOGY**

**2016**

**Implementation of Title 9 Requirements and Grievance Procedures  
(Sexual Harassment)**

**The Lansdale School of Cosmetology prohibits sex discrimination, including sexual misconduct and is committed to address sexual misconduct.**

**Where and How to Report Sexual Harassment:**

It is important that all concerns of sexual harassment be reported promptly to Mrs. Voltz, School Administrator and Title 9 Coordinator.

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

Additionally, concerns can be reported to: U.S. Department of Education  
Office of Civil Rights  
Washington, D.C. 20202-1328

The Lansdale School of Cosmetology, Inc. does not discriminate because of sex, race, religion, nationality, age, color or ethnic origin in its' educational programs.

**Definition of Sexual Harassment and Prohibited Conduct.**

- a) Sexual misconduct: unwelcome conduct of a sexual nature; sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the victim.**
- b) Gender-based harassment: disparaging comments or conduct based on gender identity (persistent disparagement of a person based on a perceived lack of stereotypical masculinity).**
- c) Harassing conduct rises to the level of discrimination when the conduct is so severe or persistent that it creates a hostile environment that interferes with a student's ability to benefit from the educational program or activity. One incident of sexual violence can result in discrimination.**
- d) Consent: Past does not imply future. Silence or resistance does not imply consent. Coercion, force, threat invalidates consent. Can be withdrawn at any time.**
- e) Incapacitation: Due to drugs, alcohol, asleep, unconscious or disability.**
- f) If a student experiences Sexual Harassment while under the influence of drugs or alcohol the student will be granted amnesty from those influences.**

The institution prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

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The institution staff and students receives education and training from NOVA (Network of Victim Assistance). 1-800-675-6900

See additional information/ last page.

NOVA: Advocacy, Support, Prevention

Staff and students are encouraged to report the following:

- a) Dating violence – violence committed by a person who has been in a relationship of a romantic or intimate nature with the victim (based on length and type of relationship and frequency of interaction).
- b) Domestic violence – crimes of violence committed by “spouse, a parent of the victim’s child, cohabitant, or any person protected from that person’s acts under laws of the jurisdiction”.
- c) Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.

For Bystander Intervention visit:

<https://www.health.ny.gov/publications/2040.pdf>

For Risk Reduction visit:

<https://www.rainn.org/get-information/sexual-assault-prevention>

Victims should follow the following notification procedures:

- a) Preserve the evidence, ( Incident of Sexual Misconduct)
- b) Report to Title 9 Coordinator promptly, ( Mrs.Voltz, School office for investigation)
- c) Option, notify proper law enforcement authority, or NOVA ( 800-675-6900)
- d) Lansdale Police Dept: 911 or 215-368-1800

**Written Notification to Victims and Reporting.**

- a) **Confidentiality:** The institution will protect the confidentiality of victims and other necessary parties including: ( See attachment “ Reporting and Confidentially Disclosing Sexual Violence”)
    - 1) Completing publicly available recordkeeping including reporting and disclosures without including personally identifying information.
    - 2) Maintaining as confidential any accommodations or protective measures provided to the victim to the extent necessary.
  - b) **Counseling:** The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa
-

and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

c) **Retaliation:** The school prohibits retaliation against those who file a complaint or third party report, and will take strong responsive action if retaliation occurs.

The institution will provide written notification to victims regarding options for and how to request changes to the academic/working environment. Such as changes in work or classroom schedules.

**Grievance Procedure:** Applies to harassment carried out by students, employees and third parties.

- a) All grievances should be reported to Mrs. Voltz promptly. The process will be fair and impartial.
  - b) Investigations/Grievances will be handled promptly and an equitable resolution of claims of sexual harassment or discrimination will be handled in less than 60 days.
  - c) Due process will be given to both parties. An advisor can be available.( Hearing)
  - d) The preponderance-of-the evidence standard will be used in any Title 9 fact finding proceeding/hearing.
  - e) Both parties may present witnesses and have counsel present.
  - f) The institution has the authority to take interim steps in response to a claim of harassment.
  - g) The institution has the right to seek counsel from its attorney, law enforcement and NOVA.
  - h) The institution has the right to take the appropriate response such as: accommodation, counseling, training, information and disciplinary action.
  - i) The institution will seek counsel for advise on protective measures following an allegation of dating violence, domestic violence, stalking or sexual assault.
  - j) Sanctions could include verbal warning, written warning, expulsion, firing.
  - k) Written notice will be given to both parties as to the outcome of the complaint.
  - l) The school will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the preceeding.
-

I, \_\_\_\_\_ have read the Lansdale School of Cosmetology, policy regarding Implementation of Title 9 Requirements and Grievance Procedures (Sexual Harassment).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Network of Victim Assistance**  
Advocacy, Support, and Prevention for Crime Victims  
in Bucks County, Pennsylvania

**Middle School, High School, & College  
Prevention Education Programs**  
*Working together for safer communities*

2370 York Road • Suite B1 • Jamison, PA 18929  
(215) 343-6543 • TTY (215) 343-6299 • FAX: (215) 343-6260  
www.novabucks.org • 24-Hour Hotline 1-800-675-6900



**Network of Victim Assistance supports, counsels, and empowers victims of sexual assault and other serious crimes in Bucks County and works to eliminate violence in Society through advocacy, community education and prevention programs.**

**For additional information, please contact:  
Laura Beth Halter - (215) 343-6543 or laurabeth@novabucks.org**

**LANSDALE SCHOOL OF COSMETOLOGY**

**POLICY ON DRUGS & ALCOHOL**

**LANSDALE SCHOOL OF COSMETOLOGY      POLICY REGARDING DRUGS,  
ALCOHOL, OR ADVERSE BEHAVIOR REQUIRING DISCIPLINARY ACTION.**

**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!**

**UNDERSIGNED & AGREED TO THIS DAY OF \_\_\_\_\_**

**Student's signature \_\_\_\_\_**

**This section sets forth the school's 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 students, 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.
-

# **LANSDALE SCHOOL OF COSMETOLOGY**

## **Pennsylvania State Licensing Requirement**

**Notification of Section 4 of the Cosmetology Law, 63 P.S. §510 for all incoming Cosmetology, Esthetician and Cosmetology Instructor Students.**

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. Provisional Denials must be appealed to the board within 30 days of the date of the notification letter or the decision will become final.

Appeals are addressed to the following:

State Board of Cosmetology  
Attn: Board Counsel  
P. O. Box 69523  
Harrisburg, PA 17106-9523

Included with this document is a copy of the Pennsylvania State Board of Cosmetology Application for Professional Licensure by Examination.

I have read and understand the "Background Questions", Item #14 in the application.

  
Student Signature

  
Date



## 14. BACKGROUND QUESTIONS

Print Full Name: \_\_\_\_\_

Last Four Digits of SSN: \_\_\_\_\_

1. Do you hold or have you ever held a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?  YES  NO
2. If you answered yes to the above question, please provide the profession and state(s) or jurisdiction.  
\_\_\_\_\_  
\_\_\_\_\_
3. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?  YES  NO
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit, registration in any state or jurisdiction?  YES  NO
5. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused or for disciplinary reasons, agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?  YES  NO
6. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition(ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of court.  YES  NO
7. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?  YES  NO

If you have answered YES to any of the questions from 3 through 7, be sure to attach complete details and certified copies of relevant documents along with your completed application. The certified copy of the record would include a docket sheet, criminal complaint, information, any plea information and sentencing. (Note: docket sheets printed from the internet do not constitute as certified court records.) The application and documentation will be reviewed by the Board. Please allow additional time for processing of your application.

If approved by the Board, the completed application will be sent back to Dasher for processing.

If denied by the Board, the applicant will receive a notification from the Board stipulating such.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. §4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

*Application continues next page*

**BOARD USE ONLY**

BOARD APPROVAL :

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## LANSDALE SCHOOL OF COSMETOLOGY

### Process for Reporting and Confidentially Disclosing Sexual Violence

#### Reporting and Confidentially Disclosing Sexual Violence: Know the Options

The Lansdale School of Cosmetology, Inc encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the school can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes a "privileged communication".
- Other employees may talk to a victim in confidence, and generally only report to the school that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a school investigation into an incident against the victim's wishes.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to Title 9 coordinator, Mrs.Voltz. A report to these employees (called "responsible employees") constitutes a report to the school and generally obligates the school to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a victim of sexual violence. The school encourages victims to talk to someone identified in one or more of these pages.

#### THE OPTIONS:

- **Non-professional Counselors and Advocates**  
Individuals who work or volunteer in the school office, including front desk staff, can generally talk to a victim without revealing any personally identifying information about an incident to the school. A victim can seek assistance and support from these individuals without triggering a school investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title 9 Coordinator, Mrs.Voltz. This

limited report which includes no information that would directly or indirectly identify the victim helps keep the Title 9 Coordinator informed of the general extent and nature of sexual violence

on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate school-wide responses. Before reporting any information to the Title 9 Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title 9 Coordinator.

The following individuals are the schools non-professional advisors and advocates:

Mrs. Bergey Mrs.Gilmartin Mrs.Moyer Ms.Mecca Miss Sibel

A victim who speaks to a non-professional advisor or advocate must understand that, if the victim wants to maintain confidentiality, the school will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these non-professional advisors and advocates will still assist in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentially may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These non-professional advisors and advocates will provide the victim with assistance if the victim wishes to do so.

**ALSO NOTE:** If the school determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the Title 9 Coordinator may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

#### REPORTING TO "RESPONSIBLE EMPLOYEES"

A "responsible employee" is a school employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the school to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title 9 Coordinator, Mrs.Voltz all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened- including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the schools response to the report. A responsible employee should not share information with law enforcement without the victims consent or unless the victim has also reported the incident to law enforcement.

The following employees are the schools responsible employees:

Mrs.Voltz Mrs.Bergey Mrs.Gilmartin Mrs.Moyer Ms.Mecca Miss Sibel

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations-and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the school will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of the incident to the Title 9 Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the school to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

*REQUESTING CONFIDENTIALITY FROM THE SCHOOL: HOW THE SCHOOL WILL WEIGH THE REQUEST and RESPOND.*

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school must weigh that request against the schools obligation to provide a safe non-discriminatory environment for all students, including the victim.

If the school honors the request for confidentiality, a victim must understand that the schools ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the school may not be able to honor a victims request in order to provide a safe, non-discriminatory environment for all students.

The school has designated Mrs.Voltz, Title 9 Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victims request for confidentiality or that no investigation or discipline be pursued, Mrs.Voltz will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the school possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victims report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victims request for confidentiality.

**IF THE SCHOOL DETERMINES THAT IT CANNOT MAINTAIN A VICTIMS CONFIDENTIALITY**, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the schools response.

The school will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. The school will also:

-assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these):

- provide other security and support, which could include issuing a no-contact order, helping arrange course schedules( including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and

-inform the victim of the right to report a crime to the Title 9 Coordinator or local law enforcement- and provide the victim with assistance if the victim wishes to do so.

The school may not require a victim to participate in any investigation or disciplinary proceeding.

Because the school is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence ( including non-identifying reports) will also prompt the school to consider broader remedial action- such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If the school determines that it can respect a victim’s request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Off campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the school unless the victim requests the disclosure and signs a consent or waiver form.

The contact information for our off-campus resources” NOVA” is ( 215-343-6543).

NOTE: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the school may have reporting or other obligations under state law.

I \_\_\_\_\_ have read and understand the schools Reporting and Confidentially  
Student

Disclosing Sexual Violence information listed above.

# LANSDALE SCHOOL OF COSMETOLOGY

## Notice To All Students

The use of drugs or alcohol on the premises during school hours 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. Under these circumstances, there will be **NO REFUND** of tuition.

Understood and agreed to this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

Law prohibits students from performing cosmetology services any place outside of duly licensed school clinics. Each student is required to have in his possession at all times the tools and books issued on the first day of school. Complete and clean uniforms/smocks are required at all times in order to receive credit for hours accumulated toward testing.

The above State Regulations have been read and understood. I am aware of the possible consequences if violating any of the above rules.

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

\_\_\_\_\_  
Date

## RELEASE

I, \_\_\_\_\_, do hereby release, acquit and forever discharge Lansdale School of Cosmetology, Inc. from any and all action, causes of action, claims and demands, damages, costs, loss of services, expenses and compensation and account of or in any way arising out of any and all known and unknown personal injuries and property damage resulting or to result from participation in beauty school activities, and do hereby agree to save harmless the Lansdale School of Cosmetology, Inc.

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

\_\_\_\_\_  
Date

LANSDALE SCHOOL OF COSMETOLOGY

*Local Hospitals and Abuse Centers  
Drug and Alcohol Help Centers  
Mental Health and Family Counseling Centers*

The Lansdale School of Cosmetology realizes the many problems students can face in society today.

We are happy to make every effort to assist students in seeking the proper help when faced with life altering situations. If you have a concern, please contact a school official. If you would rather contact a program on your own, we have provided a list of local hospitals and help centers as a starting point.

You will also find information on health risks – “Controlled Substances Uses and Effects”, as well as applicable sanctions for drug abuse. A copy of the brochure “Who Cares If I Do or Don’t” is also provided.

I, \_\_\_\_\_ have received the above information from Lansdale School of Cosmetology, Inc. This information is part of the school’s Drug and Alcohol Abuse Prevention Program. The administrator has explained the programs objectives and policies.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**Lansdale School of Cosmetology**  
**Policy on**  
**Salon Chemicals and Pregnancy**

**NOTICE TO ALL EMPLOYEES AND STUDENTS:**

The Lansdale School of Cosmetology requires a written school/work release from your gynecologist for all pregnancies, permitting you to remain on the job or in school.

Students, please keep in mind that you may request a medical leave of absence until after the arrival of the baby.

I \_\_\_\_\_ have read and understand the policy stated above and will obtain a release from the doctor if I do become pregnant.

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

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Administrator**

## **ORIENTATION GUIDELINES FOR NEW STUDENTS RULES & REGULATIONS**

An understanding of each of the items below will be helpful to you during the course of your program here at Lansdale School of Cosmetology (revised 10/2020)

Please initial each item to show your understanding and willingness to cooperate for each of these points.

1. In order to graduate from a given program, a student must have a passing G.P.A. of 70%, complete all clock hours and have met all financial obligations to the school or made satisfactory arrangements for private loans or balances payable beyond graduation.
  
2. Students are expected to attend all contracted class sessions, unless absence results from reasons beyond the control of the person. The school must be notified by telephone/email in advance if a student cannot attend one of his/her classes.
  
3. A student is considered late if he/she is not in class at the start of his/her first class and immediately after the start of all subsequent classes.
  
4. A student must make up all class work missed before graduation.
  
5. The teacher will take roll at the start of class, for documentation/verification of clock hours.
  
6. A leave of absence may be granted to a student if a personal, family or health emergency requires that he/she leave school. The request must be made in writing to the office and can be for a maximum of 120 days.
  
7. The school allows reinstatements. Only administration may grant a reinstatement. All reinstatement requests must be made in writing.

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

<b>Cosmetology:</b>	<b>450,900,1075 clocked (actual) hours</b>
<b>Esthetician:</b>	<b>150, 300 clocked (actual) hours</b>
<b>Cosmetology Instructor:</b>	<b>250, 500 clocked (actual) hours</b>

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

**9. Smoking and vaping are not permitted in the classrooms, clinic, bathrooms, hallways, or student lounge.**

**10. Alcoholic beverages are not permitted on the school premises.**

**11. Students are expected to conduct themselves in a professional and dignified manner at all times.**

**12. If a student must leave early, he/she is asked to report to his/her teacher to sign out and have his/her time recorded.**

**13. The student agrees to abide by all rules of the clinic.**

**14. The student agrees to abide by the Lansdale School of Cosmetology policy on attendance located in their contract and Student Manual and Catalog.**

**15. The student has been given a copy of the Lansdale School of Cosmetology dress code. The student understands the dress code and agrees to abide by the Lansdale School of Cosmetology dress code.**

**16. The student understands the Lansdale School of Cosmetology telephone/cell phone policy.**

**17. I have received a copy of the Lansdale School of Cosmetology, Professional Student Manual/Catalog.**

**18. The student agrees to cooperate in keeping the classroom and student lounge neat and tidy. The student does not expect others to pick up after him/her.**

**19. The student understands that he/she must take and pass a final exam at the completion of his/her Phase II theory class with at least a 70% in order to graduate.**

20. The Lansdale School of Cosmetology grading system has been explained to me in the Professional Manual & Catalog.

21. I received and have read my "Program Outline", located in the Student Manual & Catalog, prior to enrollment.

### FINANCIAL AID

1. I have read the contract I signed, received a copy and I understand:

- a. That a contract is a binding agreement by law.
- b. I have agreed to pay the fees due in return for an education.
- c. I understand and agree to pay the required amount for courses in which I have enrolled.
- d. I understand that if I withdraw from my course, my settlement and refund will be calculated by Items #3 and #4 on the contract.
- e. I understand the school's refund policy.
- f. I understand that Lansdale School of Cosmetology reserves the right to 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.

2. I understand that I am expected to submit a letter to the registrar's office.

- a. When I find it necessary to request a leave of absence and that my reasons for same must be stated in that letter.
- b. When I wish to change my registration status.
- c. When I find it necessary to withdraw from a program prior to completion.
- d. When I am requesting reinstatement with the full knowledge that I must do so in writing.

3. I understand I am expected to notify the registrar's office and financial aid:

- a. When there is a change of address or telephone number.
- b. When I wish to make changes in my program or schedule.

4. I understand that I will not be able to receive a certificate for graduation until:

- a. The registrar's office knows that I have completed the required hours.
- b. The registrar's office is aware that my program is paid in full.
- c. The registrar's office is in receipt of all my class transcript records and final exams.
- d. I have been cleared by Financial Aid.

5. I understand that financial aid is regulated by an act of the Congress of the United States and that any misrepresentation of its use can be conceived as a violation of federal law that could result in serious penalty by the federal government.

6. I understand that any financial aid funds for educational costs, received either through grant assistance or loan assistance, are to be used for educational costs of my program.

7. I understand I am expected to bring to the Financial Aid Office all correspondence, and all requested documentation for my financial aid files immediately upon receipt or request. Failure to do so may result in suspension from my classes until that obligation is met.

8. I understand that withdrawal from school does not release me from my financial commitment and that I will be expected to pay for costs incurred and not paid for at the time of withdrawal.

9. I understand that prior to withdrawal or graduation from school, I am expected to complete Financial Aid Exit Counseling on the: [studentloan.gov](http://studentloan.gov) website and notify the school of its completion.

10. I am aware that I am expected to make payments on the dates indicated on my payment schedule and that failure to do so may interrupt my classes.

-----11. I understand that I must maintain Satisfactory Academic Progress standards (minimum of 70% attendance and 70% academic requirement) in order to be eligible for and receive my financial aid funds for payment of my course charges.

-----12. I understand if I disqualify myself from receiving financial aid funds, I must make arrangements and become a cash paying student immediately.

## **POLICIES ON GRADUATE EMPLOYMENT**

1. Assistance in seeking employment is made available to all students through the school's job placement program.
2. Students are expected to seek out job interviews on their own and not rely exclusively on job interviews which may be arranged by Lansdale School of Cosmetology. Lansdale School of Cosmetology does not guarantee any graduate will secure employment. While we gladly provide reasonable support we cannot be responsible for any individual's failure to secure employment.
3. I authorize the Job Placement Director to make my student records (grades, attendance, instructor evaluation, etc.) available to prospective employers.
4. I understand that Lansdale School of Cosmetology provides job assistance in the local area and cannot maintain significant contacts with employers in other areas. I agree that should I move out of the local area, I must assume the primary responsibility in seeking employment.

## **OTHER STUDENT POLICIES**

1. I read and received a copy of the fact sheet entitled "Family Educational Rights and Privacy Act of 1974" (F.E.R.P.A)
2. The schools evacuation policy has been explained to me.
3. The Crime Awareness and Campus Security Act of 1990 has been explained to me, and I have been provided with a copy of the "Campus Security Report".
4. Lansdale School of Cosmetology has provided me access through the schools website, along with the schools manual and catalog, the NACCAS pre-enrollment disclosures as per NAACAS requirements.
  - a. Employment Opportunities
  - b. Compensation
  - c. Physical Demands of the Profession
  - d. Safety Requirements
  - e. Licensing Requirements
  - f. Licensing Examination Pass/Fail Rates
  - g. Completion & Attrition Rate

- h. Placement Rates
- i. The Lansdale School of Cosmetology has made available to me on their first-floor hallway wall G.E.D. testing schedules and sites.

- 5. I understand I have the right to authorize my parents or legal guardians to gain access to information in my student file.
- 6. I understand that I have the right to gain access to my records according to the school's Access to Files Policy.
- 7. I hereby authorize my parents or legal guardians to have access to all information in my student file, after written consent by me.
- 8. I understand the institution, NACCAS, PHEAA auditors, and auditors for Title 4 Financial Aid will be permitted and provided access to my file and other school records as required for accreditation process.
- 9. I acknowledge having received and understand the institutions Satisfactory Academic Progress Policy and Gainful Employment information (Consumer Information).
- 10. I understand Gainful Employment information is located on the school's website at [www.lansdalecosmetology.com](http://www.lansdalecosmetology.com).
- 11. I affirm that verbal statements by the Lansdale School of Cosmetology staff are the same as the schools written Disclosures.
- 12. I elect to purchase the Lansdale School of Cosmetology Kit and Book Package directly from the school, and understand that I have the option to purchase these items elsewhere.
- 13. I authorize the Lansdale School of Cosmetology to use funds from my Financial Aid package to pay for my Kit and Book package.



My signature below verifies I have read, understand and agree to abide by the "Guidelines" stated on these documents.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_

**Course** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



*Lansdale School  
of Cosmetology*

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

## 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**



*Lansdale School of Cosmetology*

215 WEST MAIN STREET  
LANSDALE, PA 19446-2003  
(215) 382-2322

**LANSDALE SCHOOL OF COSMETOLOGY**

**Facebook Hold Harmless**

I, \_\_\_\_\_ hereby permit and consent to  
Student Signature  
Lansdale School of Cosmetology, Inc. using my name and image on their Facebook page.

I, \_\_\_\_\_ also hereby hold Lansdale School of  
Student Signature  
Cosmetology, Inc. harmless for such use.

\_\_\_\_\_  
Student Signature/Date

I, \_\_\_\_\_ do not wish to participate on the  
Student Signature  
Lansdale School of Cosmetology, Inc. Facebook page.

\_\_\_\_\_  
Student Signature/Date



# Lansdale School of Cosmetology

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

Dear Students:

The Lansdale School of Cosmetology is required to collect the information listed below for the Federal Department of Education and document it on the "Integrated Postsecondary Education Data System".

Your responses to the questions listed below will enable us to meet the departments requirements.

Thank you.

The Lansdale School of Cosmetology

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**IPEDS Reporting Categories---please check one (1) box:**

- 1) Nonresident Alien \_\_\_\_\_
- 2) Race and Ethnicity Unknown \_\_\_\_\_
- 3) Hispanics of any race \_\_\_\_\_

For Non-Hispanics Only:

- 4) American Indian or Alaskan Native \_\_\_\_\_
- 5) Asian \_\_\_\_\_
- 6) Black or African American \_\_\_\_\_
- 7) Native Hawaiian or other Pacific Islander \_\_\_\_\_
- 8) White \_\_\_\_\_
- 9) Two or more races \_\_\_\_\_



Dear Students,

Schools are now required to obtain a Tax ID Number, and Social Security number from its students for the 1098T form that you receive in January for Educational expenses. The Lansdale School of Cosmetology, Inc does collect your Social Security number on your student contract but not the Tax ID number.

The purpose of this form is to collect your Tax ID number if you have one or for you to verify that you do not have a Tax ID number.

Please complete the appropriate information below.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Yes, I have a tax ID Number and it is: \_\_\_\_\_

No, I do not have a Tax ID number: \_\_\_\_\_

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