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Cosmetology | Instructor | Esthetician | Nail Technician



Delaware First State Beauty Academy, Inc. (DFSBA)
Catalog and Handbook 2025



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MISSION STATEMENT

Delaware First State Beauty Academy (DFSBA) is dedicated to maintaining the highest standards of excellence in post-secondary cosmetology education. Our mission serves as a guiding principle, demonstrating our commitment to preparing graduates with the skills and knowledge essential for licensure and success in the beauty industry.

At DFSBA, our mission is articulated as follows:

"It is the solemn mission of Delaware First State Beauty Academy to provide an exceptional post-secondary cosmetology education, equipping our graduates with the essential skills required for licensure and entry-level proficiency in the job market. We are committed to fostering a positive learning environment, promoting career success, and instilling in our students the art of business skills, customer service, retailing, and effective communication."

"Our unwavering dedication to this mission is evident in our comprehensive curriculum, meticulously designed to ensure that each graduate is not only prepared for licensure but also well-equipped to excel in the competitive beauty and spa industry. We believe in enriching lives, cultivating professionals, and nurturing creativity within a supportive and inspiring atmosphere, ultimately shaping graduates into top salon and spa professionals who embrace fiscal responsibility and thrive in the workplace."

"Delaware First State Beauty Academy is devoted to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment, preparing graduates with the business skills and fiscal responsibility necessary for success in the workplace." "It is the hope and purpose of Delaware First State Beauty Academy to provide post-secondary students with a positive learning environment and a pathway to career success."

"At our Beauty Academy, a fundamental goal is to eliminate barriers to employment for Delawareans with mental and/or cognitive disabilities. We are committed to collaborating with and accepting students facing challenges due to disability, empowering them to prepare for, obtain, and maintain meaningful employment in the beauty industry. Our mission revolves around providing individuals aspiring to work with access to premier resources for training, support, and career advancement, ensuring inclusivity and equal opportunities for all."

Daisey Batson, President & CEO



Admissions Procedures

Delaware First State Beauty Academy (DFSBA) admissions procedures are crafted to guide applicants in choosing a program that best aligns with the student's abilities and interests. We ensure that admission to our programs and access to opportunities are provided without discrimination based on age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status, or national origin.

Admissions Requirements

Delaware First State Beauty Academy operates as a private institution, and the admission process is individually assessed for each candidate.

In order to be eligible for admission to any program, a potential student must fulfill the following criteria:

1. Complete an application for admission
2. Submit the registration fee \$25, and application fee \$100, along with application for admission
3. Complete a personal interview with admission director
4. Must be a high school graduate, (provide High School Diploma, Transcript); or
5. Hold a GED or Equivalent (must provide a transcript); or
6. Certificate of valid home school credentials; and
7. Must be at least 16 years old
8. Prospective students who possess high school transcripts in a language other than English are mandated to engage the services of the International Education Research Foundation for verification, in accordance with the policy set by the Delaware State Board of Cosmetology and Professional Services.

Student Enrollment Procedure

The following **must** be completed and submitted with your application for admission

- a. A Non-Refundable application fee of \$100.00 must be made.
- b. Submit a copy of government issued identification (i.e., Driver's License or State Issued Identification)
- c. An official copy of your high school transcript, demonstrating fulfillment of secondary school requirements or possession of a GED.
- d. Completed application for admission and signed tour form
- e. If you would like to be evaluated for transfer credit(s) from another Cosmetology Program, submit your official transcript(s) from the school.
- f. If you are enrolling in the Instructor Program at DFSBA, you must provide a copy of a valid and current cosmetology license prior to enrollment.
- g. Complete a personal interview
- h. Technical Kit deposit of \$700 no later than the 2nd month from start date.

DFSBA reserves the right to cancel a class due to inadequate student enrollment.



State Licensing Disclaimer

Pursuant to the State of Delaware Administrative Code, Title 24, 5100 Board of Cosmetology and Barbering, Section 18, the State of Delaware may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Delaware Board of Barbering and Cosmetology to deny licensure. The Delaware Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination.

Inclement Weather /School Closing Policy

In the case of a weather-related emergency, a disaster, or a cancellation, students are advised to consult the school's website or voicemail for updates on closures. Furthermore, DFSBA's weather notifications will be displayed on WBOC TV Channel 16 News. Alternatively, you can access WBOC TV online, navigate to the school closings section, and search for Delaware First State Beauty Academy. Additionally, we encourage you to download the **Remind Me** app, as the school will use this platform to communicate any closure information.

Don't let cancellations catch you off guard! Stay informed about school closures.

Checkout your options below:

1. **WBOC TV Channel 16 News:** Look for the scrolling notification about DFSBA closings on WBOC TV.
2. **WBOC TV website:** Visit the WBOC TV website, click on "School Closings," and search for "Delaware First State Beauty Academy" (DFSBA)
3. **Remind Me app:** Download the Remind Me app and subscribe to notifications from the school. This is another reliable way to receive closing updates directly on your phone. By using these resources, you can always be sure to know whether the school is open or closed.

Student Code of Conduct/Rules/Policies

Delaware First State Beauty Academy is dedicated to creating a culture and atmosphere of workforce professionalism. At orientation a student information packet detailing school policies and procedures will be issued to each student. As with the workplace, every student is required to comply with all the rules and regulations of the Academy as they would with any employer. Failure to do so may result in suspension or dismissal without a refund of any tuition payments.

Delaware First State Beauty Academy has a strict policy against:

- The presence or consumption of alcoholic beverages or narcotics on the premises, or any use of such substances during the workday.
- Smoking in public areas; all smoking, including vaping, is restricted to designated areas well away from the Academy building.
- Disrespectful behavior towards any staff, instructors, students, or guests. Such conduct is not tolerated, mirroring workplace standards.
- Excessive absences and/or tardiness. Similar to workplace expectations, persistent absences and tardiness may result in disciplinary action, including dismissal from the academy.



Failure to comply with these Academy and workplace behaviors will lead to verbal and written warning and possibly dismissal depending on the severity of the incident. As with the workplace, professional behavior at the Academy is always required. Engaging in conduct that is harmful to the well-being of the Academy (or an employer), such as cheating, theft, using abusive language, anger management, or failing to maintain positive interactions with staff and fellow students, will lead to suspension or expulsion from the Academy.

New Student Orientation

Every incoming student must participate in a compulsory orientation before the start of classes. This session will offer a thorough overview, elucidating the expectations and guidelines for students throughout their enrollment at DFSBA and its associated objectives.

External Resources and Counseling: If personal issues unrelated to school, such as drug abuse, alcohol abuse, or family problems, arise during a student's enrollment and impact their academic performance or attendance, they can be directed to an external agent listed with DFSBA. Please consult the School Director for this information, and rest assured that all details will be treated with utmost confidentiality.

Student Records

DFSBA maintains comprehensive records of your progress throughout your training program. Both students and parents/guardians of dependent minor students have the right to access these files by submitting a written request to the School's Executive Director. We adhere to the Family Educational Rights and Privacy Act (FERPA), which protects the privacy and security of your educational records. As such, we will not copy or release any information to a third party without your written consent. This consent must be obtained via a signed release form for each specific request.

There are two exceptions to this policy:

- Legal requirements: We may release your records if required to do so by a court order or subpoena.
- Institutional needs: We may disclose information necessary for school accreditation, state or government audits, or internal audits conducted by the school.

We are committed to safeguarding your personal information and ensuring transparency in our record-keeping practices. If you have any questions about accessing your records or FERPA regulations, please contact the School Executive Director.

ACADEMY'S LICENSURE AND ACCREDITATION

- Delaware First State Beauty Academy has been approved and recognized by Delaware Department of Education as a postsecondary private business and trade school. An original Certificate of Approval is on file at the Academy.
- Delaware First State Beauty Academy is recognized by the U.S. Department of Education and is Licensed by the State of Delaware Board of Cosmetology and Barbering.
- Delaware First State Beauty Academy is in compliance with the Delaware Code, Chapter 85, Title 14 and the Rules and Regulations of the Delaware Department of Education as a Private Business and Trade School.
- Delaware First State Beauty Academy is currently a non-accredited institution.



Our Programs

All Curriculum is taught in English

- Cosmetology, Cosmetology Instructor, Esthetician, and Nail Technician all meet the licensure requirements for the state of Delaware and other states.
- Cosmetology, Cosmetology Instructor, Esthetician, and Nail Technician program qualifies students to sit for licensure exam in the state of Delaware and other states.

Career Guidance & Job Placement Assistance

If any graduate is interested in pursuing employment with a salon or spa, please don't hesitate to reach out to the school to explore available options or refer to DFSBA's website for current job openings. Moreover, there is a computer available on-site for students to use in searching for job opportunities.

- While DFSBA offers invaluable job placement assistance, its core focus lies in providing a comprehensive education that empowers students to thrive in the beauty industry. Unlike a traditional job service, DFSBA doesn't guarantee employment, but it equips graduates with the skills and knowledge necessary to excel in their chosen field.
- DFSBA invites salons to showcase their opportunities at our academy. Students will have the unique opportunity to network with representatives enabling students to directly engage with owners and managers from various salons, gaining valuable insights and potential career connections.
- DFSBA's commitment to student success extends beyond the classroom. The institute provides dedicated support services, including:
 - Learn the secrets of crafting compelling resumes, cover letters, and acing interviews.
 - Acquiring invaluable insights into workplace behavior, attire, and communication etiquette.



Academy's Curriculum & Programs

Cosmetology Program - 1500 Hours

Full-Time 50 Weeks

Part-Time 75 Weeks

Objective

The objective of the Cosmetology program is to teach future salon professionals the fundamentals of cutting, styling, permanent waving, hair coloring, manicuring, skin care, and makeup. This course prepares graduates to pass the State Board exam, become a licensed Cosmetologist, and begin working in the Salon & Spa industry.

Program Overview & Content

Delaware First State Beauty Academy is proud to offer a Milady based Curriculum connecting you to what is current in the Cosmetology industry.

| Cosmetology Course Description | Theory | Practical | Total Hours |
|--|------------|-------------|-------------|
| Total Program Cost \$ 12,624.05 | | | |
| Professional Practices | 7 | 83 | 90 |
| Delaware State Laws | 10 | - | 10 |
| Sanitation | 8 | 37 | 45 |
| Safety Precautions | 2 | - | 2 |
| Electricity & Light Therapy | 5 | - | 5 |
| Shampoo & Rinses | 6 | 9 | 15 |
| Hair & Scalp Treatments | 6 | 9 | 15 |
| Hair Shaping | 43 | 187 | 230 |
| Finger Waving & Hair Styling | 58 | 142 | 200 |
| Wig Care | 6 | 29 | 35 |
| Permanent Waving | 14 | 116 | 130 |
| Hair Coloring & Lightening | 34 | 266 | 300 |
| Hair Straightening | 13 | 187 | 200 |
| Manicuring & Pedicuring | 20 | 80 | 100 |
| Facials & Make-up | 6 | 29 | 35 |
| Skin & Hair Removal | 12 | 35 | 47 |
| Anatomy | 17 | - | 17 |
| Salon Management & Employment Seeking | 13 | 2 | 15 |
| Chemistry | 9 | - | 9 |
| Grand Total | 289 | 1211 | 1500 |

The instructor has the right to change or modify the schedule due to enrollment and inclement weather and other extenuating circumstances.



Instructor / Teacher Training Program - 500 / 250 Hours

Full-Time 20 Weeks

Part-Time 10 Weeks

250 Hours (must be licensed and practicing for TWO years)

Objective

The aim of the instructor course is to equip licensed professionals with the skills and knowledge needed to excel as comprehensive and effective teaching professionals. Participants will acquire a diverse set of techniques and principles that will serve as a foundation throughout their teaching careers. Additionally, Participants in this course will receive guidance and support in preparing for the state licensing examination.

Program Overview & Content

Delaware First State Beauty Academy is proud to offer a Milady based Curriculum connecting you to what is current in the Cosmetology industry.

| Instructor/Teacher Course Description | | 250 Hours | 500 Hours |
|--|-------------------|---------------------------|------------------|
| Total Program Cost | \$5,035.91 | 250 Hrs. 2yrs exp. | |
| Total Program Cost | \$5,998.88 | 500 Hrs. | |
| Teaching Methods for Related Subjects | | 100 | 200 |
| Student Teaching | | 50 | 100 |
| State Laws, Regulations and Job Search | | 25 | 75 |
| Lesson Planning | | 25 | 25 |
| Internship | | 50 | 100 |
| Grand Total | | 250 | 500 |

Class Schedule Day – Monday -Thursday 8:00am – 4:00PM

Night – Monday-Thursday 4pm-9pm (When Applicable)

The instructor has the right to change or modify the schedule due to enrollment and inclement weather and other extenuating circumstances.



Esthetics Program – 600 Hours

Full-Time 37 Weeks

Part-Time 20 Weeks

Objective

The objective of the Esthetics course is to educate students in the artistic and scientific principles of Esthetics, encompassing theory, concepts, and practical applications. The program seamlessly incorporates Esthetics studies with a specialized emphasis on communication skills designed specifically for the spa environment.

Program Overview & Content

Completing the Esthetics program at Delaware First State Beauty Academy will equip you with a comprehensive grasp of the requisite knowledge, technical expertise, and business acumen necessary for securing state licensure and establishing a successful career as an esthetician. Our program offers practical training in our state-of-the-art technology and provides hands-on experience.

| Esthetics Course Description | Theory | Practical | Total Hours |
|--------------------------------------|------------|------------|----------------|
| Total Program Cost \$9,039.50 | | | |
| Professional Practices | 3 | 7 | 10 |
| Health and Sciences | 65 | - | 65 |
| Sanitation | 25 | 50 | 75 |
| Consultation and Record Keeping | 10 | 30 | 40 |
| Machines, Apparatus, and Safety | 5 | 40 | 45 |
| Skin Care Procedures | 22 | 198 | 220 |
| Make-up | 10 | 50 | 60 |
| Business Management and Skills | 10 | 25 | 35 |
| Prosper U for the Salon Professional | 50 | - | 50 |
| Grand Total | 200 | 400 | 600 |

Class Schedule Day – Monday -Thursday 8:00am – 4:00PM
 Night – Monday-Thursday 4pm-9pm (When Applicable)

The instructor has the right to change or modify the schedule due to enrollment and inclement weather and other extenuating circumstances.



Nail Technology Program - 300 Hours

Full-Time 37 Weeks

Part-Time 20 Weeks

Objective

Our Manicuring Course is designed to provide students with a thorough understanding of all aspects of nail technology, equipping them with a well-rounded background essential for a successful career as nail technicians.

Program Overview & Content

At the Delaware First State Beauty Academy, students have the chance to apply professional techniques by working with clients in our Student Salon and Spa. Upon successful completion of the program, students will be eligible to take the Delaware State Board Nail Technologist exam.

| Nail Technology Course Description | Theory | Practical | Total Hours |
|------------------------------------|-----------|------------|-------------|
| Total Program Cost \$3,616.08 | | | |
| State Law and Job Search | 10 | - | 10 |
| Sanitation | 8 | 2 | 10 |
| Manicuring and Pedicuring | 40 | 110 | 150 |
| Chemicals and Chemistry | 20 | - | 20 |
| Nail Wrapping | 2 | 8 | 10 |
| Artificial Nail Services | 5 | 85 | 90 |
| Nail Art Techniques | 2 | 8 | 10 |
| Grand Total | 87 | 213 | 300 |

Class Schedule Day – Monday -Thursday 8:00am – 4:00PM
 Night – Monday-Thursday 4pm-9pm (When Applicable)

The instructor has the right to change or modify the schedule due to enrollment and inclement weather and other extenuating circumstances.



Ownership

Delaware First State Beauty Academy Inc.

Park Processional Center
1320 Middleford Rd, Suites 202 & 203
Seaford, DE 19973





Administration and Ownership

Owner(s)
Delaware First State Beauty Academy, Inc.

Staff & Organizational Chart



Daisy Batson
President & CEO
Licensed Cosmetologist and Barber



Sarita Banning
Executive Director
Bachelor of Science, Criminal Justice



Vinessa Batson
Admissions
Entrepreneur



Attendance Policy and Procedure

Students are required to attend a minimum of 75% of the hours based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each cumulative attendance since the beginning of the course which indicated that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to maintain 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 CLOCKED hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% 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 below:

COURSE MAXIMUM TIME ALLOWED / WEEKS SCHEDULED HOURS (Maximum Weeks)

| | | | | |
|-----------|-------------|----------|----------------------------|-----------|
| Full-Time | Cosmetology | 50 Weeks | 1500 Hours | 60 Weeks |
| Part-Time | Cosmetology | 75 Weeks | 1500 Hours | 112 Weeks |
| Full-Time | Esthetics | 37 Weeks | 600 Hours | 24 Weeks |
| Part-Time | Esthetics | 64 Weeks | 600 Hours | 45 Weeks |
| Full-Time | Nail Tech | 37 Weeks | 300 Hours | 12 Weeks |
| Part-Time | Nail Tech | 64 Weeks | 300 Hours | 24 Weeks |
| Full-Time | Instructor | 20 Weeks | 500 Hours | 22 Weeks |
| Part-Time | Instructor | 10 Weeks | 250 Hours 2 (Yrs. Exp.) | |

The maximum time allowed for transferring students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.



Student Complaint/Grievance Procedure

DFSBA outlines the process for expressing grievances or complaints regarding the administrative or educational aspects below:

Who can file a grievance or complaint?

- Any student, faculty member, staff member, or other individual associated with the school can file a grievance or complaint.

What types of issues can be addressed through this process?

- Concerns about academic matters, such as grading, curriculum, or instructor conduct.
- Complaints about administrative procedures, policies, or staff behavior.
- Allegations of discrimination or harassment.
- Any other issue related to the school's operation.

How to file a grievance or complaint:

Acquire a complaint form: Obtain a complaint form by downloading it from the school's website or securing a copy from the administrative office.

1. Complete the form: Provide comprehensive details about your complaint, including the nature of the issue, the date and time of the incident(s), and the names of any witnesses.
2. Submit the form: Submit the completed form either in person to the School Director or Owner, or through email or postal mail.
3. Meeting with a school official: Within ten (10) business days of receiving your complaint, a school official will arrange a meeting with you to discuss the issue.
4. Resolution process: The school official will collaborate with you to address the issue in a timely and equitable manner. If resolution proves elusive through discussion, the matter may be forwarded to the school's complaint committee for further review.
5. Notification of outcome: You will receive written notification of the outcome of your complaint.

Commitment to Fair and Transparent Resolution:

DFSBA is dedicated to resolving all grievances and complaints in a just and transparent manner. We encourage everyone to feel comfortable raising any issues they may encounter. If a student should have a concern or complaint, he/she should take the following steps:

1. Bring the problem to the attention of his/her instructor. If the problem is not resolved or the student feels the instructor is not the person to be contacted; and
2. Contact the Executive Director or Director of Training to discuss the matter. If resolution is still not satisfactory; and
3. If The Academy is not able to resolve the complaint, the student may consider contacting the Education Associate for Private Business & Trade Schools at the Delaware Department of Education. All complaints considered by the Associate must be in written form, with permission for a copy of the complaint to forward to the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

All inquiries should be addressed to:

Delaware Department of Education
35 Commerce Way, Ste. #1
John Collette Education Resource Center
Dover, DE 19901-3639
Patricia.keeton@doe.k12.de.us
(302) 857-3313

Delaware State Board of Cosmetology
861 Silver Lake Blvd #203
Dover, DE 19904
(302) 739-4522



Right to Change or Modify

The Academy retains the right to modify its professional development guidelines, class schedules, curriculum, dress code, course delivery modality (such as transitioning from on-campus to online delivery), course content and grading (including adopting a pass/fail or alternative grading format), course locations, service formats, or any other policies at its discretion and without prior notice. Such modifications may be implemented under various circumstances, including, but not limited to, pandemics, storms, fires, floods, civil disorder, or other unforeseen events. In instances where the Academy exercises its discretion to implement these changes, students are not entitled to a refund of tuition or other fees and costs, except to the extent permitted by the Academy's published refund policy.

Official Withdrawal Process

If a student wishes to officially withdraw from DFSBA, the student must notify the Executive Director of the Academy in writing at the following email address: sbanning@firststatebeauty.com. A student on an approved leave of absence must also notify the Academy as soon as possible if they will not be returning from the leave of absence. The notification may be made in writing, orally, or by email. The date the Academy is notified is the date of determination which is based on the postmark date on the written notification (including the date of an email) or the date the notification was delivered in person. Note, a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Official cancellation occurs when an applicant is not accepted by the Academy, or when a student or legal guardian cancels the Enrollment Agreement. The Academy also may initiate an official withdrawal for reasons which include but are not limited to the expulsion of the student or the termination of the student for failure to meet the applicable requirements of the Academy's satisfactory academic progress policy or the failure to pay tuition and other charges by the applicable deadlines.

Unofficial Withdrawal Process

For unofficial withdrawals, a student's withdrawal date at the Academy is the student's last day of physical attendance in a class in the student's designated program at DFSBA. An unofficial withdrawal may occur for a variety of reasons including but not limited to failure to meet program attendance requirements, failure to attend a class in the student's program at the Academy for 14 consecutive calendar days, failure to meet the applicable requirements in the Academy's satisfactory academic progress policies, or failure to pay tuition and other charges by the applicable deadlines.

Unofficial withdrawals are determined by monitoring clock hour attendance every 10 days and a determination are made to withdraw a student who has been absent from Academy for **14** or more consecutive calendar days; the Withdrawal Date that will be used in this calculation is the student's last date of physical attendance. In both cases the Withdrawal Date (last day in attendance) will be used in the Refund calculation and, if applicable, in the Federal Return of Title IV calculation.

Withdrawal, Suspension and Fee

Students may be suspended or withdrawn (i.e. terminated) from enrollment from the Academy for reasons which include but are not limited to failing to comply with Academy rules or general policies, leaving the Academy without permission during the scheduled hours of the students' program, failing to attend for **14** consecutive calendar days, failing to complete practical worksheets, failing to attend theory classes or take pay tuition and charges when due, and/or jeopardizing the safety and security of any Academy member or visiting member.



Students may receive coaching sessions for noncompliance with certain policies. Once a student has received five (5) coaching sessions, the student may be suspended from the Academy for five (5) days. Suspended Students will be required

to pay the administrative re-entry fee of \$100.00. If a student receives two (2) more coaching sessions after re-admission from a five (5) day suspension, the student's enrollment may be permanently withdrawn by the Academy. A Student may be withdrawn by the Academy without prior coaching sessions for violating the code of conduct.

Student Refund Policy

All monies paid by applicant will be refunded when requested within three (3) days after signing the enrollment agreement, but before starting classes. All refunds are made within 30 days of withdrawal and/or termination.

The effective date of the termination for refund purposes will be the earliest of the following:

- A. The last date of attendance, if the student is terminated by the school; and
- B. The date of receipt of written notice from the student; and
- C. Ten school days following the last date of attendance.

The school shall refund unearned tuition and fees as set forth in state regulations. The state refund policy allows the school to retain \$100.00 of the tuition and fees for courses of 12 months or less duration, and the minimum refund of the remaining tuition will be:

- | | |
|---|-------------------------------|
| 1. During the first .01-4.9% of the course; | 80% of the remaining tuition. |
| 2. Between 5-9.9% of the course; | 70% of the remaining tuition. |
| 3. Between 10-14.9% of the course; | 60% of the remaining tuition. |
| 4. Between 15-24.9% of the course; | 55% of the remaining tuition. |
| 5. Between 25-49.9% of the course; | 30% of the remaining tuition. |

After 50 percent or more enrollment time of the course, the student may be considered obligated for the full tuition.

Refunds are based on the student's last day in class and are not based on the date of notification.

Facilities, Equipment and Learning Resources

Delaware First State Beauty Academy is equipped with the latest technologies and products offered in the industry. Each student receives:

- A kit specific to their program and contains all the necessary tools, equipment, and products to perform daily assignments. (Students are responsible to replace broken or damaged articles in order to practice their work properly).
- The cost of tuition, kits, books/tablet, and application fee are outlined in this catalog. Kits are an important part of daily classwork, theory and practical work and must be in every student's possession each day they are in attendance. Assignments and homework are given on a consistent basis.
- The campus measures 3,450 sq. ft, and can hold approximately 63 individual persons, it's just the right size to provide an intimate and hands-on learning environment. and an instructional atmosphere for student learners.
- This space encompasses Offices for admission, education, academic advisement, and study.



- Properly arranged and equipped classrooms for academic and practical learning.
- A contemporary student salon with stations, tables, beds, and appropriate equipment.
- This space also provides a spacious break room.
- Client waiting area.
- Reception desk for client check ins.
- A spacious laundry area to keep the school sanitary.
- Four (4) 65 inch wide-screen TV monitors in each area of instructional learning for our students, and special lighting and lamps to brighten up the entire facility ensuring the lighting is adequate for all areas of instruction.
- Spacious parking to accommodate 85 vehicles

Cosmetology Equipment

Our Cosmetology center offers a spacious clinic area with 10 workstations, hydraulic style salon chairs, dryers, pedicure area, manicure area, facial area, dispensary, bathrooms and break area, shampoo sinks and chairs. DFSBA has three spacious classrooms with plenty of counter space for practical time. Lockers are provided with keys at no charge to our students; there is a \$10 key replacement fee if the key is lost or destroyed.

- | | |
|--|------------------------------------|
| • 10 Mannequins (with full head of hair) | • 1 Time clock/ time scanner/Sheet |
| • 4 Shampoo bowls | • 6 Hair Dryers |
| • 2 Facial chairs / couches | • 10 Thermal Hair Straighteners |
| • 2 Manicure Stations | • 10 Electronic Curling Iron (2) |
| • 2 Pedicure Stations | • 10 Hairstyling Chairs |

Cosmetology Instructor

The Cosmetology Instructor is available to roam throughout the classrooms providing hands on instruction to students while getting a feel of how it will be once they have obtained their instructor license.

- Students are required to have a technical kit for their respective program. Students may have their existing kit evaluated to meet the requirements or purchase a kit through DFSBA.
- Textbook – 1 Milady’s Master Educator Student Course Book, 2nd Edition \$153.95
- 1 Milady’s Master Educator, 2nd Edition Exam Review \$45.95

Esthetician/Esthetics Equipment

Esthetics also offers a spacious up to date clinic with one (1) private esthetician bed along with equipment and two (2) beds for classroom instruction. Available are skin care stations, a dispensary, restrooms, Esthetics has one large classroom for all theory and practical needs.

- | | |
|--|-------------------------|
| • Supplies for Sanitary Area | • Hand Soap |
| • Container for Disinfection of Implements | • Disinfectant Solution |
| • Towels | • Paper Towels |
| • Draping | • Cleansing Cream |
| • Massage Cream | • Astringent |
| • Abrasive Cleansing Scrub | • Waste Receptacle |
| • Tweezers | • 1 oz Portion Cups |
| • Cosmetic Applicators | • Cotton Balls |
| • Cotton Tipped Swabs | • Cleansing Tissue |



- Powder and Liquid Foundation
- Tube Mascara
- Blush
- Eye Shadow and Eye Liner
- Eyebrow Pencils
- Lip Color

Nail Technician Equipment

Our Nail program has all the state-of-the-art chairs and equipment including two (2) pedicure chairs with comfy seats for students and cabinets to place equipment.

- Cotton Balls
- Container for Disinfection
- Nail Polish remover
- Pedicure Tubs
- Massage Cream
- Cuticle Oil or Cream
- Liquid Polish (variety of selection)
- Cuticle Pusher
- Paper Towels
- First-Aid Supplies
- Nails, Nail Tips, Nail Wraps
- Hand Soap
- Disinfectant Solution
- Manicure Bowl and Brush
- Emery Boards
- Cuticle Solvent
- Hand Lotion
- Cuticle Removers
- Towels
- Portion Cups
- Equipment for to apply Acrylic

Code of Ethics

A code of ethics is a guide of principles designed to help professionals conduct business honestly and with integrity. A code of ethics, also referred to as an “ethical code,” may encompass areas such as business ethics, a code of professional practice, and an employee code of conduct.

- Keep detailed records of student progress and growth.
- Safeguard and always maintain confidentiality between practitioner and clients.
- Strive to improve Delaware First State Beauty Academy’s operation to keep up with the ever- changing development and new techniques in the Cosmetology industry.
- Adhere to the law and rules and regulations set forth by the Delaware Department of Education and State Cosmetology Board.
- Maintain honest and fair relationships with its staff, students, patrons, State Board, Department of Education, and other requirements set forth in the Cosmetology Industry.
- Advertise truthfully and make honest representations to its students and patrons.
- Follow safety and sanitation guidelines.
- Treat all customers, clients, and co-workers with respect and kindness.
- Respect our suppliers, and take care of our employees, and students.
- Compete fairly and give back to our community.
- Give praise and recognition for good performance or new ideas when warranted.
- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.



Transfer Students and Re-Entry

Students transferring from another cosmetology school must provide an official transcript from the previous school. A minimum of 400 clock hours will be accepted, additional will be accepted at the discretion of the school. The student will be charged the per hour rate for tuition for any hours remaining. The student will be charged a \$100.00 registration fee. The student will be required to purchase a Delaware First State Beauty Academy student kit and a school t-shirt, a book and workbook, if needed.

Credits for previous training will be given only if a 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 records 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 of Credits and Credentials Earned at DFSBA

The transferability of credits you earn at DFSBA is at the complete discretion of the Academy to which you may seek to transfer. Acceptance of the certificate you earn in cosmetology and/or instructor is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not

accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Academy to determine if your certificate will transfer.

Re-Enrollment and Course Repetitions Policy

Students wishing to re-enter are considered on a case-by-case basis and may re-enroll into a program after they have withdrawn at the discretion of the Director of Education. Re-enrollment requests are reviewed to determine whether the circumstances that prevented the student from committing to their schedule have been resolved and additionally are subject to class availability at the requested time of re-enrollment. Students may be required to submit supporting documentation to substantiate the re-enrollment request. The institution reserves the right to deny re-entry to students wishing to re-enroll, according to the Denial of Admission/Re-Entry section of the Admissions Policy. All students whose re-enrollment has been approved are subject to current institutional policies at the time of re-enrollment.

Students with poor and unacceptable attendance and behavioral issues will not be considered for re-enrollment.

Denial of Admission / Re-Entry

Delaware First State Beauty Academy reserves the right to deny admission to applicants if the applicant:

- Develop marketing and sales skills to become a successful Esthetician.
- Violates the institution's conduct policies during the admissions process or previous enrollment.
- Poses threat or potential danger to the institution community.
- Considered disruptive to the institution community.
- If denial of admission is deemed to be in the best interest of the institution or the student.
- Has an invalid high school diploma or has provided fraudulent documents.



- Took multiple leaves of absence and/or withdrew and re-enrolled multiple times prior to completing the program(s).
- If it is determined that the applicant did not have sufficient GPA a denial letter will be mailed

Admission denial decisions are final and may not be appealed, unless otherwise approved by the Director of Education. Applicants who have not been accepted for admission will be notified via a denial letter and refunded the application fee within 45 days from the date of application submission.

Statement of Non-Discrimination

Delaware First State Beauty Academy under Title VI of the Civil Rights Act of 1964, prohibits discrimination against its employees, applicants for employment, patrons, and vendors, on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from public assistance programs.

Holiday Observance 2025

| Date | Holiday |
|-----------------------|--------------------------------------|
| Wednesday, January 01 | New Year's Day |
| Monday, January 20 | Martin Luther King, Jr's. Day |
| Monday, January 20 | Inauguration Day |
| Monday, February 17 | Washington's Birthday |
| Monday, May 26 | Memorial Day |
| Thursday, June 19 | Juneteenth National Independence Day |
| Friday, July 04 | Independence Day |
| Monday, September 01 | Labor Day |
| Monday, October 13 | Indigenous Peoples Day |
| Tuesday, November 11 | Veterans Day |
| Thursday, November 27 | Thanksgiving Day |
| Thursday, December 25 | Christmas Day |

Graduation Requirements

Delaware First State Beauty Academy will grant a diploma of graduation and Official Transcript of Hours completed for the applicable course when the student has successfully met the below criteria:

Completed all required phases of study

- Meets minimum grade requirements of 75% in academics and 80% of scheduled hours.
- Completed all practical assignments; passed all final written and practical examinations with an overall passing average of 75%.

Complete program of study according to State required hours and practical performances:

- Cosmetology 1500 hrs.
- Cosmetology Instructor 500 hrs.
- Cosmetology Instructor 250 hrs. (2yrs exp)
- Esthetician 600 hrs.
- Nail Technician 300 hrs.



Complete required Theory hours

- Payment of all debts owed to Delaware First State Beauty Academy (DFSBA).
- Upon completion of the program, Delaware First State Beauty Academy will guide graduates on how to apply for the State Board Examination.

Upon passing both practical and written examinations, the student must apply and pay the required fee for a permanent license issued from the Office of Professional Licensure & Certification.

State Board Licensing

The completion of a State and Federal approved curriculum and meeting the required hours of training with passing grades is the first step in becoming a licensed cosmetologist, cosmetology instructor, esthetician & nail technician. Upon successful completion of the course, the student will apply on-line in order to take the licensing examinations. Passing grades on this exam is the final step to being granted a professional license. **Students must furnish his/her own equipment.** Licenses are renewed every two years.

Student Rights of Privacy & Access to Records

Delaware First State Beauty Academy informs students of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the DFSBA receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. To request an amendment to a record, a student should submit a written request to the Registrar's Office at DFSBA. The request should clearly identify the specific part of the record the student wants to change and provide reasons for the requested amendment. In the event that DFSBA determines not to amend the record as requested, the student will receive a written notification of the decision along with information about the right to request a hearing. Further details regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.
4. The right to provide written consent before DFSBA discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent (Ref: 34 CFR §99.31).

DFSBA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the DFSBA in an administrative, supervisory, academic or research, or support staff position; a person or company with whom DFSBA has contracted as its agent to provide a service instead of using DFSBA employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the DFSBA.



Upon request, the DFSBA also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by DFSBA to comply with the requirements of Family Education Rights and Privacy Act. (FERPA) The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Drugs and Alcohol Policy

The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Delaware First State Beauty Academy premises at any time is strictly prohibited and is in violation of Delaware First State Beauty Academy policies.

Delaware First State Beauty Academy reserves the right to search the school premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. Delaware First State Beauty Academy also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from Delaware First State Beauty Academy or termination for employees.

Delaware First State Beauty Academy will not object to law enforcement seeking to search the school premises or employees and students, and employee and student property on School property or during School activities.

If you need help with drug and alcohol abuse, please contact:

Crisis Intervention Services:

800-652-2929 (New Castle and Northern Kent Counties)

800-345-6785 (Central/Southern Kent and Sussex Counties)

Total Cost of Program

| Program | Total Hours | App & Reg Fee Non-Refundable | Course Tuition | Textbook Milady | Workbook | Exam Prep & Graduation | Burmax Kit(s) Estimated | Total Cost of Program |
|-------------------------|--------------------|---|-----------------------|------------------------|-----------------|-----------------------------------|--------------------------------|------------------------------|
| Cosmetology | 1500 | \$100 | \$10,999 | \$184.95 | \$116.96 | \$91.21 | \$1,131.93 | \$ 12,624.05 |
| Cosmetology Instructor | 500 | \$100 | \$5,500 | \$167.96 | \$47.96 | \$97.96 | \$85 | \$5,998.88 |
| Cosmetology Instructor* | 250 | \$100 | \$3,999 | \$167.96 | \$47.96 | \$97.96 | \$623.03 | \$5,035.91 |
| Esthetics | 600 | \$100 | \$8,200 | \$154.46 | \$127.46 | \$100.96 | \$338.62 \$18. | \$9,039.50 |
| Nail Technician | 300 | \$100 | \$3,000 | \$129.71 | \$116.96 | \$94.96 | \$76.85 \$97.60 | \$3,616.08 |



Students have the right to purchase their own kit, however, it must be equivalent to the Academy's kit, and it must be purchased prior to the first day of class.

*Instructor Licensing 500 hours of teacher training or 2 years' experience as an active practicing cosmetologist plus a minimum of 250 hours of teacher training in cosmetology.

Extra expenses may encompass, but are not restricted to, class projects, class-related costs, additional uniform expenses, field trips (including shows, educational excursions, and travel), as well as state or national licensure exams.

*Instructor Training applicants are required to have the current cosmetologist, esthetics, or nail technology license for their specific training program. *Costs for materials, supplies, testing, exams, and kits are approximate and may be adjusted based on changes in supplier prices.

2025 COSMETOLOGY COMMENCEMENT DATES

| COSMETOLOGY - CLOCK HOURS 1500 | START DATE | END DATE |
|--|------------|------------|
| | 01/08/2025 | 10/23/2025 |
| NAIL TECHNICIAN - CLOCK HOURS 300 | 02/05/2025 | 01/20/2025 |
| | 03/04/2025 | 02/16/2025 |
| COSMETOLOGY INSTRUCTOR - CLOCK HOURS 250 | 04/08/2025 | 03/23/2025 |
| | 05/06/2025 | 04/19/2025 |
| COSMETOLOGY INSTRUCTOR - CLOCK HOURS 500 | 06/03/2025 | 05/15/2025 |
| | 07/08/2025 | 06/22/2025 |
| ESTHETICIAN - CLOCK HOURS 600 | 08/05/2025 | 07/18/2025 |
| | 09/09/2025 | 08/19/2025 |

Start and end dates are approximations, subject to variations arising from late enrollment, school delays caused by weather conditions, or at the discretion of the Academy's Director due to other exceptional circumstances.

Weapons & Firearms Policy

Carrying or possessing firearms or weapons on Delaware First State Beauty Academy property are strictly prohibited. The school prohibits anyone from entering the school with a weapon of any kind. This includes students, guests, or staff members who may have a concealed carry weapons permit (CCW).

- Guns & Stun Guns
- Knives or Tasers
- Any weapons that will cause harm or injury to another individual or property



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.

Make-up Work Hour Policy

- 1) Delaware First State Beauty Academy grants students open make up hour days Monday - Friday. Open make-up work hours are from 8am-4pm and 4pm-9pm.
- 2) Open Make up Work Hours allows students who have missed school to freely make up missed work on their own time. A makeup work ticket must be issued to the student prior to the student making up time. Upon entering the school during unscheduled hours students must sign a Make-Up Work Sign-in Sheet.
- 3) The makeup work ticket must indicate: Student Name, Date of Absence, Assignment(s) to be completed, Make up work Date. All Make up Work tickets must be signed by an educator and a grade must be added to each assignment that was made up by the student. Educators must return signed Make-up Work ticket to the students assigned primary educator for tracking and recording.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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 federal regulations established by the United States Department of Education.

Students are evaluated for Satisfactory Academic Progress as follows: Attendance = 75%

WRITTEN & PRACTICAL

| | | |
|---------------------|--------------------------------|---|
| Cosmetology | 1500 clocked (actual) hours | A - 93 to 100 |
| Esthetics | 600 clocked (actual) hours | B - 84 to 92 |
| Nail Technician | 300 clocked (actual) hours | C - 75 to 83 |
| Instructor Training | 250-500 clocked (actual) hours | D - 74 or below – Unsatisfactory - Fail |

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Student Rules and Regulations

These rules serve as guidelines to establish the necessary knowledge, technical skills, personal habits, and attitude for a successful career in the beauty profession. These regulations will allow you to exist with a minimum of problems and a maximum of enjoyment in your educational process. The third violation of any rule may result in a one-day suspension. All tool kits are to be brought to school every day. If you do not bring your tools, you may not be able to clock in.



Dress Code

The proper physical appearance is a primary force in establishing and maintaining a clientele. Your physical appearance is the first thing a patron sees when meeting you. Therefore, your appearance must reflect a professional image. With this in mind, we have devised a list of basic rules as guidelines. Directors have the right to ask you to put on a long lab coat in the event that you are not meeting these guidelines. There may be variations to this Dress Code based on special events.

Maintaining a professional and appropriate physical appearance is crucial for establishing and retaining a robust clientele. Your appearance is the initial impression patrons have of you, making it essential to project a professional image. To guide you in this regard, we have established a set of basic rules. Directors reserve the right to request the wearing of a long lab coat if these guidelines are not met. Variations to this Dress Code may apply for special events.

1. All students must be in the proper uniform at the beginning of their scheduled hours and when clocking in.
2. Non-compliance with the dress code may result in students being disallowed from attending school for the day, requiring them to clock out and return the next day.
3. Tops: Wear black tops only, without graphics and sleeveless. DFSBA Cosmetology shirts may be worn underneath lab jackets and/or aprons. Hoodies/coats are not allowed when assigned to a station in the student salon.
4. Pants: Black pants should be at least 3 inches below the knee. Sweatpants, denim, and torn/ripped pants are not acceptable. If leggings are worn, they must not be see-through, and the top must be no shorter than approximately 4 inches above the knee.
5. Skirts/Dresses/Shorts: Black skirts/dresses/shorts may be worn instead of pants but not more than 3 inches above the knee.
6. Shoes: Due to the chosen profession, wear rubber-soled shoes with closed toes and heels no higher than 1 inch. Footwear must be predominantly black, with certain acceptable variations.
7. Lab Jacket/Aprons: Wear the issued lab jacket/apron every day while on the student salon floor.
8. Head Coverings: No head coverings are allowed unless for religious beliefs and pre-approved by the School Director.
9. Hairstyle: Maintain a neat, clean, and fashionable hairstyle while attending school.
10. Manicured Nails: Keep neat, clean, and manicured fingernails. For Esthetics students, nails cannot extend past the fingertips.
11. Name Badges: All students must wear name badges.
12. Dress appropriateness is at the discretion of the staff, including avoiding showing cleavage, belly, buttocks, or backs. Failure to comply may result in wearing a full-length lab jacket or being clocked out and sent home to change clothes.
13. Bandanas are strictly prohibited on school premises.
14. Body and facial jewelry, except for earrings in the ear, must be removed if excessive, disruptive, or attention-grabbing.
15. Offensive or inappropriate tattoos must be covered at all times.

General Rules for Students Conduct

1. If a student elects to borrow or lend tools or other materials, it is the sole responsibility of the student owning the items to replace or repair all broken or lost items within a (2) week period. Keep tools in proper working order, sanitary and properly marked for identification. All tools are to be brought to school every day.
2. Each student is responsible for his/her own equipment and personal property. The academy is not responsible for any items stolen or lost.



3. The classroom is to be used for theory, practice, and study only. It must be kept clean and orderly at all times.
4. Students must observe good habits of personal hygiene, sanitation, and sterilization of tools and work area while in school.
5. Use of profane and unprofessional language is prohibited. If a situation occurs, the disciplinary action will be left to the instructor.
6. Racial remarks or comments between students, or staff, will not be tolerated. All students and staff are encouraged to work together to accomplish racial harmony among the student body.
7. Students are not allowed to have food or beverages in the student salon. Areas have been designated for food and beverage.
8. Gum chewing is allowed unless it becomes disruptive. Disruptiveness is determined by the discretion of the staff. It is unprofessional to chew gum while practicing on clients.
9. Smoking/Vaping in the building is PROHIBITED for all students and staff. Smoking is permitted in designated areas during break time.
10. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and to bring all issued material to perform all assignments (clinical, practical, and written). Students should bring their books and kits into the building before clocking in.
11. Students may not be called away from a client, demonstration, or class to answer the telephone. In case of an emergency, the student will be allowed to return the call as soon as possible.
12. Mobile devices and blue tooth technology are not permitted on the student salon floor while servicing a client.
13. Taking photos and video footage is prohibited unless permitted by the School Director.
14. Students may not use iPod, MP3 players, or any other music playing device within the school unless permission is granted by the Instructor.
15. Excessive visitation and/or loitering by visitors are not permitted during scheduled school hours; including family members.
16. Soliciting of any nature is not permitted on school property.
17. Any fees incurred by the Board of Cosmetology are the sole responsibility of the graduating student unless previous arrangements have been made.
18. Students may take up to a 30-minute lunch break off the clock. All other breaks must be taken off the clock.
19. Students are not to leave the building without notifying the instructor. Unauthorized leave may result in disciplinary action which may include suspension. Credit is given for verifiable time only.
20. It is the student's sole responsibility to clock in and out. Student attendance policies are applied uniformly and fairly. The school will record the student's attendance in clock hours.
21. Attempting to falsify your time will result in disciplinary action.
22. Refusing to complete salon management duties may result in disciplinary action.

All rules herein and posted must be followed or suspension and/or termination may result.

DFSBA reserves the right to make any changes in the rules and regulations at any time. Students will have access to the student handbook via the school's website.



Foundation For Termination

The decision to conclude a student's enrollment is a serious one and is primarily influenced by the actions and choices made by the student, effectively leading to self-termination from the program. The following is a non-exhaustive list of reasons that may result in termination:

- Failure to maintain a satisfactory standard of attendance and conduct
- Engagement in any form of cheating
- Theft, encompassing tampering with guest tickets and undercharging for services
- Making racial remarks or comments
- Involvement in fighting or any form of physical attack, leading to immediate termination
- Drug and Alcohol usage per policy
- Threatening language or actions to include bullying
- Disruption of the educational environment
- Flagrant violation of any rules and/or policies within the school

Attendance Policy

Students are required to attend school daily according to their contracted schedule. Monthly attendance monitoring will be conducted, and students will receive information on missed hours and attendance percentage through their monthly time sheets. In the event of an absence or the need to be absent, it is mandatory to notify either the School Director or the designated night staff person before the class start time. The standard for successful attendance is a rate of 75% or higher. Contracted graduation dates are extended by a specific number of hours, based on the program, to accommodate unexpected closings and staff in-service days. Notification of such closings will be provided. Students found to be abusing their contracted schedule may face termination from the program. Any appeal due to mitigating circumstances requires Director approval/disapproval before a final decision is reached.

Terminated students must re-apply and fulfill all fees for re-admittance. Re-admission is not guaranteed and is subject to the academy's discretion.

Tardy Policy

Any of the following circumstances will be considered a tardy:

- Students who arrive and clock in after their contracted scheduled arrival time.
- Returning late from a scheduled break/lunch.
- Leaving school before your scheduled daily ending time.
- More than 3 tardies in a month is considered excessive. Disciplinary actions may be taken towards those students who have excessive tardies.

The school has the authority to take whatever action is necessary to control excessive absences and tardies. If you clock-in on time, but are not attending class, then you may be subject to being clocked out and sent home.

Report Cards

Cosmetology students will receive a minimum of two report cards while they are enrolled in the academy. A minimum of one report card will be given prior to the student reaching the midpoint of the program. All students enrolled in other programs should receive a report card on a monthly basis.



Job Opportunities

The US Department of Labor anticipates a significant number of job openings for licensed cosmetologists/estheticians. Upon completing their education, these professionals can pursue diverse career paths, including positions in salons, on cruise ships, in hotels, and at local health spas. These careers often serve as steppingstones to various other professions. Many cosmetologists/estheticians choose to further their education, becoming instructors for cosmetology schools, platform artists, or specialists in product knowledge. Some may even become instructors for continuing education classes.

Over time, these licensed professionals may advance to become members of their State Board of Cosmetology or owners of salon/spa chains. The career opportunities for individuals with cosmetology/esthetics experience are limitless. Licensed instructors also have numerous job options, including teaching in schools and offering continuing education courses. Some instructors transition into roles as manufacturing representatives for salon products, while others become platform artists, traveling to hair shows worldwide.

Academic Progress Policy & Warning

Upon the first instance of a student failing to meet the required attendance or cumulative grade point average, they will be placed on academic warning until the next evaluation period. During the academic warning, a student is considered to be making satisfactory progress. If the student successfully restores satisfactory progress by the subsequent evaluation, they are no longer under academic warning. The Financial Aid Officer will inform the School Director of the reinstatement of satisfactory progress.

Failure to increase attendance or achieve the required grade point average by the end of the academic warning period will result in the termination of all financial aid (if applicable). Appeal and Probation

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director within 30 days. The decision of the School Director shall be final. The appeal must include the following: why the student failed to make satisfactory progress and what has changed in the student's situation that will allow him/her to demonstrate satisfactory progress at the end of the next evaluation period. The appeal must provide a reason such as death of a relative, an injury or illness to a student, or other mitigating circumstances. In addition, 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 academy will develop an academic plan that will help the student achieve satisfactory progress.

Re-Establishment of Satisfactory Academic Progress

Student may re-establish satisfactory academic progress and financial aid, as applicable, by meeting the minimum attendance and the minimum cumulative grade point average by the end of the warning or probationary period.

Grading Procedures (All Programs)

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client, then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN & PRACTICAL

- A - 93 to 100
- B - 84 to 92
- C - 75 to 83
- D - 74 or below - Unsatisfactory



Refund Policy, Cancellation & Settlement

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 30 days of official cancellation or withdrawal.

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

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

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

| | |
|----------------|------|
| 0.01% to 04.9% | 20% |
| 5% to 09.9% | 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 30 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the



hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative 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.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Financial Aid /Funding Options

DFSBA is not a Title IV institution and does not provide Federal Government or Military Financial Aid.

Delaware First State Beauty Academy currently accepts a variety of funding from students to fund their education such as:

- | | |
|--------------------------|------------------------------------|
| 1. Scholarships | 5. Family Contribution |
| 2. Payment Plans | 6. Payment in Full (Out of Pocket) |
| 3. Private Student Loans | |

Leave of Absence (LOA)

Delaware First State Beauty 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, 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.

Delaware First State Beauty 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. Car accident, injuries, death in the family, etc.) if the institution:

Documents the reason for its decision and collects the request from the student at a later date and establishes the start date of the approved LOA as the first date the student was unable to attend.

Students who are granted an LOA in accordance with the institution's policy are 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 purpose of calculating refunds, the withdrawal date will be the student's last date of attendance.



Address & Mailing Location

Corporate Office

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***DFSBA is an Equal Opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.***