



Empower Academy

Empowering your future one step at a time!

Russell Location

420 Bellefonte St.
Russell, KY 41169
Phone: 606-388-2230
Fax: 270-216-4949

Corporate Office

1100 Our Lady's Way
Ashland, KY 41101
Phone: 606-831-4243
Fax: 270-216-4949

Candidate Status with NACCAS as of 7/1/25.

www.empower-academy.org

This catalog is in the English language.

STUDENT CATALOG

“Empowering Your Future One Step At A Time”

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Please note: Empower Academy, Cosmetology, Nail Technician, Esthetics, Cosmetology Instructor, Refresher, Shampoo Stylist, Programs are NOT accredited by NACCAS and are therefore non-Title IV eligible programs, as applicable. However, Empower Academy abides by all academic standards set forth by KBOC and NACCAS. Students will be advised, evaluated, counseled, etc., according to the Satisfactory Academic Progress criteria established by KBOC and NACCAS. Please see “Standards for Satisfactory Academic Progress” listed below. Students are given a copy of the KY Law.

About the owners: Dr. Lori McCoy, Alona Gilliam, Kristie Patterson, Sarah Gabbard

As successful women leaders and local business owners, we embrace the responsibility of not only achieving our own entrepreneurial goals but also uplifting our communities. By leveraging our resources and networks, we strive to create opportunities for others, particularly aspiring entrepreneurs and those facing barriers to success. Our businesses serve as platforms for mentorship and education, where we share our experiences and insights to empower the next generation of leaders. Through initiatives such as job training programs, community workshops, and philanthropic efforts, we aim to foster an environment of collaboration and support. By prioritizing giving back, we reinforce the idea that true success is measured not only by personal achievements but also by the positive impact we have on the lives of others, creating a ripple effect of empowerment and prosperity within our communities.

What makes Empower Academy distinguished from any other school?

- We make learning fun and exciting!
- We offer interactive hands-on experiences.
- We believe culture is key!
- We teach students methods for marketing and self-promotion.
- We teach beauty as a business early in the student curriculum.
- We go beyond standard beauty curriculums by teaching specialty classes like marcel ironing, hair weaving, razor cuts, lash extensions, waxing, nails and more...

Empower Academy

- The Beauty school is a long-term establishment that was previously named Bellefonte Academy of Beauty.
- Bellefonte Academy of Beauty was purchased by four local entrepreneurs and renamed Empower Academy.
- Empower Academy is continuing the legacy with growth and expansion.

Empower Academy Students

- Confident, Determined, Eager to learn, Creative and Talented!

Empower Academy Student Teachers

- The student teachers learn to teach interactive theory and practical daily.
- Learn to write effective lesson plans.
- The goal is to understand the students need.
- Make learning fun and exciting

Mission Statement

Our mission at Empower Academy is to inspire the next generation of beauty professionals through exceptional post-secondary education. We are committed to providing a comprehensive curriculum that meets state licensing and certification requirements, fostering creativity, technical excellence, and a passion for lifelong learning. Our goal is to equip our students with the skills, knowledge, and confidence they need to prepare students to pass state licensing exam and obtain gainful employment in the beauty industry.

Philosophy & Objectives

We aim for each student to not only master the essential principles of cosmetology but also harness their creativity, with our support, to achieve their personal best. The primary mission of Empower Academy is to equip students with the skills and knowledge necessary to excel in the cosmetology profession. To achieve this goal, the academy provides comprehensive training in the artistry of cosmetology, including techniques, poise, charm, self-reliance, personal hygiene, marketing, and business practices. This curriculum is designed to thoroughly prepare students for the State Board Cosmetology Examination.

School Staff

Pamela J. Adkins

Beauty school Manager & Licensed
Apprentice Instructor

Lyndsay Parker

Administrative Program Coordinator &
Licensed Cosmetologist / Co-Manager

Kathy Robinson

Admissions/Financial Assistance / Co-Manager

Amanda Greene

Educational Instructor & Licensed
Cosmetologist

Karissa Willett

Educational Instructor &
Licensed Cosmetologist

School Facilities

Empower Academy is located at 420 Bellefonte Street, Russell, KY and is approximately 3,000 square feet and has a classroom, private office, two restrooms, reception area, shampoo area, clinical floor, practical floor, dispensary, manicure area, esthetics area, and break area. Our second location is at 1100 Our Lady's Way, Ashland, KY, is also approximately 3,000 square feet, and consists of a clinical floor, classroom, dispensary, private office, manicure area, practical floor, esthetic rooms, and bathroom. The practical areas are used for students practicing and doing instruction activities. The clinical area has working stations for the students to do work on patrons, during which they are always under the instruction and supervision by the instructor. Private offices are used for administration and instructors to advise and meet with students that are or have an interest in enrolling in the school. We also provide lockers at both locations. Both classrooms are equipped with flat screen televisions for viewing of instructional videos. Public parking is easily available in both locations. Empower Academy is a nonsmoking facility.

RELATES TO: KRS 317A.060, 317A.090

STATUTORY AUTHORITY: KRS 317A.060

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.060 requires the board to set standards by administrative regulation for licensed schools of cosmetology, esthetic practices, and nail technology to meet relating to quantity and quality of equipment, supplies, and furnishings. This administrative regulation establishes the necessary physical requirements for licensed schools.

Section 1. Equipment and Supplies.

(1) A licensed school of cosmetology, esthetic practices, and nail technology shall have all equipment and supplies needed to meet the curriculum outlined in 201 KAR 12:082, including at a minimum:

- (a) Shampoo bowls;
- (b) Pedicure equipment;
- (c) Hydraulic styling chairs;
- (d) Station mirrors;
- (e) Chemicals, cleansers, and emulsions;
- (f) Cutting and styling implements; and
- (g) Proper storage.

(2) A licensed school of esthetic practices shall have:

- (a) A private student or client changing area;
- (b) A minimum of one (1) fully equipped facial machine in the esthetics area;
- (c) A minimum of one (1) sink in the clinic area with hot and cold running water;
- (d) A minimum of one (1) steamer for hot towels; and
- (e) A Sharps container.

(3) All equipment and supplies shall be available for student use and practice.

Section 2. Physical Characteristics.

(1) A licensed school shall be physically separated from any beauty salon or barber shop, or any other place of business.

(2) A licensed school shall maintain, at a minimum:

- (a) Thirty-six (36) square feet per student in the clinical area;
- (b) Eighteen (18) square feet per student in the mannequin or nail table area;
- (c) A reasonable amount of area allotted for training of students in all other areas;
- (d) A separate room for demonstration and study with all necessary charts and equipment to carry out the curriculum; and
- (e) Booths or partitions in the clinical area that permit observation of students.

(3) Each licensed school shall provide and maintain a biometric digital time keeping system to be used by all students and instructors as required by 201 KAR 12:082.

(KBHC:Sch. Equip. 1-1; 2 Ky.R. 75; eff. 9-10-1975; 16 Ky.R. 1958; eff. 5-13-1990; 30 Ky.R. 971; 1921; eff. 2-16-2004; 44 Ky.R. 2561; 45 Ky.R. 334; eff. 8-31-2018; 46 Ky.R. 2307, 2894; eff. 7-30-2020.)

317A.020 Scope of chapter -- **Licensure requirements** -- Emergency orders -- Warning notice -- Legal actions brought by the board -- Board duties -- Use of callus graters.

(1) No person shall engage in the practice of cosmetology, esthetic practices, or nail technology for other than cosmetic purposes nor shall any person engage in the practice of cosmetology, esthetic practices, or nail technology for the treatment of physical or mental ailments. This chapter does not apply to: (a) Persons authorized by the law of this state to practice medicine, podiatry, optometry, dentistry, chiropractic, nursing, or embalming who perform incidental

practices of cosmetology, esthetic practices, and nail technology in the normal course of the practice of their profession; (b) Commissioned medical or surgical personnel of the United States Armed Forces who perform incidental practices of cosmetology, esthetic practices, or nail technology in the course of their duties; (c) Cosmetology, esthetic practices, or nail technology services performed at an institution operated or under contract to the Department of Corrections or the Department of Juvenile Justice; and (d) Persons engaged in natural hair braiding. (2) Except as provided in subsection (1) of this section, no person shall engage in the practice of cosmetology, esthetic practices, or nail technology for the public, generally, or for consideration without the appropriate license required by this chapter. **(3) No person unless duly and properly licensed pursuant to this chapter shall: (a) Teach cosmetology, esthetic practices, or nail technology; (b) Operate a beauty salon; (c) Operate an esthetic salon; (d) Act as an esthetician; (e) Operate a nail salon; (f) Act as a nail technician; or (g) Conduct or operate a school for cosmetologists, estheticians, or nail technicians.** (4) **No person shall aid or abet any person in violating this section, nor shall any person engage or employ for consideration any person to perform any practice licensed by this chapter unless the person to perform the practice holds and displays the appropriate license.** (5) No licensed cosmetology or esthetic practices instructors, licensed cosmetologists, licensed estheticians, or licensed nail technicians shall hold clinics for teaching or demonstrating for personal profit, either monetary or otherwise, if the clinics are not sponsored by a recognized professional cosmetologist's, esthetician's, or nail technician's group. (6) Whenever a person engages in different practices separately licensed, certified, or permitted by this chapter, that person shall procure a separate license, certificate, or permit for each of the practices in which the person engages. (7) The board shall: (a) Govern all issues related to this chapter; (b) Investigate alleged violations brought to its attention, conduct investigations, and schedule and conduct administrative hearings in accordance with KRS Chapter 13B to enforce the provisions of this chapter and administrative regulations promulgated pursuant to this chapter; (c) Administer oaths, receive evidence, interview persons, and require the production of books, papers, documents, or other evidence; and (d) Have the authority to take emergency action affecting the legal rights, duties, privileges, or immunities of named persons without a hearing to stop, prevent, or avoid an immediate danger to the public health, safety, or welfare, in accordance with KRS 13B.125(1), subject to the following: 1. An emergency order shall be based upon verified probable cause or substantial evidence, documented by the board, that the emergency order is in the interest of public health, welfare, and safety of any customer, patient, or the general public; and 2. Upon the issuance of an emergency order, the board shall comply with the administrative hearing procedures in KRS 13B.125(3) to determine the reinstatement of operations of the licensed facility. (8) Unless a documented and verified violation creates an immediate and present danger to the health and safety of the public, a warning notice shall be first issued prior to imposing incremental punitive action against an otherwise lawful salon. The warning notice shall include a specific and detailed

description of the violation and the specific remediation required to bring the salon into compliance. (9) The board may: (a) Bring and maintain actions in its own name to enjoin any person in violation of any provision of this chapter. These actions shall be brought in the Circuit Court of the county where the violation is alleged to have occurred; and (b) Refer violations of this chapter to county attorneys, Commonwealth's attorneys, and to the Attorney General. (10) Nothing in this section shall be construed to prohibit an instructor, student, cosmetologist, or nail technician from using callus graters for callus removal, and the board shall not promulgate any administrative regulation prohibiting the use of callus graters for callus removal. Effective: July 15, 2024 History: Amended 2024 Ky. Acts ch. 25, sec. 1, effective July 15, 2024. -- Amended 2022 Ky. Acts ch. 235, sec. 3, effective July 14, 2022. -- Amended 2018 Ky. Acts ch. 46, sec. 13, effective March 30, 2018. -- Amended 2016 Ky. Acts ch. 48, sec. 2, effective July 15, 2016. -- Amended 2013 Ky. Acts ch. 72, sec. 6, effective June 25, 2013. -- Amended 2012 Ky. Acts ch. 152, sec. 2, effective July 12, 2012. -- Amended 1996 Ky. Acts ch. 82, sec. 2, effective July 15, 1996. -- Created 1974 Ky. Acts ch. 354, sec. 2.

Enrollments

New enrollments are accepted currently subject to the availability of classroom space. Empower Academy offers training on a year-round basis. The school offers classes Monday to Friday, 8:30 a.m. to 5:00 p.m.

Hours Of Operation

Full Time

Monday-Friday 8:30 am to 5:00 pm

Part Time

Three Days 8:30 am to 5:00 pm

All students are required to attend classes Monday through Friday.

(See attendance policy).

Morning Schedule (Full and Part Time) *“Schedule subject to change without notice.”*

9:00 am– 10:30 am Theory/Practical

10:30 am – 10:45 am Station Set Up

10:45 am – 11:00 am Break (Optional)

11:00 am Clinic Floor Opens

11:00 am – 12 pm Demo/ Clients/Continued Theory

12 -12:30 pm 1st Shift Lunch

12:30-1 pm Part Time Sanitation

12:30 – 1 pm 2nd Shift Lunch

NO LUNCH after 1pm unless you were servicing a client.

1 – 4:30 pm Clients/Practical/Demonstration

4:30 - 5:00 pm Full Time Sanitation

School Closings: Notifications of school closings and updates will be sent in the secure

REMIND app. All students will be enrolled in Remind upon admission.

Note: Students are expected to work on their mannequin when not servicing a client.

ADMISSIONS POLICY/REQUIREMENTS

The school requires that each student enrolling programs must:

- Provide a copy of a current government issued photo ID
- Provide a copy of a current social security card
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Pay enrollment fee of \$400 (non-refundable)

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. In the absence of a high school diploma or GED, the applicant may take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator. Students must pass with licensed agent or school director prior to admission. Ability to Benefit policy students who do not possess a high school diploma or equivalent must pass the WBST exam (English; www.wonderlic.com) at current cost paid by the student and score a minimum of 200 verbal and 210 quantitative. Students must take the exam of the language in the program they are enrolling. The exam can be taken twice. Spanish students must take the SLE exam (www.wonderlic.com) and pass with a minimum score of 15. In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 6 credit hours or 225 clock hours, if the program is longer than 600 clock hours. Instructor applicants must meet all the above requirements and hold a current license as a practitioner in the field they wish to teach.

- a. Have the ability to benefit from the training, according to the NACCAS Ability-To-Benefit Policy.
- b. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

Holidays Observed:

**New Year's Day ~ Memorial Day ~ Fourth of July ~ Labor Day ~
Thanksgiving Day ~ Christmas Eve ~ Christmas Day**

Should Empower Academy School need to close due to an emergency, the staff of the school will make every effort to notify all students by phone and via Remind app (our student communication method). We will follow the National Weather Advisory Service for snow cancellation/delay days. Announcements will be made via social media and Remind app.

School Policies

Empower Academy reserves the right to limit the enrollment and revise this student handbook. All revisions will be posted in a timely matter. These revisions may include, but are not limited to tuition fees, program offerings, curricula course and their subsequent requirements. Empower Academy is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status.

Facts about the Beauty Industry Before Enrolling

This is career that allows an individual to become their own boss. If interested in joining the Cosmetology Industry, this field requires standing long hours and dedicating time to build a clientele. However, if an applicant owes child support, have a felony or default a student loan it can prohibit licensure.

Admission Policy

A student qualifies if he/she provides one of the following: A high school diploma (this can be from a foreign school if it is equivalent to a US high school diploma; must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma. The high school transcript must show high school completion; has the recognized equivalent of a high school diploma, such as GED certificate, or other state sanctioned test or diploma- equivalency certificate; provides a sealed or official transcript; has completed homeschooling at the secondary level as defined by state law; or has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education. A student needs to provide such requirements as verification of a high school

Diploma, speak English, be at least 16 years of age and sign a contract. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, must sign a contract/enrollment agreement with the school and obtain a class start date. Empower Academy will accept hours at other institutions if such are accepted by the KY Board of Hairdressers and Cosmetology. Students are allowed to reenter the program after they have withdrawn. All new students must pay a nonrefundable registration fee of \$400.

Transfer Students

To transfer to Kentucky as an out-of-state applicant with endorsement credentials from another state you must: 1) Have certification sent from the transferring state directly to the KBC digitally. This document must come from the state agency, never the applicant. 2) Minimum education requirements and a twelfth-grade equivalence 3) Education deficiencies may be substituted if license has been held for more than two years. 4) \$100 for out-of-state endorsement for individual license. The student will be required to purchase an Empower Academy student kit and a school t-shirt, a book and workbook, if needed.

Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file.

If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

Transfer Hours

Appropriate credit will be granted for prior training or experience upon review and verification by school official. Prior hours will be granted to students with training from a licensed school with a transcript from the previous school attended. We reserve the right to determine the number of hours we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement. Students that are accepted for enrollment with prior hours will be charged as follows: Registration fee, kit and tuition based on hours needed multiplied by the current hourly rate.

Transcript Policy

The first transcript is provided free. Each additional transcript will cost \$20.00. All tuition fees must be current.

Recruiting

Empower Academy does not actively engage in recruiting students from other cosmetology or barber schools. This school strives to always follow ethical practices.

Programs Available

Minimum required by the State Board of Cosmetology:

Cosmetology	1500 hours
Nail Technician	450 hours
Esthetics	750 hours
Apprentice Cosmetology Instructor	750 hours
Shampoo Stylist	300 hours

317A.090 Requirements for schools of cosmetology, esthetic practices, and nail technology. No license shall be issued or renewed by the board to any cosmetology school or school of esthetic practices or school of nail technology unless such school provides: (1) The name of the proposed school; (2) A statement that the proposed school is authorized to operate educational programs beyond secondary education; (3) As a prerequisite of graduation, a prescribed course of instruction of not less than one thousand five hundred (1,500) hours for a cosmetology school or seven hundred fifty (750) hours for a school of esthetic practices, or four hundred fifty (450) hours for a school of nail technology; (4) Courses of instruction in histology of the hair, skin, nails, muscles, and nerves of the face and neck; elementary chemistry with emphasis on sterilization, diseases of the skin, hair, and glands, and massaging and manipulating of the muscles of the upper body; cutting, shaving, arranging, dressing, chemical treatment of the hair and such other courses as may be prescribed by administrative regulation of the board; (5) Facilities, equipment, materials, and qualified instructors and instructor training as may be required by administrative regulations of the board adopted pursuant to this chapter, but no cosmetology school or school of esthetic practices or school of nail technology shall have fewer than one (1) licensed instructor per twenty (20) students present for instruction; (6) No cosmetology

school or school of esthetic practices or school of nail technology, after being licensed for the first time, shall serve the public until one hundred fifty (150) hours of instruction has been taught; and (7) In compliance with KRS 317A.070, the board may revoke or suspend any license issued by it if, in the judgment of the board, the school is not following the requirements as set out in this chapter or the school does not comply with the administrative regulations promulgated by the board in order to regulate the conduct of the school and in order to supervise the proper education of the students. Effective: July 14, 2022 History: Amended 2022 Ky. Acts ch. 235, sec. 8, effective July 14, 2022. -- Amended 2018 Ky. Acts ch. 46, sec. 21, effective March 30, 2018. -- Amended 2017 Ky. Acts ch. 99, sec. 2, effective June 29, 2017. -- Amended 2015 Ky. Acts ch. 110, sec. 4, effective June 24, 2015. -- Amended 2012 Ky. Acts ch. 152, sec. 9, effective July 12, 2012. -- Amended 1980 Ky. Acts ch.188, sec. 259; and ch. 202, sec. 4, effective July 15, 1980. -- Created 1974 Ky. Acts ch. 354, sec. 9.

Course Outlines

Cosmetology 1500 Hours

(Full-Time: 37.5 weeks, Part-Time: 72 weeks)

Description – The primary purpose of this cosmetology course is to train the students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

EDUCATIONAL OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.

7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXTBOOK

Milady's Standard Cosmetology/ Milady's Theory Workbook, current edition)

GRADING PROCEDURES: 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100% EXCELLENT

80 – 89% ABOVE AVERAGE

75 – 79% AVERAGE

70 – 74% BELOW STANDARDS – UNSATISFACTORY

0% -- 74% BELOW SATISFACTORY PROGRESS

HOURS COSMETOLOGY UNITS (1500 HOURS)

375 **Lecture hours for science and theory** of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:

Tools and their use, shampooing, understanding chemicals and their use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.

1085 **Clinic and practice hours.**

40 **Kentucky statutes and administrative regulations.**

1500 TOTAL HOURS

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Cosmetology Apprentice Instructor (750 Hours)

(Full Time: 18.75 weeks Part Time: 37.5 weeks)

Description – Empower Academy *is committed to training the student instructors for the field cosmetology teaching profession, through practical theoretical and psychological application of applied basic knowledge and skills. Empower Academy prepares each student instructor to pass the state board examination and to seek gainful employment upon graduation.*

EDUCATIONAL OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Understand that teaching is both an art and a science.
2. To train the student to prepare cohesive and thorough lesson plans and gain proficiency in course development
3. To ensure that the student can evaluate teaching methods and student learning and revise plans and techniques accordingly.
4. The student will be able to maintain accurate and timely student records (attendance, grades, etc.)
5. The student will be proficient in developing testing and measuring instruments.
6. The student will demonstrate effective communication skills and professional relations with students and staff.
7. Teach the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for teaching cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXT BOOK

Milady's Professional Instructor for Cosmetology, Barber Styling and Nail Technology
Milady's Standard Cosmetology (current edition)

GRADING PROCEDURES: 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100% EXCELLENT

80 – 89% ABOVE AVERAGE

75 – 79% AVERAGE

70 – 74% BELOW STANDARDS – UNSATISFACTORY

0% -- 74% BELOW SATISFACTORY PROGRESS

HOURS COSMETOLOGY APPRENTICE INSTRUCTOR UNITS

750 **Post-Graduate School Training -750 hours** that includes: all subjects in the basic cosmetology curriculum, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

425 **Direct contact with students.**

325 **Theory instruction may be taken in person or online.**

750 TOTAL HOURS

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Nail Technician (450 hours)

(Full-Time: 11.5 weeks, Part-Time: 23 weeks)

Description - *Offers training in basic manicures and pedicures, sculpture nails and extensions, extensive nail art designs, as well as theory, sanitation, bacteriology, diseases and disorders.*

EDUCATIONAL OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Perform the basic manipulative skills in the areas of nail care and applying artificial nails.
4. Identify nail diseases and disorders.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXT BOOK

Milady's Standard Nail Technology and workbook (Revised Edition)

GRADING PROCEDURES: 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100% EXCELLENT

80 – 89% ABOVE AVERAGE

75 – 79% AVERAGE

70 – 74% BELOW STANDARDS – UNSATISFACTORY

0% -- 74% BELOW SATISFACTORY PROGRESS

HOURS NAIL TECHNICIAN (450 HOURS)

150 **Lecture hours for science and theory** of classroom instruction in general theory practical application (i.e., practicing nail technology on the public) and technical application (e.g., practicing the technical application on mannequin fingers or on the fingers of another student) shall be provided in the following subject areas:

History of nail care, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorders of the nails, OSHA standards relating to material safety data sheets (MSDS) on chemicals, chemicals and their use, and technical applications of chemicals.

275 **Clinic and practice hours. A nail technician student shall have completed sixty (60) hours before providing services to the public. Clinical practice shall be performed on other students or mannequins during the first sixty (60) hours.**

25 **Kentucky statues and administrative regulations.**

Kentucky Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules, management, OSHA standards relating to chemical use, and Workers' Compensation Act.

450 TOTAL HOURS

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Final Examination

The school shall require each candidate for graduation to pass a final examination with 75% or higher proficiency.

Esthetics (750 Hours)

(Full Time: 18.75 weeks Part Time: 37.5 weeks)

Hours

250 Lecture hours for science and theory

465 Clinic and practice hours
An esthetician student shall have completed 115 hours before providing services to the public. Clinical practice shall be performed on other students or mannequins during the first 115 hours.

35 Kentucky statues and administrative regulations

Total: (750 Hours)

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXT BOOK

Milady's Professional Instructor for Cosmetology, Barber Styling and Nail Technology Milady's Standard Cosmetology (current edition)

GRADING PROCEDURES: 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100% EXCELLENT

80 – 89% ABOVE AVERAGE

75 – 79% AVERAGE

70 – 74% BELOW STANDARDS – UNSATISFACTORY

0% -- 74% BELOW SATISFACTORY PROGRESS

Shampoo Stylist (300 Hours) (Full Time: 7.5 weeks Part Time: 15 weeks)

Hours

100 **Lecture hours for science and theory**

175 **Clinic and practice hours**
Shampoo stylist shall have completed sixty (60) hours before providing services to the public. Clinical practice shall be performed on other students or mannequins during the first sixty (60) hours.

25 **Kentucky statutes and administrative regulations**

Total: 300 Hours

Graduation Requirements

Students must successfully complete all phases of study, required exams, practical projects, and clinic assignments for the course. Students must also pass with a grade average of 75% and/or higher. All debts owed to the Empower Academy be paid in full or payment plan arranged before graduating. Successful students are invited to participate in a formal commencement exercise where a Certificate of Completion upon satisfactory will be issued. An official transcript will be issued once all financial obligations are met.

Graduation Requirements/Certification of Completion

Prior to completion of the course in which a student is enrolled, students must have completed all written and practical curriculum with a minimum passing grade of 75%. Upon satisfactory completion of the number of clock hours for the course in which they are enrolled and completion of all required state board forms, the student will then be awarded a certificate of completion and be eligible to take the state examination for licensure.

Graduating Procedures

Progress reports are prepared quarterly. Currently each student is evaluated in theory and practical. The progress report also gives the student their total hours, average hours and identifies whether the student is making satisfactory progress.

90 – 100% EXCELLENT

80 – 89% ABOVE AVERAGE

75 – 79% AVERAGE

70 – 74% BELOW STANDARDS – UNSATISFACTORY

0% -- 74% BELOW SATISFACTORY PROGRESS

State Board Examination

After completing the required hours in our facility, students are required to take the examination test at the Kentucky State Board of Cosmetology. The state exam includes the qualifications for which the student has been trained. Our school will prepare the student for the exam.

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. At the end of each evaluation hard copy of their Satisfactory Academic Progress Report.

segment, students will receive a

hard copy of their Satisfactory Academic Progress Report.

Warning

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

Log of Practical Services

Each student receives a service ticket. This ticket is for students to keep track on their own services performed on clients or students. Students are not allowed to perform client services without a service ticket.

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 while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can 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. Probationary periods are the length of the evaluation segment.

Re-Establishment Of Satisfactory Academic Progress

For a student to re-establish satisfactory academic progress and, as applicable, student must meet the minimum attendance and academic requirements by the end of the warning or probationary period.

Section 32. KAR 12:082 Education requirements and school administration.

Credit for Hours Completed. The board shall credit hours previously completed in a licensed school as follows:

- (1) Full credit (hour for hour) for hours completed within five (5) years of the date of school enrollment; and**
- (2) No credit for hours completed five (5) or more years from the date of school enrollment.**

Dress Code Policy

All students must wear Empower Academy shirts everyday with black pants. This is an industry of appearance and image. Students are required to ALWAYS wear black scrubs, or your black Empower Academy t-shirt/sweatshirt; no other color is acceptable. Smocks are optional. You may wear long black sleeves under your scrub top. You are expected to be ready when you arrive at school each morning. If you are not in the dress code, you will be asked to go home. You must look presentable when you arrive.

Students must come to school with their hair and makeup in a professional manner. The student must be clean and concerned with every aspect of personal and oral hygiene. The student clothes must be cleaned and pressed, and be in good condition with no rips, holes, or fraying. This is part of the school dress code. Remember, we are in a professional industry.

- NO OPEN TOE SHOES
- No Black Slacks
- No Black shorts

- No Black capri pants
- No Black denim
- No leggingS
- No jogging pants
- No skirts
- Black sweaters
- **YOU WILL BE ASKED TO LEAVE, IF NOT IN PROPER UNIFORM. NO EXCEPTIONS!**
“Look professional at ALL times.”

Educational Costs

Cosmetology (1500 Hours)

Registration Fee	\$400.00
Cosmetology Tuition	\$11,077.00

Total \$11,477.00

Nail Technician (450 Hours)

Registration Fee	\$400.00
Nail Tuition	\$7,616.00

Total \$8,016.00

Cosmetology Instructor (750 Hours)

Registration Fee	\$400.00
Tuition	\$10,825.00

Total \$11,225.00

Shampoo Stylist (300 Hours)

Registration Fee	\$400.00
Tuition	\$5,500.00

Total \$5,900.00

Esthetics (750 Hours)

Registration Fee	\$400.00
Fee Tuition	\$8,554.00

Total \$8,954.00

Miscellaneous Fees

Early Termination Fee	\$150.00
Re-Registration Fee	\$400.00

Institutional Refund Policy

(The Institution's policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.)

- 1) When notice of cancellation is given within 5 days after the date of enrollment, all application and enrollment fees, tuition, and any other charges shall be refunded to the student.
 - 2) *When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and enrollment fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student.*
 - 3) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and enrollment fee, not to exceed \$100,
 - 4) When a student has completed 5% or more of the course of instruction, the school may retain the application fee and enrollment fee, not to exceed \$100 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency. Monies due to the applicant or student are refunded within forty-five (45) days of the official cancellation or withdrawal.
- c) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%

25% to 49.9%	70%
50% and over	100%

Tuition Refund Clause

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. A notice to the student the cancellation must be in writing and given to the registered agent, if any, or managing employee of the school. The school shall mail a written acknowledgment within 15 calendar days of student cancellation or withdrawal. If school cancels or discontinues a course the student shall be entitled to receive from the school such refund or partial refund of tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules by the Department. All student refunds will be made within 45 calendar days after the date of notice or cancellation that the school determines the student officially has withdrawn from the program.

Refund policy: When notice of cancellation is given within 5 days after the date of enrollment, all application and enrollment fees, tuition, and any other charges shall be refunded to the student. When notice of cancellation is given after the fifth day following enrollment, but before the completion of the student's first day of class attendance, the school may retain the application and enrollment fee, not to exceed \$200 and the cost of any books or materials that have been provided by the school and retained by the student. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and enrollment fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and enrollment fee, not to exceed \$100 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the regional

accrediting agency. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

**Percentage of A Scheduled Course Completed
Amount of Tuition Owed to the School**

0.01% to	4.9%	20%
5% to	9.9%	30%
10% to	14.9%	40%
15% to	24.9%	45%
25% to 50% and over	49.9%	70% 100%

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Refund calculations and refunds are made timely, any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL ENROLLED
TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN

.01% to 04.9% 20%
5% to 9.9% 30%
10% to 14.9% 40%
15% to 24.9% 45%
25% to 49.9% 70%
50% and over 100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- o a full refund of all monies paid OR
- o completion of the course/program.

- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- o a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school

OR

- o provide completion of the course OR
- o participate in a Teach-Out Agreement OR
- o provide a full refund of all monies paid

- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- o a pro rata refund of tuition to the student OR
- o participate in a Teach Out Agreement.

- Collection procedures shall reflect ethical business practices.

- Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) and will be nonrefundable. All fees are identified in the catalog and in this enrollment agreement.

signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable registration fee of \$400, regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable registration fee of \$400.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 8, 9, 10, 11 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

8. Unofficial withdrawals for clock-hour students are determined by the school through monitoring clock-hours attendance at least every thirty (30) calendar days.

9. Empower Academy is required to take attendance. The refund is calculated based on the student's last date of attendance.

10. When situations of mitigating circumstances are in evidence the refund may exceed the minimum tuition adjustment schedule.

11. 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100% EXCELLENT

80 – 89% ABOVE AVERAGE

75 – 79% AVERAGE

70 – 74% BELOW STANDARDS – UNSATISFACTORY

0% -74% BELOW SATISFACTORY PROGRESS

12. The name of the national accrediting commission of career arts and sciences is not used in the institution's refund policy nor in any of its collection efforts.

13. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.

Evaluations and Advising

Empower Academy strives to maintain mutually beneficial relationships with members of the student body. Empower Academy operates by appointment. The student must put in writing the meeting topic and allow the staff 24-72 hours to schedule a meeting. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Advice regarding personal matters, licensing regulations, employment, and continuing education opportunities are available to students as needed. Students can monitor hours of attendance, an average of the written test grade, and financial status daily on break or lunch period.

Empower Academy strives to maintain mutually beneficial relationships with members of the student body. Empower Academy operates by appointment. The student must put in writing the meeting topic and allow the staff 24-72 hours to schedule a meeting. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Advice regarding personal matters, licensing regulations, employment, and continuing education opportunities are available to students as needed. Students can monitor hours of attendance, an average of the written test grade, and financial status daily on break or lunch period.

Standards of Satisfactory Academic Progress Policy (SAP)

Standard of Satisfactory Academic Progress applies to all students enrolled in Empower Academy programs (Full-Time & Part Time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study.

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450 actual hours and 13 weeks; 900 actual hours and 26 weeks, 1200 actual hours and 35 weeks; 1500 actual hours and 44 weeks

Apprentice Cosmetology Instructor: 375 actual hours and 11 weeks; 750 actual hours and 22 weeks

Nail Technician: 1225 actual hours and 7 weeks; 450 actual hours and 13 weeks

Esthetics: 375 actual hours and 11 weeks; 750 actual hours and 22 weeks

Shampoo Stylist: 150 actual hours and 5 weeks; 300 actual hours and 9 weeks

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress within seven days of the established evaluation periods. The frequency of evaluation ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the end of each evaluation.

Attendance Progress Evaluation

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated:
 Cosmetology - 1500 Hours, 75 weeks, Max Hours 2,250; Esthetics - 750 Hours, 50 weeks, Max Hours 1,500; Cosmetology Instructor - 750 Hours, 37.5 weeks, Maximum Hours 1,125 Nail Technician - 450 Hours, 30 weeks; Max Hours 900; Shampoo Stylist 300 Hours

The maximum time allowed for the transfer students who needs less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. *A student’s leave of absence extends the student’s contract period and maximum time frame by the same number of days taken in the leave of absence. Students who exceed the maximum time frame shall be terminated from the program and the student would thereafter be permitted to re-enroll in the program on a cash pay basis in a manner consistent with re-enrollment provisions of the admissions 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. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory “C” grade or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to the text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% cumulative and pass the final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Written	Practical
90-100% - Excellent	Practical grading is a pass or fail grading system

80-89% - Above Average	
75-79% - Average	
70-74% - Below Standards - Unsatisfactory	
0-74% - Below Satisfactory Progress	

Section 33. Program Transfer Hours. An individual transferring valid hours between board licensed schools or a current licensee choosing to enroll into a licensed school to learn the practice of cosmetology, esthetics, shampoo styling, or nail technician shall complete and submit the Program Hour Transfer Request form. With exceptions as listed in subsection 1 through 4 of this section, an individual shall not transfer hours from one (1) discipline to another. Upon receiving a completed Program Hour Transfer Request form, the board shall treat the transferred valid hours or license as earned credit hours in a cosmetology program subject to the following:

- (1) Transfer of a current esthetics license shall credit the transferee no more than 400 hours in a cosmetology program;
- (2) Transfer of a current nail technologist license shall credit the transferee no more than 200 hours in a cosmetology program;
- (3) Transfer of a current shampoo styling license shall credit the transferee no more than 300 hours in a cosmetology program; or
- (4) Credit hours transferred pursuant to this section shall only take effect upon the transferee's completion of the remaining hours necessary to complete a cosmetology program.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. *We are not approved for Title IV funding as of yet.

Warning

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

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 while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can 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 on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. 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. *We are not approved for Title IV funding.

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 end of the warning or probationary period. *We are not approved for Title IV funding.

Interruptions, Course Incompletes, Withdrawals

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

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. *We are not approved for Title IV funding.

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

Regarding Satisfactory Academic Progress, a student's transfer hours are evaluated on actual hours. We accept hours at other institutions if such are accepted by the State Board. Tuition for transfer students is charged by the hour.

Re-entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed. Students may re-establish satisfactory academic progress as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Make Up Policy

Missed exams must be made up before graduating.

Any chapter test score sheet that does not have the chapter/title written on the test will not be considered for grading. All chapter test score sheets must be properly filled out with the student's name, date, and chapter/title.

Total Academic Grade (GPA) is determined by totaling the number of scores divided by the number of written exams. The GPA and practical clinic work are reviewed and administered as progress reports to students every month until completion of the program. An overall average of 75% is required to maintain satisfactory academic progress and is required on the final exam for graduation.

Time Clock Rules and Procedures

Student's hours are recorded on a daily time sheet and are palmed in each day. It is the responsibility of students to sign on the time sheets correctly. **Failure to do so may result in loss of hours.** Students are required to take a ½ hour lunch if their schedule is over 6 hours a day. Students who do not clock in and out for lunch will automatically have a half hour deducted each day. **Under no circumstances should a student ever leave the premises during their scheduled hours, other than lunch without the permission of an instructor.** Students who leave the premises without instructor permission and do not clock out may be dismissed from school. Failure to pay tuition without an approved payment arrangement or if **student is not in complete uniform, the student will not be allowed to clock in.**

Attendance and Tardiness Policy

Empower Academy desires students to succeed in the professional world and school attendance is a step in their path to success. The following guidelines will ensure attendance success:

- An excused absence is one that is due to illness, death in the immediate family, or any other unavoidable circumstance.

- In a case of absence, it is the responsibility of the student to inform the instructor/supervisor of the reason for the absence immediately upon returning to class and find out the hours missed and what work they must make-up. All tests, practical work and hours missed must be satisfactorily completed prior to graduation. Make-up test must be arranged with the instructor.
- A student returning from a leave of absence shall have the same progress status upon his/her return as he/she had when the leave commenced.
- A student returning who has been dropped due to unsatisfactory progress and who wishes to re-enter must request individual counseling from the Educational Director. A decision will then be made regarding the student's re-entry and his/her ability to resume training. A student who re-enters must maintain satisfactory academic progress as previously described.
- Any absence without leave for (14) consecutive days or more will result in withdrawal which includes Sunday, Monday, and Tuesday. Any student wishing to re-enroll must first arrange a consultation with the Educational Director and pay the applicable re-entry fee of \$400.00. Re-entry is not guaranteed and is based on availability and evaluation of past performance.
- Students must attend a minimum of 30 hours (full time) and 12-19.5 hours (part time) per week. If this requirement is not met, the student may be placed on disciplinary probation.
- Students must complete their required program hours within the contract schedule. If not completed, there is an extra-instructional charge of \$10.00 per hour until graduation. Extra instructional charges must be paid in full before receiving an official transcript.
- Students who are unexcused for two class days within any one week period may receive a 2 day suspension or other actions.
- Full time students are scheduled for 30 hours per week • Part time students are scheduled for 12-19.5 hours per week.
- Students must be in attendance during their contracted hours.
- Students may not leave the premises during clock-in hours.

Excessive Absences and No Shows

For an absence to be excused you must supply a written note before your absence or a doctor's note stating your illness, a funeral program or written documentation stating the reason for the absence. These rules will be strictly enforced.

Tardiness

Students are expected to be signed in and seated in the classroom ready for instruction by **9:00 a.m.** If a student arrives later than the assigned times, the student may not be permitted to class. Due to the structure of our curriculum, tardiness is unacceptable. If you cannot attend school at the scheduled time, you will be asked to leave for the day. It will be recorded as a tardy between 8:45-9:00. No admissions are accepted after **9:00 a.m.**

Any student not physically present at the start of the scheduled class period will be considered tardy. Tardiness more than 2 times per week will be a cause for a consultation with the Education Director. If a second tardiness consultation is required, the school reserves the right to suspend or expel the student within a 12-month period.

Attendance

Staying four hours is required from clocking in does not mean it doesn't count against your attendance if you choose to leave after. Anything before 3:00 pm is an early dismissal and your time will be counted against the absent allotment. ANYTHING after 9 am is considered tardy. This is for all students.

- Excused absences do not count against your hour requirements. Only unexcused absences. Unexcused absences (anything without a doctor's note), tardiness (after 9 am), and early dismissals (less than 4 hours on the clock OR unapproved dismissal before 3 PM) will result in a penalty against your hour requirements.
- Any unexcused absence will result in half credit work. Meaning any assignment you miss can only be turned in for half credit.

When calculating absent allotment hours, time is docked in whole numbers. Decimals are not allowed by the state; this policy is to mimic their structure.

If you do not provide a doctor's excuse or the required documentation to validate your absence it is docked from the absence allotment. Just because you tell someone you're leaving for an inexcusable reason does not make it

excusable, however you are graded on professionalism and this communication is required to maintain that portion of your grade. **Unexcused absence** will result in half credit work. Meaning any assignment you miss can only be turned in for half credit.

Leave of Absence Policy

The Empower Academy reviews all leave of absence requests (LOA) on a case-by-case basis. Students must follow the institution's policy in requesting an LOA. An LOA request will not result in any additional charges. All requests for leaves of absence must be submitted in advance to the Financial Aid Department in writing and must include the reason for the request, start and end dates of absence, and the student's signature. Leave of absences may be granted for the following circumstances to include (but are not limited to): **medical circumstances, transportation or childcare issues, inability to commit to student schedule, financial issues, military development, etc.** The Director of Education will issue final approval over all leave of absence decisions. A request for a Leave of Absence may be rejected if required information is missing, the excuse is deemed invalid, the leave is requested to begin after the contract end date has passed, or the student has already used up maximum leave of absence for the program. At this time, there is no limit to the number of Leaves of Absence a student may take, so long as it does not exceed a total of 180 days in any 12 month period.

Empower Academy may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances (**ex. ar accident, injuries, death in the family, etc.**) if the institution:

Documents the reason for its the reason for its decision AND

Collects the request from the student later AND

Establishes the start date of the approved LOA as the first date the student was unable to attend.

Request must be in writing; request must include student's reason for LOA; request must include student's signature.

Students who are granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time. The student's contract period will be extended by the same number of

calendar days taken in the LOA and such changes to the contract period will be agreed upon by all parties and signed and dated in an Enrollment Contract Addendum which will be maintained in the student's file.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. For the purposes of calculating refunds, the withdrawal date will be the student's last date of attendance. When a student is withdrawn under these circumstances, the Last Date of Attendance is considered the withdrawal date. A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the school's policy in requesting the LOA. Student's LOA must be made in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so (e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution.) We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.
7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Disciplinary Policy

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions.

1. Full time students are expected to attend class from Monday to Friday 9 a.m. to 5 p.m.
2. Legal verification of hours must be made for each student. Each student must clock in upon arrival and clock out upon departure from school. If the student leaves the school premises for any reason the student must clock out. Hours could be missed if student does not follow required clocking procedures.
3. Students will not be given time if they do not clock in.
4. Students will be excused from an absence with proper documentation. Students will not be excused without proper documentation.
5. The KY state board and the school required that all students be in school every day in the prescribed uniform. Any student not in the prescribed uniform will not be allowed to stay in school out of uniform and will be sent home. No open toe shoes flip flops, sandals or ect.
6. Full time day students will have 30 minutes for lunch each day and two 15 minute breaks. Part time students will have one fifteen minute break each day. Students that are late returning from lunch will not be allowed to clock in the remainder of the day.
7. Students, patrons and staff members will be provided a sanitary environment. KY state board of barbers requires that sanitary conditions be maintained at all times. As part of the student's credit and training, thirty minutes each day is scheduled for sanitation. The student daily sanitation requirement must be completed and graded by an instructor at the end of each day.
8. Instructors and administrators are authorized to clock out any student who exhibits unbecoming behavior. If a student continues to exhibit unbecoming behavior the student will be terminated. No profanity is allowed anywhere in the school. Profanity is not professional or acceptable.
9. Students must park their cars in the designated area.
10. Only emergency telephone calls will be accepted on the business telephones. Students will not be allowed to leave class or clinic area to receive or make personal telephone calls except in case of emergency. All cell phones must remain on silent.
11. May terminate a student's enrollment for noncompliance with general policies, this contract, or state laws and regulations: improper conductor any action which causes or could cause bodily harm to a client, a student, or employee of the school: willful destruction of school property; and theft or any illegal act.
12. Students are solely responsible for their personal property. This includes kits, books, purses and etc. The school will not be responsible for such property. Lost or stolen kit items must be replaced by the student.

13. Students cannot conduct free family members hair services. They will be charged the full price as any other client.
14. The floor instructor will assign patrons to students for clinical services. A service ticket is issued for each clinic assignment. No service is to be performed on any customer or student without a ticket. You will perform only the service on the ticket. If the patron request additional services, they must pay for the service first.
15. No student or staff member is allowed to eat or drink in the clinic laboratory.
16. No student or staff member is allowed to sit in clinic chairs unless a service is being performed.
17. Smoking is not allowed in the school. Students and staff must smoke outside.
18. Students must satisfactorily complete all their academic requirements within their designated enrollment period. Students must make-up any test missed or a zero will be given.
19. A student is considered tardy if he/she is more than fifteen (15) minutes late for a scheduled class. A student may be granted permission to be tardy only if the instructor deems his/her reason for tardiness as valid or for as valid or for doctor's appointments, jury duty, etc.
20. Students will receive a comprehensive progress report at the end of each educational module. This report will reflect the students written, practical and clinical work. The instructor will counsel with the student in areas of improvement needed.
21. Suspension from school can last from one to thirty days.

Counseling

Counseling services are available to our students through the Educational Director's Office. A student desiring counseling in the areas of academic and/or personal areas may make an appointment. All academic counseling will be in writing and signed by both parties. A copy will be placed in the student's file and another copy will be given to the student. Counseling may be available on in-service days with individual teachers.

Probation

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they may be suspended two days depending on the severity of the infraction. If the problem is not corrected during the second probationary period, they may be dismissed permanently at the discretion of the school administration.

Suspension

Enrollment may be immediately suspended for two days or more for any infraction of the Standards of Conduct, Rules and Regulations, non-compliance with education requirements. During school suspension students are not to be on school premises.

Dismissal/Termination

Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct.
- Noncompliance with educational requirements.
- Rules of Conduct, General Policies, and/or Enrollment Contract.
- Noncompliance with state laws and regulations.
- Any action, which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.

Bereavement

Bereavement policy allows 3 days to be excused in the event of a death of an immediate family member. (Mom, Dad, sibling, spouse or child) you must provide validation upon return.

Withdrawal

Any student has the right to withdraw from attendance. A formal request form must be filled out to be properly unenrolled from the school to prevent future enrollment delays.

Parking

Students should avoid parking in the parking lot, this should be reserved for clients if possible. No student is permitted to park in front of the building. We also own the grass lot behind the building; you can park there as well.

Cleaning

We will have a weekly cleaning list. Everyone is responsible for cleaning up after themselves daily. Your cleaning task for the day must be completed daily as well. We will also enforce a weekly cleaning task sheet, these will be more in-depth cleaning services.

Lockers

We have lockers to store your things in during the day. All your belongings must be in your locker; nothing should be left in the classroom or in the break room. You must eat in the break room and no food is to be left out afterwards. Locker numbers must be kept on file otherwise the locker will be assigned to other students.

Student Files

Each student has their own folder in the file cabinet in the office, each test day we will place your test in your folder after it has been graded and recorded. If you want a copy of anything in your folder, please ask an instructor. We will gladly provide academic records upon signing a release to do so.

Disclosure of Student Information

Under the Privacy Act, all information in student files is confidential. No information will be released without the written permission of the student, or the parent or guardian of a dependent minor, except as follows: personnel within the institution designated by the Director, financial aid information to other institutions in which the student may seek enrollment, the accrediting agency carrying out their accrediting functions, in compliance with a judicial order or persons in an emergency in order to protect the health and safety of the student. These exceptions are allowed under the Privacy Act.

Task Sheets

Each week you will receive a new task sheet and turn in the one from the previous week. You are required to do the things listed on top and have them signed by an instructor. Those things and anything else you do need to be marked on the bottom of the page to ensure you get credit in the computer.

Smoking

Students may smoke in the alley; no one is permitted to smoke in front of the building. No smoking or vaping is allowed in doorways or facilities.

Professional Behavior

No foul language will be permitted in the school. This will not be tolerated on the clinical floor or in the classroom. Do not talk about clients, other students, or instructors in a negative way especially in a public area or on social media. If you have a problem with a student or client, talk privately with an instructor to resolve the issue. Students are expected to always show professionalism. This includes their appearance and the way they conduct themselves. No profanity or gossiping is tolerated. Students must meet and greet clients in a courteous manner and address staff members respectfully.

Statement of Non-Discrimination

The school, in its admission, instruction and grading policies, practices no discrimination based on sex, race, age, color, ethnic origin, religion or financial status, EO Program-disability and veterans.

Grounds for Termination

The following are reasons a student may be terminated from school:

- Use of alcohol or narcotics on school property
- Stealing from the school, the school personnel, patrons or other students
- Intentionally destroying property belonging to the school or other students
- Physically assaulting an instructor/staff person or fellow student
- Conviction of a criminal offense of a felonious nature after date of enrollment
- Bringing firearms on school property
- Falsifying records
- Commit any intentional act likely to result in injury to fellow students, patrons, instructors/ staff members
- Failure to return to school after 30 days

Students that require regular or consistent discipline may also be permanently terminated from school.

All students are required to follow all KRS Ch 12 statues and regulations. Failing to do so will result in dismissal.

[Kentucky Administrative Regulations - Title 201 Chapter 12](#)

Grievance

Any student at Empower Academy can file a written complaint concerning behavior or acts of any faculty or staff member of the school. The grievance procedures have been developed to resolve student complaints. A staff member with a complaint must exhaust Empower Academy's grievance process before submitting the complaint to the Board of Kentucky Cosmetology. The written complaint must be submitted to the Education Director. The alleged complaint must be clearly stated, including the time, date, place, person involved and what occurred. The Educational Director will respond within 5 days of receipt of the written complaint. A meeting with the student will be scheduled to discuss and resolve the matter. This meeting will be documented in writing. If this meeting is unsuccessful in resolving the matter, the original complaint will be forwarded to Empower Academy complaint committee. The complaint committee (The Educational Director, an instructor, and an Advisory Board Member) will meet within ten (10) days of the initial meeting with the student. A letter will be sent to the student within fifteen (15) days outlining the steps taken

to resolve the matter or information to show that the complaint was not warranted or based on facts. If the student wishes to pursue the matter further, complaint forms are available through The Kentucky Board of Cosmetology or submit the complaint to the Department of Education and Professional Regulations listed below.

State Board Contact Information

Direct Written Complaints to:

Kentucky State Board of Hairdressers and Cosmetologists
1049 US-127
Frankfort, KY 40601
502-564-4262

Access and Right to Privacy of Files

In compliance with the Family Educational Rights and Privacy Act of 1974 Your Empower Academy follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor, 18 and younger) access to that student's records
- Require a written consent from the student or guardian for release of records each time in response to each third-party request unless otherwise required by law;
- Empower Academy does not publish "directory information" about students.
- Provide and permit access to their student file
- Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifty cents per copy. *Cumulative education records are maintained for a minimum of three years after graduation or termination.*

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine

such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of Empower Academy.

Non-Discrimination & Harassment Policy

Empower Academy prohibits all forms of harassment because of race, color, sex, ethnic origin, religion, age or disability. It will be a violation of policy for any student, teacher, administrator or other personnel to discriminate against another individual with regards to race, color, sex, ethnic origin, religion, age or disability. It shall also be a violation of policy for any student, teacher or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

Empower Academy provides equal opportunity in education and employment in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1974, and the Age Discrimination Act of 1978.

Student Conduct Policy

The Student Conduct Policy sets standards for the students and defines the relationship between the school and its students. It affirms values essential to promoting individual educational and professional development and for creating an effective learning community. Empower Academy expects the students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all staff and other students of the school and all those that support the school's mission.

Rules & Regulations

The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required.

Empower Academy Rules, Regulations, and Safety Procedures

Section 1: Rules & Regulations

The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude, and definite goals during training enhances your ability to build confidence in the required skills.

- Students must clock in daily. No adjustments will be made for forgotten clock-ins. Students arriving after 9:15 AM may not attend theory class.
- No cell phones, social media without approval.
- No profanity or vulgar language in classrooms or clinic floor.
- No food, gum, or drinks (including water/soda) on clinic floor.
- Come prepared for class with all required materials (tools, books, uniform).
- No uniform = sent home until properly dressed.
- No hats, scarves, or bonnets. Dress appropriately to clock in.
- Suspended students must wait until returning to schedule a meeting; instructor decisions are final.
- Concerns must be submitted in writing or emailed to empower.academy4u@gmail.com.

Allow up to 72 hours for a response.

- Credit balance checks may take up to 14 days. Contact Manager with any questions.
- Sanitation is mandatory. Ask for a sanitation task before leaving early.
- Check hours only during lunch or breaks.
- Return promptly from lunch and breaks.
- Focus on client's needs; limit side conversations.
- Tardy students may be denied class attendance at instructor's discretion.
- No solicitation unless approved by the owner.
- No smoking within 15 feet of any entrance.
- Credit given only for in-school hours or instructor-accompanied field trips.
- Be in assigned area as directed by instructor.
- 6+ hour students receive 1 break and 30-minute lunch.
- Maintain minimum 75% satisfactory progress.
- Do not leave classroom/building without instructor permission.
- Make up missed work/assignments if dismissed early due to illness.
- Students responsible for personal items and equipment.
- The school is not responsible for lost/damaged items.
- Do not touch other students' belongings without permission.
- Theft of any kind leads to dismissal.
- Students must replace lost/broken equipment at their own expense.
- Proper classroom behavior is expected at all times.
- No drugs or alcohol on premises; results in dismissal.
- Cheating/forgery results in immediate dismissal.
- Follow professional ethics. Offensive language leads to suspension/termination.
- Students may help others only with instructor permission.
- Request private meetings with instructors as needed.
- Refusing service (without medical cause) = 3-day suspension.
- Free time should be used constructively.
- Stations must be client-ready immediately upon clock-in.
- Lunch break only at designated times unless permitted otherwise.
- Personal calls not permitted. Messages will be taken.
- Alcohol/non-prescription drugs = immediate termination. Prescription meds must be declared.
- Firearms = immediate and permanent termination.
- Follow schedule and make up missed work promptly.
- Lockers provided; students must supply locks. Keep valuables at home.
- The school is not liable for lost/stolen items.
- No profanity; use of such = suspension.
- Avoid gossip and personal discussions with clients/students.
- Only instructors provide instruction on the clinic floor.
- Refusal to perform service = 3-day suspension and dismissal for the day.
- School may suspend/terminate students for insubordination or uncooperative behavior.
- Be respectful to State Board members and inspectors.

- Complete assigned cleanup duties promptly.
- Keep your station clean at all times.
- Staff must correct timekeeping errors immediately.
- Uniform includes black scrubs. Hair and makeup must be presentable.
- Store coats in designated area. Belongings in lockers.
- Stay out of reception area unless assigned.
- Put mannequins away daily. Equipment left out may be confiscated.
- Return supplies after use.
- Students financially responsible for lost/broken equipment.
- Duties must be checked off by instructor before clocking out.
- Follow all KY State Board sanitation/law requirements strictly.
- Behave professionally and respectfully at all times.
- Conversations must be appropriate and client-focused.
- Address all patrons respectfully.
- Food and drink only in breakroom.
- Cell phones must remain silent and off the floor/classroom.
- No recording instructors/students without consent.
- Provide excuses for absences or tardiness.
- Notify instructor before leaving early.
 - Be in theory class for roll call; report to clinic after.
 - No tardy clock-ins allowed.
 - Bring required materials to theory class or entry is denied.
- Do not leave class without permission.
- Rules are subject to change.

Safety Procedures

To maintain a professional atmosphere on the practical floor, the following standards will be observed:

- Unplug curling irons when not in use.
- Use extra precaution when using permanent solution so it will not run into the client's eyes. (Apply cotton rope).
- Hydraulic pumps on chairs should be positioned in the back of the chairs so clients will not catch their feet when getting up.
- Wear rubber gloves when applying tint.
- Give a predisposition test before application of an aniline derivative tint.

- Always keep your little finger under the water flow to check for change in water temperature when shampooing.
- Use caution when using a hand dryer so the hair will not be sucked into the intake opening and get tangles in the mirror.
- Always read manufacturer's directions.
- Check the scalp for abrasions before application of tint, bleach, permanent wave, or chemical relaxer.
- Measure chemical mixtures accurately.
- Sterilize implements to prevent the spreading of disease.
- Label all products accurately.
- Do not smoke while using hair spray.
- Use caution when curling hair close to the eyes.
- Always Cleanse the eyebrow area with the guard on (facing you).
- Use the edge of your workstation to remove old blades from the razor cutter.
- Keep all water or liquid material on floor mopped up.
Do not use metal clips in hair during application of tints, permanent wave, or chemical relaxer.
- Always keep checking patron under dryer or heat cap to make sure it is not too hot.
- Never leave patron unattended under styling lamps.
- Never leave patron alone during any service using chemicals.
- Keep scissors closed and tucked when not cutting. Also make sure points are directed away from the patron.

Sanitation

- Students must follow all sanitation codes as published by the Board of Cosmetology, and school rules and policies.
- Students must wash their hands before every client and upon leaving the restroom.
- Each student must clean his or her work area after each client.
- Each student must clean and disinfect their implements before and after the use of each client.
- The clinic floor is to be always kept in a clean and sanitary condition.
- Kits must be kept clean, marked and ready for inspection always. Kit inspections that result in unsanitary conditions will result in suspension until the condition is corrected.

- Any product that is spilled must be cleaned up immediately.
- Students are responsible for cleaning up after themselves in the break area.
- Sanitation assignments are to be completed daily and signed by the School Instructor.
- A sanitation duty sheet will be posted each day. This sheet will show which student is responsible for sanitation duties for morning, evening and Saturday classes.

317A.130 Sanitation requirements and prohibited practices -- Practices under supervision of physician. (1) No instructor, student, cosmetologist, or nail technician shall: (a) Fail to provide the head rest of each chair with a relaundersed towel or a sheet of clean paper for each person; (b) Fail to place around the patron's neck a strip of cotton, towel, or neck strip so that the haircloth does not come in contact with the patron's skin; (c) Use on one (1) patron a towel that has been used upon another patron, unless the towel has been relaundersed; (d) Use on any patron any razor, scissors, tweezers, comb, bowl, recirculating pipes, rubber disc, or part of vibrator or other similar equipment or appliance that comes into contact with the head, face, hands, feet, or neck of a patron, until the equipment or appliance has been sterilized in accordance with methods of sterilization that are bacteriologically effective and approved by the Cabinet for Health and Family Services; or (e) Use on any patron a liquid nail enhancement product containing monomeric methyl methacrylate, also known as dental acrylic monomer, for the purpose of creating artificial nail enhancements in the practice of cosmetology and nail technology. (2) No esthetician practicing under this chapter shall perform any of the following unless practicing under the immediate supervision of a licensed physician: (a) Botox or collagen injections; (b) Laser treatments; (c) Electrolysis; (d) Tattoo; (e) Permanent makeup; (f) Microblading; or (g) Piercing. Effective: March 30, 2018 History: Amended 2018 Ky. Acts ch. 46, sec. 24, effective March 30, 2018. -- Amended 2012 Ky. Acts ch. 152, sec. 12, effective July 12, 2012. -- Amended 1998 Ky. Acts ch. 437, sec. 1, effective July 15, 1998. -- Amended 1996 Ky. Acts ch. 82, sec. 6, effective July 15, 1996. -- Created 1974 Ky. Acts ch. 354, sec. 13. Legislative Research Commission Note (7/12/2006). 2005 Ky. Acts ch. 99, sec. 675, instructs the Reviser of Statutes to correct statutory references to agencies and officers whose names have been changed in the Act, as it confirms the establishment of the Cabinet for Health and Family Services. Such a correction has been made in this section.

Empower Academy reserves the right to revise any of the above rules and regulations at its sole discretion without previous notification. Such changes will be posted on the student's bulletin board.

Career Opportunities

There is a future waiting for you if you are dedicated! Upon graduation from Empower Academy as a Cosmetology Professional, there are several options waiting for you in this vast profession.

Salon Career

Salon Manager
Make up Technician
Nail Technician
Lead Nail Technician
Assistant
Junior Stylist
Designer Stylist
Master Stylist

Skin Care Specialist

Total Image Consultant
Chemical Specialist

Education

Product Educator
School Instructor
School Owner/Manager
Dean of Students
Director of Education
Administrator
State Board Examiner
State Board Member

Education Consultant

Merchandising

Beauty Supply Rep
Manufacturing Rep
Marketing

Salon Owner

Day Spa
Nails Only Salon
Hair Only Salon
Hair & Nails Salon
Contractor
Tanning Salon
Full Service Salon

Other

Opportunities

Competitions
Platform Artist
Cruise Lines
Podiatrist Assistant
Nail
Technician/Stylist
To the stars

Employment Assistance

Empower Academy is committed to assisting in the placement of every graduate seeking a job, not only upon graduation, but also for three years afterwards. Empower Academy Cannot and Does Not guarantee any employment to any student/graduate. The school has numerous local contacts and can aid those graduate students who are interested.

Most Recent Annual Report 2025

Graduation Rate 99.3%

Placement Rate 76.6%

Licensure 99.3%

ADDENDUMS

- A. Policy Regarding Customer Information & Students Rights to Privacy & FERPA
- B. Student Financial Aid
- C. Job Demand in Cosmetology
- D. Information for The Handicapped
- E. Admissions Requirements
- F. Equal Opportunity
- G. Code of Conduct

ADDENDUM (A)

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Customers are prospective students and students who apply to attend the institution and apply for private or government grants or loans to finance their educations. Nonpublic personal information is information, which is not publicly available on:

- The Customer's name, address, and social security number. The name of the Customer's financial institution, account number
- Information provided on Customer's application to enroll in the institution.
- Information provided on Customer's application for a grant or loan Information provided on a consumer report
- Information obtained from a website. The institution is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to

maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic)

The school's Director/Manager shall be responsible to coordinate the schools Information security program. The Director/Manager shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records for prospective students who are not accepted or who do not enroll in the institution shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on September 15th each year.

The institution shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

We collect nonpublic personal information about you when you apply to attend the institution, and / or when you apply for a private or government student grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may “opt out” of disclosure of this information to parties other than those with a right to it by signing the “Opt Out” coupon on the back of an enrollment agreement.

Student Rights to Privacy

Students have the right to access their files. Requests must be made in writing to the school Director, or in the case of a minor, by the parent. The school Director must be present during the time of the review.

The school’s policy is not to release any information about the student without the student’s written authorization, or in the case of a minor, the parent’s written authorization. Forms are available from the Director.

Student records may be released to the Federal Government, State Education Department and NACCAS without the student’s/ parental consent.

FERPA

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for

parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call **1-800-USA-LEARN** (1-800-872-5327) (voice).

Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Addendum B

FINANCIAL AID

While Empower Academy does not participate in federal Financial Aid, financing plans are available funding sources for students.

Addendum C

JOB DEMAND IN THE COSMETOLOGY INDUSTRY 2025

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

Occupational Outlook Handbook > Personal Care and Service > Barbers, Hairstylists, and Cosmetologists

Hairstylists discuss hairstyle options with clients.

Quick Facts: Barbers, Hairstylists, and Cosmetologists	
2023 Median Pay	\$35,080 per year \$16.87 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2023	766,100
Job Outlook, 2023-33	8% (Faster than average)
Employment Change, 2018-28	63,900

Addendum D

ADA COMPLIANCE

Empower Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that there are extended periods of required stand up practical work in the clinic as required by State regulations. Although the Institutions facilities meet the American National Standards Institute (ANSI), A1 17.1 building requirements, any handicapped person seeking admission will be individually evaluated to determine employability in the

beauty industry, to determine if the person believes he/she can meet all the course requirements, and to determine whether facilities are available to accommodate the individual's handicap.

ADDENDUM E

ADMISSION REQUIREMENTS FOR EMPOWER ACADEMY

ALL COURSES ALL STUDENTS

Students must be at least 16 years of age.

High School Diploma, General Equivalency Diploma, Official post secondary transcript showing a minimum 36 completed credits. However, students will be admitted as regular students who can benefit from the training offered by the institution. Such indicated ability is determined by a written entrance examination.

Students must pass a personal interview with a licensed agent or school director prior to admission. Ability To Benefit Policy (ATB) Students that do not possess a High School Diploma or equivalent must pass the WBST exam (English) and score a minimum of 200 verbal and 210 quantitative. Spanish students must take the SLE exam and pass with a minimum score of 15. Students must take the exam in the language of the program in which they are enrolling. A \$75 fee will be assessed for the exam and may be taken twice.

ADDITIONAL REQUIREMENTS FOR TRANSFER OF CREDIT

Students applying for transfer of credit for previous training must meet our admission requirements and be evaluated by our staff. To be evaluated a student must submit proof of hours completed at another institution and the subjects taken. The results of such testing and evaluation must be approved by the school Director and agreed upon by the student. Transfer students are accepted based on space availability. An evaluation fee may be assessed.

ADDENDUM F

EQUAL OPPORTUNITY

Empower Academy in its administration, instruction and graduation policies, does not discriminate on the basis of race, creed, sex, color, age, religion, financial status, gender, sexual orientation or country or area of origin or residence or ethnic origin.

AddendumG

CODE OF CONDUCT

Empower Academy recognizes that ensuring the integrity of the student financial aid process is critical to providing fair and affordable access to higher education in KY. Therefore, the Institution has formalized the following guiding principles that shall be effective immediately and must be adopted by each Institution location. These guidelines are designed to avoid any potential for a conflict of interest between Empower Academy, its students or their parents in the student financial aid process. Accordingly, each location shall take all reasonable steps to adhere to the following principles in the Institutions financial aid operations:

1. All Empower Academy employees should receive no personal benefit. No officer, trustee or employee of Empower Academy shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any Lending Institution. For example, cash, stocks, gifts, entertainment, expense-paid trips, etc. should never be accepted from a Lending Institution. Likewise, an individual should never receive payment or reimbursement from a Lending Institution for lodging, meals or travel to conferences or training seminars. However, an officer, trustee or employee of Empower Academy may:
 - a. rents in such a manner as to create the impression that the Lending Institution is an employee or agent of Empower Academy in connection with Empower Academy conduct non-Institution business with any Lending Institution and, subject to state law, receive value in connection with such non-Institution business, so long as such value is not intended to influence the officer, trustee or employee in conducting Institution business;
 - b. conduct Institution business and, subject to state law, receive value on behalf of Empower Academy that is unrelated to the student loan activities of the Lending Institution;
 - c. attend conferences and meetings of tax-exempt organizations that are funded or sponsored by more than one entity and, subject to state law, receive materials, refreshments, and other things of like value provided at such professional conferences and meetings; and,
 - d. hold membership in, serve on the board of or participate in the activities of any tax-exempt organization and, subject to state law,

receive travel reimbursements and other things of like value from the tax-exempt organization for such activities.

2. Empower Academy employees should not serve on lender advisory boards for remuneration. No officer, trustee or employee of Empower Academy who makes financial aid decisions for Empower Academy or who is employed in, supervises or otherwise has responsibility or authority over Empower Academy financial aid office shall receive any remuneration for serving as a member or participant of an student loan advisory board of a Lending Institution or any reimbursement of expenses for such service. Any officer, trustee or employee of Empower Academy who serves as a member or participant of a Lending Institution board shall recuse himself or herself from any board discussions regarding Empower Academy financial aid operations.
 - a. staff Empower Academy financial aid office at any time; or
 - b. communicate with Empower Academy students or their parent financial aid operations, including through the use of mascots, logos, etc. Finally, Empower Academy shall not enter into any agreement with a Lending Institution to provide alternative (i.e., non-federal or "opportunity") student loan programs if the provision of such alternative loan programs prejudices other students or parents.
3. Empower Academy should make appropriate use of any Preferred Lender Lists. If Empower Academy decides to promulgate a list or lists of preferred or recommended lenders for student loans or similar ranking or designation ("Preferred Lender List"), the selection of Lending Institutions for inclusion on the Preferred Lender List shall be based on the best interests of Empower Academy.

ADDENDUM H CAMPUS SECURITY

The safety of our students and staff is of top importance. Therefore, we encourage all students and staff to report crimes, suspicious activities or other security problems to the Instructor.

The procedures listed below will be followed to address reports or complaints made to the Administrator.

1. Administrator will make a written report listing the following:
 - a. Date of report
 - b. Time of report
 - c. Name of complaint (voluntary)
 - d. Nature of complaint
 - e. Action taken by the Administrator
 - f. Recommendation to higher authorities

This written report will be signed and submitted to the Administrator. In the event that outside help should be called in such as local sheriff, police, and state police, the Administrator shall cooperate with said agencies and investigations to the best of their abilities and within the scope of school policies.

2. There are restricted areas for the public. Visitors that you may have that want to be promoted in the restricted areas should first obtain permission through the admissions office or administrator.

The administrator also considered the security official has the authority to check all persons on the school property to determine their legitimate presence, and to:
Escort unauthorized persons to the proper office or off the school property. Report any suspicious activity or criminal activity to their supervisor.

Control the actions of persons violating school rules or Local State or Federal laws as long as these actions by the administrator do not in themselves violate any local, state, or federal

laws. Cooperate with Local, state, or federal law officers should that become necessary.

3. While on school property, students are encouraged to:
 - a. Report suspicious activities or persons.
 - b. Avoid being alone and isolated.
 - c. Lock vehicles and personal belongings.

Affirmations:

I verify that prior to enrollment, the following information was provided for my review: Salary ranges, Physical Demands, Safety Requirements, Working Conditions, Licensing Requirements, Non-Discrimination Policy, Drug Free Schools & Communities, Campus Crime Statistics, Graduation, Job Placement, and Licensure Rates, and if applicable, Transfer Policy & Procedure, Reinstatement Policy & Procedure.

I verify that I am currently in possession of an Enrollment Contract signed and dated by the school, that fully outlines the rights and obligations of both the Student (and/or Guarantor) and the School. I also verify that at the time I tendered the Enrollment Deposit and the signed Enrollment Contract, I was provided with a student Handbook that includes the Addenda for Education.

I HAVE RECEIVED A COPY OF THESE POLICIES AND WILL ADHERE TO THEM TO THE BEST OF MY ABILITY.

Student Signature _____ Date _____

Be, to abide by "Rules and Regulations", I understand and accept that a consistently negative, immature, or unprofessional attitude, alone is sufficient reason for my suspension and/or permanent dismissal from Empower Academy I have read, fully understand, and agree to abide by all Attendance and Behavior Standards I verify receipt of a Student Orientation Guide. I verify my understanding that Enrollment Contract/ Student Handbook/Student Orientation Guide all contain information related to my participation at the Empower Academy.

I verify that the Student Handbook and or Catalog includes the following information: Mission Statement, Ownership, Facility Description, Educational Goals, Admission Requirements/Procedures, Attendance Policy/Procedure, Composure & Behavior Policy/Procedure, Satisfactory Progress Policy/Procedure, Minimum Cancellation & Settlement ("Refund Policy"), Student Rights of Privacy & Access, Student Advisement Policy/Procedure, Make-up Work Policy/Procedure, Termination Policy, Overtime Policy/ Procedure, Testing Policy/Procedure, Graduation Requirements, Grading System, and Course Outlines. (Handbook also includes date of publication, School's address/phone, and the name/address/phone of the school's accrediting agency.)

I verify that I have agreed, prior to my enrollment as set forth in the Student Handbook and Orientation Guide. I understand all the penalties if I do not accept my responsibilities in the areas of attitude, attendance, dependability, respect, cooperation, pride, and professionalism.

I verify my obligation to abide by the requirements as set forth by the KY State Board of Cosmetology: Students are prohibited by law from performing cosmetology services any place outside duly established clinics. Students violating will be punished to the fullest extent of the law, Each student is required to have in his/her possession and maintain in sanitary condition all tools and books required for learning in order to receive credit for hours of training, and, Each student is required to be in complete uniform as set down by school regulations and in compliance with the standards of the State Board of Cosmetology.

I verify that I have received an information packet regarding "Drug-free Schools and Communities" I have read and signed a document that sets forth the stipulations of my continued eligibility for the receipt of financial aid.

I verify that should I leave anything whatsoever in my assigned student locker for a period of 60 days beyond my last day of attendance, the assigned locker may be opened, and those items discarded or donated by Empower Academy.

By my Signature I verify that all statements are true and accurate.

Student Signature _____

Date ____/____/____.

Must Be Completed By Students in All Programs Master Orientation Sign-Off Student

_____(Please Print)

Date _____ / _____ / _____

School Administration Signature _____