

HISTORY

Appalachian Beauty School was founded by Buna Hunt in 1977. The school has been in continuous operation since it opened. We believe that Appalachian Beauty School, which has been in existence since 1977, is a unique educational institution designed to meet the individual needs of cosmetology students by providing a quality education and practical training in a distinctly pleasant atmosphere for learning by fostering respectful relationships and by serving the community in a fashionable, trustworthy and economical manner.

MISSION STATEMENT

Appalachian Beauty School's mission is to prepare students to successfully pass written and practical state board exam, obtain licensure and become assets to their communities by means of gainful employment. We always are striving to give each student the opportunity to reach his/her full potential. It is our endeavor to focus on the following specific goals through conscientious and dedicated guidance and instruction as follows:

- To motivate students to develop their artistic potential as well as good business management, salon ethics, business ethics, and knowledge of state board rules and regulations.
- To build a solid foundation of educational and technical skills.
- To expose students to up-to-date products and hairstyling techniques.
- To fulfill all state board requirements for licensure and employment.
- To achieve skills and strategies for effective client relations and retention techniques.
- To teach students the components of the proper attitude of the professional cosmetologists.

ADMISSION REQUIREMENTS

The school does not discriminate in its employment, admission, instruction or graduation policies on the basis of sex, race, age, color, religion or ethnic origin nor does it recruit students already attending or admitted to another school offering a similar program of study. The school requires that each student enrolling in the cosmetology program must:

- Applicants must be at least 16 years of age and provide a copy of a driver's license or birth certificate.
- Applicants must provide documentation of high school or GED completion
- All applicants must provide documentation of social security cards.
- Applicants must complete an interview with an instructor.
- All male applicants must show documented proof of selective service.
- Have evidence of completion of home schooling that state law treats as a home or private school.

All applicants are encouraged to complete four hours of classroom/student salon observation.

TRANSFERS

We do not accept transfer students. If a student wants to transfer to another school, the student must be paid in full in order for the transcript to be released.

RE-ENTRY

A student who wishes to re-enter will get credit for hour up to 5 years from the date they originally started. All fees in effect at the time of enrollment will be charged and tuition will be pro-rated, if applicable.

INSTITUTIONAL FACILITIES

Appalachian Beauty School is located at 25429 US, Highway 119N, Belfry, Ky. The institution features 2950 square feet of established facilities dedicated to the individual training of the complete cosmetologist. The institution maintains equipment, workstations, secure areas for property, as well as secured areas for record and supply storage. Areas are provided for safe working conditions, designated administration areas, and reference library.

ADMINISTRATIVE STAFF AND FACULTY

Amber McCracken----- Owner¹/Director/Instructor

Deborah Johnson-----Instructor

Deidre Blanton-----Instructor

Pamela Sesco-----Financial Aid Officer

¹ School is owned by Appalachian Beauty, Inc.

COMPLAINT (GRIEVANCE) POLICY AND PROCEDURE

In the event a complainant wishes to register a grievance against Appalachian Beauty School, Inc. the following policy is in effect.

1. The complaint must be in writing and addressed to the school Director/Owner.
2. Within ten business days, the school Director/Owner will provide a suggested resolution or dismissal of complaint in writing to the complainant.
3. Should the complainant be in disagreement as to the suggested resolution or dismissal of the complaint, then and only then may the complainant contact one or both of the school's regulatory agencies.

The National Accrediting Commission of Career Arts & Sciences
3015 Colvin St.
Alexandria, VA 22314
Telephone: 703-600-7600

The Kentucky State Board of Hairdressers & Cosmetologists
111 St. James Court Suite A
Frankfort, KY 40601
Telephone: 502-564-4262

The complaint and the decision will be maintained on file.

LICENSING/ACCREDITING AGENCIES

This institution is licensed by the Kentucky State Board of Hairdressers and Cosmetologists and is also accredited by NACCAS. Their contact information is as follows:

The National Accrediting Commission of Career Arts & Sciences
3015 Colvin St.
Alexandria, VA 22314
Telephone: 703-600-7600

The Kentucky State Board of Hairdressers & Cosmetologists
111 St. James Court Suite A
Frankfort, KY 40601
Telephone: 502-564-4262

TUITION SCHEDULES

The total tuition of the course is \$10,000.00, with a \$350.00 registration fee. Books are included in the overall tuition price and they are yours to keep. The school provides all supplies needed while the student is in training. Only upon graduation will the student receive their own personal kit. If the student does not graduate, there will be no kit awarded. After the initial payment of a registration fee of \$350.00 and tuition down payment of \$2875.00, payments will be paid at the rate of \$593.75 each month. There is a transcript fee of \$20.00. Check, cash, money order, cashier's check or financial aid to those who qualify are also acceptable forms of payment. It is not the established policy of the institution to offer scholarships or fee waivers.,

CHARGES FOR ADDITIONAL INSTRUCTION

In the event that a student requires additional time for completion of the course beyond their stated contract date, the student will be charged a \$3.50 per hour of instruction. Overtime policies are as follows:

Overtime instruction must be paid before anticipated graduation or dismissal may result from nonpayment at the discretion of the owner/director. Any overtime incurred before graduation may be averaged into monthly payments.

- The administration reserves the right to excuse any instruction, overtime or any charge to a student's account. Each student is an individual with unique circumstances.
- The administration urges students to discuss personal or financial problems that may arise during their enrollment and with usable documentation may excuse some or all monies owed. All decisions of the owners/director are final, with no further appeals possible.
- There is a \$20.00 transcript fee for the transfer of student records. Academic records will not be released for any student with an outstanding account balance.
- All requests for transcripts must be from another institution or student. All transcripts must be delivered by mail, with no transcripts released to students for personal delivery. All requests for transcripts must allow 24 hours prior notification for preparation. The school will assist any student on an individual basis concerning reciprocity with other states.

Weekly Schedules

Monday through Thursday from 08:00am to 04:30pm

Class Start dates

First Monday of February and the last Monday of September each year.

Holidays

New Year's Day, Memorial Day, Labor Day, Week of Thanksgiving, Week of Christmas

Vacation

Last week of June and the first week of July.

EMPLOYMENT/PLACEMENT ASSISTANCE

This institution cannot and will not make guarantees of employment or placement upon graduation. However, we do have ongoing contacts with area salons, and the posting of job positions available on the bulletin board.

COSMETOLOGY COURSE POSSIBLE OCCUPATIONS²

Upon course completion, passing your boards and obtaining licensure, you will be classified as Apprentice Cosmetologist. This license will qualify you for several salon positions under the supervision of a Master Cosmetologist. When you have completed 6 months apprenticeship and completed the state board you may obtain a number of salon positions as follows:

Hair Stylist
Hair Coloring Technician
Manicurist
Salon Care/Facial Technician
Permanent Waving Specialist
Manufacturer's Representative
Field Technician
Platform Artist or Lecturer
Sales Consultant

GRADUATION REQUIREMENTS

In order to graduate from Appalachian Beauty School, you must pass all exams (practical and theory) with a grade of 70%. All financial obligations must be satisfied. Satisfactory completion of all clock hours for the course the student will be awarded a certificate of completion (diploma) and be given all forms for state board examination.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress is one of the most important policies concerning student progress at this institution. It is paramount that all students understand these policies. Satisfactory academic progress is whether or not a student is passing or if they are performing at acceptable levels during their enrollment. Making "Unsatisfactory Progress" is not maintaining attendance requirements or not making acceptable grades or progress that could impact financial aid eligibility, if applicable. This policy applies to every student and is provide to applicants prior to enrollment. It is applied consistently to all students regardless of schedule.

1. REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

In order for a student to be deemed to be making satisfactory academic progress toward completion of the cosmetology course, grade averages must be maintained and students must progress toward course completion within a specified time frame. Students will be evaluated for cumulative attendance and academic status at 450 hours, 900 hours, and 1200 hours.

- **Required Academic Averages:**

At each evaluation period, student test scores on classroom and theory work will be averaged along with the practical grade for a total percentage grade given. At the established evaluation time, students will be counseled and notified of any deficiencies, should they exist. All students must maintain a minimum of 70% cumulative average for satisfactory progress.

The following grading scale is used at this school:

² Course is taught in ENGLISH

90%-100%	A	Excellent
80%-89%	B	Good
70%-79%	C	Average
69% and below	F	No Passing

• **Required Completion Rate/Maximum Time Frame:**

Students must complete the course within a maximum time frame, which is 143% of the time frame. The way this is figured is that a student must complete the course within 52 weeks or 12 months, if the student had perfect attendance of 32 hours a week. As long as you come a minimum of 22 hours a week ($32 \times .70$ (required rate of attendance) = 22), then you will be in satisfactory progress and will graduate within the maximum time frame. A student who does not complete within the maximum time frame will convert to cash pay status, where applicable.

2. DETERMINATION OF PROGRESS

Students will be evaluated upon completion (actual hours) of 450, 900 and 1200 hours. Students meeting the minimum academic and attendance requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, s/he must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of the program, or midpoint of the academic year, whichever is shorter. All students have access to satisfactory academic progress results at the evaluation intervals. The forms would include notification of any evaluation that impacts the student's eligibility for financial aid, if applicable.

We do not accept transfer hours.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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 prevails upon appeal of a negative progress determination prior to being placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period if it is determined that the student did not make satisfactory academic progress during the warning or previous evaluation period may be placed on probation only after a successful appeal. During which time, the student is on suspension of title IV funds before approved appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. ***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 probationary period, the student has still not met both the attendance and academic requirements, 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 and placed on title IV suspension.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form 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. The appeal and decision documents will be retained in the student file. The reasons for which a student may appeal are death or serious illness of an immediate family member, an injury or illness of the student, serious personal circumstance or

other allowable special circumstance.

*****Note:** The academic plan if followed, will ensure that the student is able to meet the institution's Satisfactory Academic Progress requirements by a specific point within the maximum timeframe established for the individual student. **Most probationary periods are for a Title IV pay period (450 hours)**

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

3. LEAVE OF ABSENCE/TEMPORARY INTERRUPTIONS

Students returning from a leave or other absence or a re-enrollment will return to the school in the same satisfactory academic progress status at which she/he left. The absence or re-enrollment extends the contract period and maximum time frame by the same number of days of the leave or other absence.

4. COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES

These specific areas do not apply at Appalachian Beauty School and therefore have no effect upon satisfactory progress.

FINANCIAL AID

The school is approved for financial aid to help finance tuition costs incurred in obtaining your new career. Students are required to provide all necessary documentation at the time of application for financial aid. Students are eligible for financial aid payments based upon clock hours completed, with our academic year being 900 clock hours and 30 weeks in length. In order to receive financial aid male students who are required to register with selective service must certify to our school that he is in compliance with registration requirements. Those students receiving aid must also certify they do not owe a refund on any grant or loan and are not in default on a loan. A new law suspends aid eligibility for students convicted under federal or state law or sale or possession of drugs. You may regain eligibility during the award year under certain conditions. See the financial aid office for details. The financial aid office is open on Thursday. If these hours present scheduling problems for either the student or parent, appointments at other convenient times may be arranged if sufficient notice is given.

RETURN OF UNEARNED TITLE IV SFA PROGRAM FUNDS (effective 10-7-00)

The law now specifies how the school must determine the amount of SFA Program funds that you will earn if you withdraw from school. The amount of assistance that you have earned is determined on a pro-rated basis and the length of a payment period. Once that you have completed 60 percent of the payment period, you have earned all for the assistance. If you complete less than 60 percent of the payment period, the school must return a percentage of funds paid on your behalf.

REFUND POLICY

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school is entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parents or guardian) may cancel enrollment, in writing, within three (3) business days after the contract has been signed, and all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner in person. This policy applies regardless whether or not the training has begun.
3. If a student cancels his/her enrollment after the three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the registration fee of \$350.00.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determinations shall be the earlier of the scheduled date of return from the leave or the date the student notifies the institution that he or she will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school in person.
8. Unofficial withdrawals for clock hour students shall occur no more than 10 business days from the last date of physical attendance.
9. The refund is calculated based on the student's last date of attendance.
10. Any monies due a student who withdraws or is terminated shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.
11. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered:

Percentage Length Completed to Total Length of Course	Amount of Total Tuition Owed to the School
0.01% to 04.9%	20%
05% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

***REFUND CALCULATIONS ARE BASED ON SCHEDULED HOURS**

12. If a course is cancelled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option: (1) provide a full refund of all monies paid or (2) provide completion of the course.
13. If a course is canceled and instruction ceases after instruction has begun the school shall at its option: (1) provide a pro-rata refund for all students transferring to another school based on the hours accepted at the receiving school; or (2) provide completion of the course.
14. If the school is permanently closed and no longer offering instruction, the student shall be entitled to a pro-rated refund.
15. In case of illness, disabling accident or death in the immediate family, or other circumstances beyond the control of the student, the school shall make a settlement, which is reasonable and fair to both.
 - The school will use the U.S. Department of Education's "Return of Title IV Funds" policy (34CFR668.22) based on payment period as required by law and when necessary.

COSMETOLOGY

Objectives

The cosmetology course is designed to prepare students for the State Board Licensing examination and secure gainful employment. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills, including hairstyling, shaping, coloring, chemical reformation, manicuring and facials. Students will also be able to comprehend, analyze and integrate theoretical cosmetology knowledge with practical skills.

Course Description

The training encompasses all phases of cosmetology including haircutting and styling, permanent waving and relaxing, hair coloring, and lightening, scalp and hair treatments, manicuring facials, and makeup, salon management and state law. Licensed instructional staff teaches both theoretical and practical applications. Opportunities for supervised work with the public are provided in the school's laboratory. The 1500-hour course normally takes a full-time student 52 weeks to complete.

COURSE TOPICS

The following subjects are contained in the cosmetology curriculum:

Ethics

Concerning proper conduct and relations with employers, employees, clientele, and co-workers.

Law, Ethics, Economics

Concerning state laws governing cosmetology, employer obligations, taxes, insurance and related information.

Economics

The science of acquiring and operating businesses.

Hygiene, Sanitation, Bacteriology, First Aid

Concerning the applied sciences of the health and healthy living. The potential cosmetologist is expected to understand the importance of sanitation, sterilization and bacteriology and providing safe services. First aid emphasizes the safety measures in relation to procedures performed by the cosmetologist.

Anatomy

Concerning body structures when determining why specific steps are required in facials, manicures, massage, hair shaping and styling.

Histology of the Skin, Scalp, Hair and Nails

Students will gain motivation through desire to learn about their own skin, scalp, hair and nails.

Electricity and Light Therapy

Concerning the application of light and heat and the operation of electrical appliances for the advantage of the cosmetologist and patron. Light therapy is salon work with light rays, which produce chemical and germicidal reactions to sunlight.

Chemistry

Concerning more knowledge of the skin, scalp, hair and nails, and products establishing the cosmetologist as an expert and increase professional stature.

Salon Management

Concerning planning and management as major considerations in successful salon operation. Utilize salesmanship to assist patrons to make informed decisions about services and products, ensuring a satisfaction in work, merchandise and purchases.

Social and Economic Relationships

Concerning public relations as the sum of all opinions about your salon held by patron, employees, suppliers, and the community. Awareness is important to ensure good interaction with all these parties.

History of Beauty Culture

Concerning the art and beautification and its recognition for thousands of years in Egyptian cultures, as well as the boundless future of the cosmetology industry.

Scalp and Hair Treatments

Concerning all necessary supplies and procedures involved in modern treatments for the hair and scalp.

Shampooing and Rinsing

Shampooing and rinse applications require skill and knowledge and are one of the first services that the student cosmetologist will be taught and called upon to practice.

Hair Coloring and Lightening

Hair coloring and lightening is considered second only to hair styling and hair shaping in salon services performed. Temporary, semi-permanent and permanent processes of diverse kinds are covered.

Hairstyling, Hair Shaping, Finger Waving and Permanent Waving

A well-trained cosmetologist understands and may successfully perform procedures in all these areas. Equally important are hair shaping and permanent waving as the basis of hair styling and as they provide the most economic income for the successful cosmetologist.

Hair Relaxing

Knowledge by both chemical and physical means is covered for increased salon revenue.

Facials and Makeup

One of the most effective procedures in cosmetology is a massage as it relates to these areas. Scientific treatment and procedures are taught for the treatment of the face and skin.

Manicuring and Pedicuring

Use of implements, supplies and procedures used in the beautification of the hand and the nails.

Dispensary and Reception

Knowledge of dispensing materials and proper methods of sanitation, and patron reception.

Iron Curling, Air Waving and Wiggery

The demand for faster and more efficient client services of the time conscious customer, coupled by the desire of the cosmetologist to increase income has been the major factor in the advent of the 30-minute style. Taught are methods of iron curling and blow dry styling, as well as styling on various types of hair pieces.

Units of Instruction³

- (1) Curriculum for freshmen students
 - (a) Theory and related theory class 100 hours
 1. General theory (includes orientation), including KY cosmetology law and applicable administrative regulations promulgated thereunder (60 hours)
 2. Clinical Theory (25 hours)
 3. Lecturing theory (15 hours)
 - (b) Clinical and related theory class (freshman practice class on students or mannequins) 200 hours
 1. Cold waves (20 hours)
 2. Facials and make-up (15 hours)
 3. Complete "S" formations or complete finger waves (5 hours)
 4. Pin curl techniques (5 hours)
 5. Hair shaping (30 hours)
 6. Hair styling techniques (25 hours)
 7. Lash and brown tint (5 hours)
 8. Eyebrow arches (5 hours)
 9. Nail technology (15 hours)
 10. Scalp Treatments (15 hours)
 11. Shampooing (15 hours)

³ The state board only provides the "big picture" hour requirements (100, 200, 500 and 1000); however, we came up with an approximate amount of specific desired hours in the subsequent breakdowns that we strive to provide in those particular areas in our instruction. These are not mandated by the board to be this specific and we only use them as a guide.

12. Hair coloring, bleaching and rinsing (mixing & formulas) (30 hours)
13. Heat permanent (10 hours)
14. Safety measures (5 hours)

(2) Curriculum for junior and senior students

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|--|-----------|
| (a) Theory and related theory class | 500 hours |
| <ol style="list-style-type: none"> 1. Professional practices (75 hours) 2. Life sciences (general anatomy) (125 hours) 3. Physical sciences (chemistry and treatment) (75 hours) 4. Hair designing safety measures (125 hours) 5. KY cosmetology laws and applicable administrative regulations (15 hours) 6. General theory, including KY cosmetology law and applicable administrative regulations promulgated thereunder (52 hours) | |
| <ol style="list-style-type: none"> 4. Clinical Theory (20 hours) 5. Lecturing theory (13 hours) | |
| (b) Clinical class | 700 hours |
| <ol style="list-style-type: none"> 1. Hair conditioning treatments (10 hours) 2. Scalp treatments (15 hours) 3. Hair shaping (103 hours) 4. Shampoos (15 hours) 5. Cold waves (50 hours) 6. Chemical hair relaxing (permanent wave) (70 hours) 7. Complete "S" formations or complete finger waves (2 hours) 8. Pin curl techniques (5 hours) 9. Hair styles (90 hours) 10. Iron curling (55 hours) 11. Hair coloring and toning (95 hours) 12. Bleaches and frostings (54 hours) 13. Facials and make-up (15 hours) 14. Nail technology (25 hours) 15. Lash and brown tints (1 hours) 16. Eyebrow arches (24 hours) 17. Color rinses (certified color) (3 hours) 18. Wiggery (3 hours) 19. Professional ethics and good grooming (10 hours) 20. Salesmanship (5 hours) 21. Reception desk and telephone answer (4 hours) 22. Recordkeeping (4 hours) 23. Dispensary (procedures for ordering supplies and retail merchandise (8 hours) 24. Personality development (7 hours) 25. Salon management (20 hours) 26. Public relations (7 hours) | |

TOTAL HOURS OF COSMETOLOGY INSTRUCTION

1500 HOURS

NONDISCRIMINATION STATEMENT

Appalachian Beauty, Inc., and its faculty in no way practice discrimination on the basis of age, sex, race, color, religion, financial status, ethnic origin or country of origin or residence in its admission, instruction, grading or policies.

REGISTER TO VOTE

Appalachian Beauty School encourages their students to register to vote. Forms to register are available on the Internet at <http://www.state.ky.us/agencies/sbe/sbehome.html>

STUDENT ACCESS TO FILES

All records concerning student academic, financial, or personal activities are confidential. Students and parents or guardians in the case where the student is a minor or dependent minor student, have the right to review all relevant information, which is maintained, by the school. Request to review the file must be made with the Director, or persons designated by the Director, or designated individual present. No files are to be removed from the office. The student may request and receive copies of information in their file. The institutional records related to accreditation are maintained from the effective date of the most recent grant of accreditation and in accordance with state and federal law.

DISCLOSURE OF STUDENT INFORMATION

Under the Privacy Act, all information contained in student files is considered confidential and shall be released to other individuals only upon the parents/guardians of a minor student and the student's prior written consent and authorization, with the following exceptions: personnel within the 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. Schools are not required to provide copies of material in educational records unless, for reasons such as great distance, it is impossible for the student or parents of a minor student to inspect the records personally. The institution may charge a fee for providing copies under these circumstances.

Before publishing "directory information" such as name, address, phone, date & place of birth, major field of study, dates of attendance, degrees & awards, date of graduation, previous school attended/date of graduation from previous school, the student or guardian of a minor student has the right to deny authority to publish one or more of these items.

ATTENDANCE POLICY

Students are expected to be in attendance in accordance to their enrollment status. Course time and attendance is measured in clock hours. Students are expected to attend classes as scheduled, and when unable to attend will notify the school for the reason of absence and furnish the school with a written excuse. The student understands that all absent hours must be made up.

EXCUSED AND UNEXCUSED POLICY

This institution does not have an excused/unexcused attendance policy. There is time built into the contract to accommodate for personal time.

TARDINESS POLICIES

Any student not physically present at the beginning of the scheduled class period will be allowed to clock in and receive hours for the remainder of the day but will be considered tardy. All hours lost from tardiness must be made up. The school is operated on a clock hour basis and only actual hours attended are reported to the state board. Excessive and habitual

tardiness may result in counseling and if the tardiness continues, the student may be suspended form the school for a period of time to be determined by the school director.

ADVISING

Students are advised regularly throughout their attendance regarding activities and problems, which may affect their progress. All students will have access to private advising with their instructors, the staff and the financial aid office, per the student's request.

DRESS CODE/UNIFORM/APPEARANCE

Students are to look professional at all times and are responsible for furnishing shoes and uniforms. Uniforms are to be black pants and white tops only. Shoes are to be of the style and material recommended and approved by the school. This will be covered during registration. No tennis shoes, natural or black hosiery or black socks required.

AVAILABLE SERVICES

Although this institution does not provide housing, it is the policy of this institution to provide students with counseling assistance in the areas of child care, transportation and referrals to the Department of Social Services, as well as education for after instruction situations such as seminars on job searches, interviews, taxes and salon setup.

RULES AND REGULATIONS

Regulations are established to protect students, employees, patrons and faculty, and to provide for more effective institution management. They also foster a more professional atmosphere and promote a successful learning environment.

Instructor, employees, patrons and students are to be respected at all times. Any violations of all rules, regulations, policies and procedures may result in temporary or permanent dismissal at the discretion of the owner/director.

Students are required to clock in and out for lunch.

No student may clock in or out for another student. Both students will be dismissed.

Attendance is required, except for emergencies.

Students must always conduct themselves with professionalism.

Absolutely no purses or bags are allowed inside the institution. Clear, mesh or see through bags are permitted. Those students bringing lunch boxes or coolers to school agree to open them for inspection upon request.

Visitors are not permitted in any areas of the institution. A visitor is anyone that is not a student, including former students, relatives, spouses, and friends.

Upon completion of laboratory services, all table and implements must be sanitized and returned to student kids.

An instructor must inspect all services performed.

Sit decently; do not put your feet on the walls, chairs, stations or tables.

Students are to take their lunch break at the designated times.

Any student with a patron at their lunch time will go to lunch when patron is completed.

Students are not to be called to the telephone for personal calls. A message is to be taken and given to them.

ALCOHOLIC BEVERAGES OR NON-PRESCRIPTION DRUGS ARE STRICTLY FORBIDDEN AT THE SCHOOL PREMISES!!! If they are found on school premises, this will be cause for immediate and permanent termination and reason for termination will be placed in file. If you are taking prescription drugs, you must have a bottle with your name on it and personnel must be notified of such prescription

FIREARMS AND /OR DANGEROUS WEAPONS ARE ALSO STRICTLY FORBIDDEN AT THE SCHOOL!!!! This is also cause for immediate and permanent termination from the school.

All schedules must be followed as outlined by the instructor. Any class time work assignments that are missed must be made up as soon as possible. It is your responsibility to check with your instructor about any test or assignments to be made up.

Please do not bring valuable or large amounts of cash to the school. We also recommend that you do not wear expensive jewelry to school. **THIS SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!!!**

Chewing gum is not allowed in the school at any time. Students may smoke in the designated smoke areas.

There is to be no profanity in the school at any time.

Avoid gossip and discussion of personal problems with other students or clients. If you have a problem, you may wish to discuss it with an instructor or other staff member.

Students may be dismissed for causing dissention between other students, faculty or patrons.

Any student caught stealing supplies or equipment from the school or fellow students will be immediately terminated from the school and the reason for termination will be documented in their permanent record file.

Refusal to perform a service on a client will result in being sent home for the remainder of the day.

The school reserves the right to suspend or terminate a student from school for insubordination, refusal to cooperate with the instructors or staff, follow instruction or direction, follow assigned schedules (such as leaving early without informing a staff member) or in any case where we feel the student is not adapted to our regulations.

Any or all of the State Board members are free and welcome to visit the school. Always be courteous and respectful to them. The State Board inspector will make regular visits to the school.

Please respond promptly and cheerfully when you are called to the reception desk for a client.

If you are assigned to clean up duties, please do them efficiently and promptly.

Silence is to be observed in the classroom. Unnecessary interruption, conversation, noise or disrespectfulness will absolutely not be tolerated. Students are expected to be alert and attentive. Students may be dismissed for sleeping during theory or lecture instruction.

Students are always to look professional and must wear clean uniforms daily, black pants and white tops. Deodorant must be worn daily.

Students must obey rules of personal hygiene. All students must wear clean uniforms and deodorant daily. Students may be dismissed for uncleanliness.

Students wearing soiled uniforms or shoes will not be allowed on the laboratory floor and will be asked to clock out to change.

Uniforms with names are required.

Each student is responsible for keeping his or her chair and individual workstation clean. All dirty towels are to be put in the towel bins.

No cell phone use while on the clock.

Rules and regulations may be subject to revisions and changes during your attendance. Therefore, you must abide by those which may come into effect during your attendance, as well as the above listed rules and regulations.

GROUNDS FOR TERMINATION

I agree to comply with all rules, regulations, policies and procedures, upon enrollment, as they have been provided to me. The school has the right to terminate my enrollment for violations of these policies, of which I will be notified in writing. The school has the right to delete or modify these policies, of which I will also be notified in writing. In addition, grounds for termination are as follows:

- Insufficient satisfactory progress, as established
- Nonpayment, as established
- Insubordination or refusal to follow directions
- Profanity, indecency or any behavior deemed inappropriate
- Gossiping or causing dissention between students, patron or staff
- Refusal to follow the dress code, as established or amended.

CODE OF CONDUCT

Instructors, staff and students are to display professional behavior at all times. No use of profanity, indecency or any behavior deemed inappropriate or offensive.

No gossiping or causing discord among student, staff or patrons.

Failure to maintain this code of conduct a cause dismissal with no appeals possible.

LEAVE OF ABSENCE

1. In some emergencies a student may need to leave school temporarily with the intention of resuming the program at a later date. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.
2. A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. In order for an LOA to qualify as an approved LOA:
 - a) All requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature. **ALL LOA's are subject to approval from the office.**

- b) A Student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The reason for the decision will be documented and the request for the LOA will be collected from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
- c) The student must follow the institution's policy in requesting the LOA;
- d) There must be a reasonable expectation that the student will return from the LOA;
- e) Following the review by KY State Board of Cosmetology, the request will be approved or denied, the decision will be noted on the written request, in accordance with the institution's policy;
- f) No additional institutional charges as a result of the LOA;
- g) **The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period;**
- h) A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;
- i) The student's maximum time frame and the contract period will be extended by the same number of days taken in the LOA and noted on the LOA form.;
- j) In the event the student does not return by the documented date of return from the LOA, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.
- k) Upon returning to the school, the student will be placed with the class that has comparable hours and will return at the same progress status at which he or he left.

CODE OF ETHICS

This school will strive to meet established missions, goals and objectives. This school will abide by all rules and regulations as established by the Kentucky State Board of Hairdressers. This school maintains fair and honest relationships with staff members, students, patrons, state board and other schools. This school purchases high quality equipment, supplies and cosmetics for the instruction of students. This school advertises truthfully and makes honest representations of all applicants and students. This school refrains from criticism, which reflects unfavorably on other schools and the cosmetology profession.

I certify that the information and policies contained in this catalog are true to content and policy, and that this school enforces its policies pertaining to professional standard and regulations set up by the school.

Certifying Official
Mrs. Amber McCracken
Owner/Director
Appalachian Beauty School