

# REGINA BENTON SCHOOL OF COSMETOLOGY

## STUDENT CATALOG

2022 Edition



Per South Carolina  
State Board  
Requirements  
Please Remain in Lobby  
Waiting Area Unless  
YOU are  
Having Services Performed

Thank You!  
Regina Benton, School of Cosmetology



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# Regina Benton School of Cosmetology Student Catalog

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**Regina Benton School of Cosmetology**

225 W. Blackstock Road, Suite OP3  
Spartanburg, SC 29301  
864-203-0600

Dear Prospective Student,

First, Congratulations on your choice to pursue a Cosmetology Career. This is an Industry that is not limited by working in a Salon, but has numerous other career opportunities available to you once you graduate.

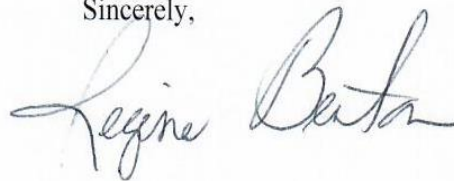
Secondly, Thank You for your consideration of Regina Benton School of Cosmetology as a possible choice for your Cosmetology Education. We welcome you to our School and hope you will choose us for your educational experience. We feel we have one of the best facilities around and a program that is conducive to providing you a quality education.

We want to provide more than just an education. We want to build bonds that last a lifetime. If, and when, you join Regina Benton School of Cosmetology, you join the “Family” and will forever be part of our school and family.

Cosmetology school is a decision that warrants commitment in your time and dedication. With this commitment, you can achieve whatever your dreams are in the cosmetology industry. We want to share your journey in the first step of your career.

Once again, We Thank You for considering Regina Benton School of Cosmetology. We hope you choose the best school for your needs. Regardless of whether you choose our school or another school, we truly wish you the absolute best in your future.

Sincerely,



Regina Benton  
Director

[regina.benton@reginabenton.com](mailto:regina.benton@reginabenton.com)

# **Regina Benton School of Cosmetology**

## **Student Catalog**

*Published January 2022*

### **Welcome**

***We welcome you to Regina Benton School of Cosmetology. We are so excited that you have considered our school for your cosmetology education. Within this catalog you should find the rules, policies and procedures that you will need to succeed during your time with us, as well as set you up for success when you graduate. Congratulations and God Bless you!***

### **SCHOOL PROFILE**

#### **Our History**

Regina Benton School of Cosmetology, LLC was opened by Regina and Larry Benton (Owners) in 2018. The concept of owning a Cosmetology School was a dream of Regina's for years. She wanted to instill in a school her values and dedication to providing a quality education and creating lifelong bonds with students.

Our Cosmetology School licensure was granted by the SC State Board of Cosmetology in Sept 2018 and our first cosmetology class started on 15 October 2018.

Regina Benton School of Cosmetology campus is located at 225 W. Blackstock Rd., Suite OP3, Spartanburg, SC 29301. Our campus is an upscale facility, which consists of convenient parking, beautiful salon performance floor equipment with 26 Stylist Stations, two classrooms, two facial rooms, Manicure/Pedicure Area, 5 Shampoo Stations, 10 Dryer Stations, a well-stocked dispensary, laundry and break area, and a beautiful reception area. Our culture is one of excellence and grace for all that are part of our lives. Presently, we only have one main campus.

#### **Our contact information is:**

#### **Regina Benton School of Cosmetology**

(864) 203-0600

[www.reginabenton.com](http://www.reginabenton.com)

[regina.benton@reginabenton.com](mailto:regina.benton@reginabenton.com)

[larry.benton@reginabenton.com](mailto:larry.benton@reginabenton.com)

#### **School Staff and Faculty**

Our staff is made up of the following:

- School Director
  - Regina Benton
- Admissions/Financial Aid Representative
  - Larry Benton
- Highly Qualified Instructors
  - Melissa Blain
  - Victoria Thomas

As our enrollment grows, we will be adding additional staff to ensure our educational objectives.

#### **Our Values**

We are here because we love the beauty industry and love people. It is our sole purpose to give you the very best education in cosmetology, business and customer service skills possible. We intend to give you a skill set that can never be taken away. Our desire is to build heartfelt relationships with our students to change your life and ours for the better forever. We intend on dedicating ourselves to walk in integrity and honesty and provide you with a positive and fun culture full of learning and the freedom to express your creativity. We hope to instill confidence, while maintaining a high standard for you professionally and personally. We plan to prepare you to be the very best you can be. We will provide a peaceful and drama-free environment that is conducive to learning, fun and commitment.

#### **Values:**

- Laugh, laugh, laugh.
- Be professional.

- Never forget where you came from.
- Never think you're better than anyone else.
- Walk in integrity.
- Be an encourager.
- Be your best.
- Be teachable.
- Realize you will always learn.
- Do your best even when others aren't watching.

We expect our students to uphold the standard of integrity always. To always strive for excellence.

### **Mission Statement**

Regina Benton School of Cosmetology's Mission Statement is:

*"Regina Benton School of Cosmetology endeavors to provide our graduates with training in a skill set, product training, business training, professionalism and customer service that will forever change their lives; To provide the catalyst to promote our graduates in employment in any field of the cosmetology industry they desire; To provide heartfelt encouragement and genuine love to our students and for this industry."*

### **Accreditation and Licensing**

Regina Benton School of Cosmetology is currently not accredited, therefore we cannot participate in any Federal Financial Funding (Title IV) Programs. We are pursuing accreditation with NACCAS (*National Accrediting Commission of Career Arts and Sciences*). We are in their Candidate Status, awaiting completion of requirements for our Institutional Accreditation. We are expecting our accreditation to be honored in the coming months. Once we obtain accreditation, we will work with the US Department of Education to establish Federal Financial Assistance (Title IV) monies at our school. The contact information for NACCAS is:

NACCAS  
(*National Accrediting Commission of Career Arts and Sciences*)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)  
Email -webinfo@naccas.org

Regina Benton School of Cosmetology is licensed through the South Carolina State Board of Cosmetology. Their contact information is:

South Carolina State Board of Cosmetology  
110 Centerview Drive  
Columbia, SC 29210  
(803) 896-4599  
<http://www.llr.state.sc.us/POL/Cosmetology/>

Contact information for the US Department of Education is:

U.S Department of Education  
400 Maryland Ave SW  
Washington, DC 20202  
(202) 401-2000  
<https://www.ed.gov/>

### **School Annual Cohort Report Performance Statistics**

Regina Benton School of Cosmetology annually compiles performance data related to our school's graduation rate, placement rate, and licensure rate. This Annual Cohort Information is sent to the National Accrediting Commission of Career Arts and Sciences (NACCAS) for their certification.

Our latest Annual Cohort Report is based on students scheduled to graduate within the calendar year 2020. The Graduation Rate includes actual graduates, students who withdrew from school, and students who were terminated



by the school for various reasons. The Licensure rate is based on students who sat through both the Theory and Practical Licensure Exams for State Board Licensing. Placement Rates are based on students who were successfully employed within the cosmetology industry.

Our most recent Cohort results for the year 2020 data are:

Cohort Category	NACCAS Requirement	School Rate
Graduation	50%	66.67%
Licensure	70%	100%
Placement	60%	100%

### Cosmetology Industry Overview

The cosmetology field is a multifaceted industry. It offers such a wide array of benefits to anyone that would choose to work in this field. Obtaining a Cosmetology degree can catapult you into different fields of expertise. You could work in a salon of your choosing and set your own schedule or work a more structured schedule, if that suits your needs. A stylist could go in any given area of expertise and focus in any given area you desire. Here are a few areas you could go into: Esthetics, Manicurist, Fashion Editor, Makeup Artist, Platform Artist, Educator, School Director, Salon Owner, Bridal Consultant and Hairstylist. One of the benefits of the cosmetology degree is that it can be used to network with so many different industries that the sky is the limit. While we cannot guarantee employment, we do network with surrounding salons and chain salons in our area. You will be meeting these ladies and gentlemen on a regular basis and begin building relationships with business owners that are searching for stylists like you. We will operate in excellence so that we may provide for you an excellent culture and education that can and will take you as far as you desire.

Once a quarter we have “Salon Socials” (dependent on any Covid-19 type restrictions). This is when we invite 10-12 salon owners, salon managers, and other beauty platform businesses in for a day. They will provide information to the student as a beauty entrepreneur and tell you about their business. The student will provide their resume and portfolio. Networking is the name of the game. We want you to meet and greet and make connections for your future. It is so exciting and fun!

## SECTION I: COSMETOLOGY PROGRAM INFORMATION

### Cosmetology Program Overview

Cosmetology is a creative skill set based in the arts and sciences. Business education is a strong part of our program and we feel it is imperative to your success. It is knowledge that can never be taken away and can be utilized across many areas of a person’s life.

Our purpose through this cosmetology course is to inform and train students in theory and practical experiences that will prepare them in the best way possible for employment opportunities. Our students will receive training to pursue a professional career in cosmetology, along with business training, business building, safety and sanitation. This course will develop within the student a respect toward client services, customer service and communication skills. To work from a place of integrity. Our Cosmetology course is taught in English. Students will receive a Regina Benton School of Cosmetology Diploma upon successfully completing the Cosmetology Program.

## COSMETOLOGY COURSE DESCRIPTION

### Cosmetology Course Goals and Objectives

- Students will be provided with a curriculum that includes theory and practical training in all areas of cosmetology to meet licensing requirements.
- Students will be prepared to pass the required written and practical state licensure exams.
- Salon entry level skills needed to work in a salon or other related industry.
- Provide employer skills – employee relationships, to develop business skills and knowledge, along with communication skills.
- For you the student to come away from our program with a new sense of confidence within yourself and your skill set.
- To communicate effectively with your team of co-workers, communicate with your client and to deliver a service that you can be proud of and that the client will be thrilled about.
- To learn to walk in integrity and professionalism and to leave your issues at the door.

- To perform skills in a satisfactory manner in all learned areas no matter what the client asks for.
- To dispel the fear that one has from the unknown factor by learning.
- Develop Problem solving Skills.
- Finish the 1500-hour cosmetology program.
- Pass State Board Licensure Examinations (Theory and Practical).
- Job Placement (although we cannot guarantee job placement, heavy emphasis will be placed on networking with leaders in the beauty industry in efforts for your job placement).

We will always look for ways to make improvements within our program and the education we provide for our students.

### Areas of Training

History and Career Opportunities	Braiding and Braid Extensions
Life Skills, Professional Image	Wigs and Hair Additions
Communication	Chemical Texture Services
Infection Control	Haircoloring
Anatomy and Physiology	Hair Removal
Skin Structure, Growth, Nutrition	Facials
Skin Disorders and Diseases	Makeup
Properties of the Hair and Scalp	Manicuring and Pedicuring
Chemistry	Nail Tips and Wraps
Electricity	Monomer and Polymer Nail Enhancements
Hair Design	Light Cured Gel Nails
Scalp Care, Shampooing & Conditioning	Preparing for Licensure & Employment
Haircutting	On the Job
Hairstyling	

### Class Format and Instructional Techniques

There will be a combination of lectures, demonstrations, visual aids, printed illustrations with written and practical evaluations.

Throughout my many years of experience, it has taught me that fear comes when we are unsure or doubt our skills and knowledge. So, let's learn so that we all can deliver what we need to and enjoy what we are doing. Our Cosmetology Course is broken down by the following curriculum:

### Curriculum Hours Breakdown

Curriculum	Hours
<b>Theory – Classroom Instruction</b>	<b>75</b>
<b>Infection Control – Principles &amp; Practices</b>	<b>75</b>
<b>Scalp Care, Shampooing, Conditioning</b>	<b>75</b>
<b>Hairstyling</b>	<b>175</b>
<b>Haircutting</b>	<b>275</b>
<b>Hair Coloring – Lightening</b>	<b>150</b>
<b>Chemical Texture Services</b>	<b>225</b>
<b>Facial and Makeup</b>	<b>175</b>
<b>Manicuring, Pedicuring, Nail Extensions</b>	<b>175</b>
<b>Salon Business, Retail, Sales</b>	<b>100</b>
<b>Total Hours</b>	<b>1500</b>

### Clinic Practical Requirements

The following are the minimum salon clinic requirements to receive a Regina Benton School of Cosmetology diploma.

<b>75 - haircutting- elective</b>	<b>30 - hairstyling- scalp/hair treatments</b>
<b>200 - hairstyling- elective</b>	<b>30 - haircoloring- elective</b>
<b>15 - hairstyling- rollersets</b>	<b>10 - haircoloring- retouch</b>
<b>15 - hairstyling- fingerwaves</b>	<b>10 - haircoloring- hair lightening</b>

<b>15 - hairstyling- pincurls</b>	<b>30 - haircoloring- foiling- full head</b>
<b>15 - hairstyling- blowdry/brush</b>	<b>10 - balayage/ombre</b>
<b>20 - chemical texturizing- elective</b>	<b>10 - eye wax</b>
<b>20 - chemical texturizing-relaxer</b>	<b>10 - lip wax</b>
<b>15 - chemical texturizing-permanent wave</b>	
<b>25 - manicures/pedicures</b>	
<b>30 - artificial nail tips</b>	
<b>10 - facials</b>	

**Grading**

All theory and practical evaluations must be passed with a minimum cumulative grade of 80% in areas of instruction. The following is our grading criteria used during the program:

**Theory (Written Evaluations)**

<b>95-100</b>	<b>A</b>	<b>Excellent</b>
<b>88-94</b>	<b>B</b>	<b>Good</b>
<b>80-87</b>	<b>C</b>	<b>Satisfactory</b>
<b>Below 80</b>	<b>D</b>	<b>Unsatisfactory</b>

**Practical (Practical Exercises)**

<b>PRACTICAL COMPLETED PROPERLY</b>	<b>PRACTICAL OUTCOME</b>
<b>YES</b>	<b>SATISFACTORY (PASS)</b>
<b>NO</b>	<b>UNSATISFACTORY (FAIL)</b>

It is mandatory for each student to have passed a simple “YES” or “NO” check off system to ensure that student is able to perform the practical skills required. All areas of practical requirements must be checked “YES” before graduation. Practical skill experience is what prepares you for the salon.

Each student is expected to participate in all scheduled SC State Licensure Exam Practical Preparations and successfully pass three (3) with a minimum of an 80% Grade.

Each student will be evaluated at the following designated actual clocked hour marks during a Satisfactory Academic Progress (SAP) Policy Evaluation and written tests. They are required to pass the Satisfactory Academic Progress (SAP’s) Policy with a minimum of an 80% Cumulative Grade and 70% Cumulative Attendance.

Satisfactory Academic Progress (SAP) Policy Evaluation Periods are:

- 450 hours.
- 900 hours.
- 1200 hours.

All students must take all required practical and theory and licensing exams within the timeframe required by our program. Student will be required to test out of foundation stage at 360 hrs.

We will follow a regime that will be easy to follow. If a student misses an evaluation, they will be expected to make it up on the next test day available. Tuesdays are our make-up test days.

**Course Labs and Links**

Our Program Textbooks used in the Cosmetology Program are:

- Milady
- South Carolina Laws and Rules book
- SC State Board of Cosmetology Website
- Mindtap Website
- Utilize PSI Website for Practice Testing

**Program Length**

Per SC State Board of Cosmetology this cosmetology course is 1500 clock hours. Our Academic Year is 900 Hours. The maximum time frame for course completion is one and one-half the length of the course (150% of 1500 hours), based on our 67% attendance requirement. Upon a student exceeding the maximum time frame for course completion, they will be terminated from the program. (One note – At the point we begin offering Federal Financial

*Aid (Title IV Monies) to students, the financial aid monies will cease upon exceeding 1500 clocked hours and the student will be required to pay out of pocket for the remainder of the program hours or be terminated.)*

If a student should exceed this maximum time frame and be terminated from the program, they may be considered for re-enrollment by the Director and continue at a rate of \$15.00 per instructional clocked hour paid in advance weekly by the student until completion. All Transfer and Re-enrollment requirements would have to be adhered to (See *Transfer and Re-Enrollment Policy*).

1500 Hours Cosmetology	Weeks	Total Scheduled Hours
30 Hours a week	75 weeks	2250
40 Hours a week	56 weeks	2250

Transferred clock hours from another institution will be considered when determining the maximum timeframe for completing the program. It will be pro-rated based on 150% of transferred hours the school accepts prior to enrollment (See *Transfer and Re-Enrollment Policy*).

### **Class Size**

The maximum student to teacher ratio is 20 students per instructor, based on State Board of Cosmetology regulations.

## **PROGRAM FORMAT**

### **Foundation Class**

The Foundation Class is where you will start. You will spend your first 360 hours in the foundation class learning all the basic skills and the theory behind the skill set. Your basics are important for you to master so that you may build your advanced skills for the performance floor. You will start out being trained on mannequins, however on Fridays, students may invite family and friends in to practice their skills, only using areas of their training.

### **Topics you will be covering:**

- Infection control
- Scalp Care, Shampooing and Conditioning
- Hairstyling
- Haircutting
- Hair Coloring – Lightening
- Chemical Texture Services
- Facials and Makeup
- Manicuring, Pedicuring, Nail Extensions
- Salon Business, Retail, Sales

In order to move forward to the Performance Class, the student must complete all practical skill requirements including rubrics and theory exams of the Foundation Class. All theory and practical evaluations must be passed with a cumulative grade of 80% in areas of instruction.

Some students require more assistance than others. We are committed to your success and promise to dedicate our time and expertise to each student. We will arrange the time and training requirements to ensure each student grasps the concepts to their own abilities of the skill or theory required.

### **Performance Class**

After the student successfully completes the Foundation Class, they will move to the Performance Class. Here they will complete the remaining 1,140 hours of their required clocked course hours. The student may be placed in an A or B rotation as the enrollment size dictates. The classes will rotate between classroom and performance floor. Each rotation will have equal amounts of hours in the classroom and on the performance floor. They will alternate each day. Each rotation will be on the Performance Floor every other weekend.

#### Example Rotation

A – Classroom -- M,W,F

Performance Floor – T, TH

B – Performance Floor -- T, TH, S

Classroom -- M, W

The Rotation Schedule will change weekly. With this schedule, the student will have a 3 day weekend every other week. We currently operate on a fixed schedule, but as enrollment increases, we may need to progress to a rotational schedule to accommodate increased numbers of students.

### **Distance Education (Virtual Learning)**

Regina Benton School of Cosmetology is a traditional in-house educational facility. Due to Covid-19 we had to incorporate a fraction of our curriculum to Distance Education. We typically do not utilize Distance Education, but in light of our State Agencies shutting down our brick and mortar school, we were allowed to utilize Distance Education for a percentage of our curriculum. If a need were to arise in the future and SC State Board of Cosmetology authorize usage, we may offer Distance Education again. It is not necessary for a student to participate in any Distance Education, but they may have to withdraw until whatever is precipitating the need for Distance Education passes. Then the student can re-enroll (*See Transfer and Re-enrollment Policy*). Currently no extra charges will be incurred by the student from the school for Distance Education participation.

Regina Benton School of Cosmetology makes no guarantee that other states outside of South Carolina will honor any hours received via Distance Education, if applicable. The student will have to contact the appropriate state agency in the respective state to verify acceptance, if needed.

### **Occupational Demands**

Students must be prepared to perform these areas of skills physically to be successful in the cosmetology industry; with or without reasonable accommodation, to graduate:

- Students must be able to wet, shampoo, massage, including all types of hair manipulations, cut, style, use various tools and their hands.
- Student must be able to evaluate hair color and to appropriately determine the amount of color needed to best achieve the desired look. You must be able to understand proper mixing portions and procedures.
- Student must be able to cleanse, file, buff, clip, clean and apply polish to client's nails or artificial nails using various tools, including hands.
- Students must be able to mix and use caustic chemicals. (Gloves will be used)
- Students must develop their communication skills to effectively interact with school educators and their clients.
- Cosmetologists stand for long periods of time you will need to bend or twist the body when working.
- Cosmetologists must use their core muscle group to support the body.
- Motions are repetitive.
- You will use your hands, fingers, wrists and elbows to grasp, handle, to control and manipulate your tools.
- You will learn to hold the arm and hand in one position or hold the hand steady while moving the arm.
- You will learn to speak clearly and succinctly. So, you may be understood clearly by your clients. You must also learn to listen attentively and understand them.
- Notice the differences in colors.
- Use protective measures such as gloves, creams and use them when necessary.
- Sometimes you may develop an allergy to the ingredients in the field related chemicals or experience some abnormal reactions from contact with the different chemicals.

### **Qualified Individuals with Disabilities**

Accommodations will be made for known physical or mental limitations for a person that is otherwise a qualified student with a disability, as required by local, state and federal laws.

All applicable students must complete a Self-Identification of Disability form that would identify any reasonable accommodations which may be required to perform the requirements of the program. The form must be submitted at the same time the enrollment agreement is submitted.

### **Cosmetology Program Start Dates**

New classes start the first Tuesday of each month. With this type of new class startups, the students have less interruptions and the educator can be more dedicated and focused with that group before new students are introduced.

**NEW CLASS START DATES**

<b>2022 Start Dates</b>	<b>2023 Start Dates</b>	<b>2024 Start Dates</b>
4 January 2022	3 January 2023	2 January 2024
1 February 2022	7 February 2023	6 February 2024
1 March 2022	7 March 2023	5 March 2024
5 April 2022	4 April 2023	2 April 2024
3 May 2022	2 May 2023	7 May 2024
7 June 2022	6 June 2023	4 June 2024
5 July 2022	11 July 2023	2 July 2024
2 August 2022	1 August 2023	6 August 2024
6 September 2022	5 September 2023	3 September 2024
4 October 2022	3 October 2023	1 October 2024
1 November 2022	7 November 2023	5 November 2024
6 December 2022	5 December 2023	3 December 2024

**Cosmetology Program Tuition and Fees**

<b>Tuition</b>	<b>\$ 11,995.00</b>
<b>Application Fee</b>	<b>\$ 100.00 (Non-Refundable)</b>
<b>Student Kit</b>	
<b>-Large Kit</b>	<b>\$ 856.00 (SC 7% Sales Tax Included)</b>
<b>-Small Kit</b>	<b>\$428.00 (SC 7% Sales Tax Included)</b>
<b>Lab Fee</b>	<b>\$481.50 (SC 7% Sales Tax Included)</b>
<b>1) Total Program Cost</b>	<b>\$ 13,432.50 (w/ Large Student Kit)</b>
<b>2) Total Program Cost</b>	<b>\$ 13,004.50 (w/ Small Student Kit)</b>

Any student that pays their tuition in-full prior to starting class will get the Student Kit and Lab at no charge. If they don't require Student Kit and Lab, then they will get a \$900.00 reduction in their tuition. Transfer students paying their tuition in-full prior to starting class will receive a 10% reduction in their tuition cost.

All changes subject to approval by South Carolina Board of Cosmetology.

Kit and Lab Fees must be paid prior to start day.

Cost of Fees subject to change.

There is a \$35.00 Non-Sufficient Funds (NSF) fee for any returned checks.

*Note: Any hours transferred into the school by a transferring student will be accounted for in the School Tuition costs and the total may be less than the amounts shown above. Also, a Transferring Student may already have a kit and Lab Material.*

**Additional Costs**

No additional costs should be incurred by an attending student, as all costs are figured into the Tuition Charges. The only additional costs would be related to:

- Student Exceeds the Enrollment Agreement End Date. There is a \$15.00 per hour fee for any additional hours required by the student if they exceed the Enrollment Agreement End Date and are allowed to re-enroll paying cash weekly in advance for scheduled hours until completion of their program.
- Require Additional Materials during their Program (i.e. Mannequins, tools, etc.). *Extra mannequins may be required dependent on the student's progression and practical requirements. Tools would be replacement of broken tools.*
- There may an additional charge if the school has to procure a student's transcript for enrollment. Regina Benton School of Cosmetology will charge a \$25.00 administrative fee for requesting a student's transcript.
- Some Student Services charges are extra, if chemicals are used by the student.
- If a student withdraws or is terminated, then re-enrolls, there is a \$100.00 Re-enrollment fee charged. This fee may be waived as determined by the Director based on any extenuating circumstance.

### Scholarship and Fee Waiver Policies

Regina Benton School of Cosmetology does not currently have any Student Scholarship programs. Our hope is to be able to provide scholarships to individuals in need in the future. We are open to any scholarships provided by external agencies or individuals.

Under certain extenuating circumstances, certain fees may be waived at the discretion of the School Owners. Regina Benton School of Cosmetology reserves the right to enter into a modified payment plan for supplies and/or tuition with a student at the discretion of the owners. Any modified payment plans would be documented and be based on a specific student's needs as determined by the owners.

### Student Schedule Changes

Our school operates on a 30 or 40 hour per week schedule for the students. A student can change schedules once during their entire training program.

### Rewards Program

Our "REWARDS" Program is awesome. We reward each student on their own merit. Each student will be rewarded with a pin at their milestone hour marks during our Pinning Ceremony. The Milestone Hours are:

- 450 Hours
- 900 Hours
- 1200 Hours

The "REWARDS" guidelines are as follows:

Name	Floor Sales Total	Retail Sales Total
STAR STUDENT	\$1500	\$150
SUPER STAR STUDENT	\$2500	\$300

Each Recipient must have 80% or higher Academic Grading and 90% Cumulative Attendance satisfying their Satisfactory Academic Progress Evaluation. Student must be on track with all required classroom assignments and tests.

Each of these incentive programs have special rewards. Special Pins are awarded along with these accomplishments.

### Graduation Day

We always reward our graduates with a fun-filled celebration for all of the effort they have contributed to their completion of the program. We celebrate with a decorated hall for our "Graduate Walk", a Graduate Cake, and food for graduates' family and friends, along with fellow student/staff. Each graduate will receive a beautiful, framed Regina Benton School of Cosmetology Diploma and a reminder gift from the school Director. *(Please refer to our Graduation Celebration Policy for additional details.)*

### ADMISSIONS

#### Non-Discrimination

Regina Benton School of Cosmetology does not discriminate in its employment, enrollment, instruction, or graduation policies on the basis of sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation or membership in any other protected groups, as defined by our local, state or federal laws. Nor does it recruit students already attending or admitted to another school offering similar programs of study.

#### Admission Requirements

Enrolling in the Cosmetology Program at Regina Benton School of Cosmetology can be a new student, a transferring student, or a previously enrolled student re-enrolling from a termination or a student withdrawal. Students transferring in or re-entering Regina Benton School of Cosmetology must adhere to the Transfer and Re-Entry Policy *(See Transfer and Re-Enrollment Policy)*.

The school requires that each student enrolling in the Cosmetology Program must:

- Complete an application for enrollment; and
- Be at least 16 years of age; and
- Provide proof of secondary education such as a diploma, a GED certificate, and official transcript of secondary school completion, or a state certification of home-school completion. Foreign high school diplomas must be translated and evaluated by a service selected and approved by SC State Board of Cosmetology, at a cost to the student; and

- Have valid government issued ID, (i.e. State Drivers License, Military ID, etc); and
- Have a valid Signed Social Security Card; and
- If transferring from another school, provide official transcripts from former school. (*If Regina Benton School of Cosmetology handles requesting a student's transcript, there will be a \$25.00 Administrative Fee to procure the transcript.*); and
- Pay Application Fee of \$100.00 (*non-refundable*); and
- Transfer and Re-Enrolling Students will have to adhere to our Transfer and Re-Enrollment Policy (*See Transfer and Re-Enrollment Policy*); and
- If a Student is Re-Enrolling, Pay a Re-Enrollment Fee of \$100.00 (*This fee may be waved as determined by the Director based on any extenuating circumstances*); and
- Receive Student Catalog; and
- Have Discussed and Signed-off on Pre-Enrollment Receipt of Information; and
- Student must pay their lab fees and kit charges in entirety prior to starting their curriculum.

If a Student is enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

A Re-enrolling student from a previous withdrawal or termination will enter the school at the same Satisfactory Academic Progress (SAP) Policy Status as when they previously left.

### **Student Right to Cancel**

A student may cancel their agreement by written notice to Regina Benton School of Cosmetology at 225 W. Blackstock Rd., Suite OP3, Spartanburg, SC 29301, before the days end of the Third business day after agreement has been signed.

Please send the following information to cancel:

- 1). Your name and address
- 2). "I hereby cancel my agreement"
- 3). Copy of your "Agreement Contract"

If a Student cancels their agreement, then the school will follow our Refund Policy to determine if any monies are to be refunded to the student or if any monies are owed to the school from the student.

### **PROGRAM COMPLETION**

Once a student completes the Cosmetology Program, they will then complete licensure testing, obtain their cosmetology license, and begin their chosen career in the beauty industry. The following requirements highlight what is required to graduate and obtain licensure with the SC State Board of Cosmetology.

### **Graduation Requirements**

Student must complete all of the following to graduate:

- Successful completion of the SC State Board of Cosmetology required 1500 clocked hours of instruction; and
- Fulfill all practical graduation requirements required by Regina Benton School of Cosmetology and SC State Board of Cosmetology; and
- Pass all Three (3) State Board Licensure Exams with 80% cumulative grade; and
- Complied with required school policies; and
- Completed all required exams and course requirements; and
- Satisfied financial obligation requirements up to graduation date; and
- Made arrangements to pay all tuition, fees, and overtime charges (if applicable) before graduation day; and
- Returned any, and all, Regina Benton School of Cosmetology property (*if applicable*); and
- Pay all outstanding fees owed from student services, extra supplies, etc. must be paid prior to receiving your Regina Benton School of Cosmetology Diploma recognizing your successful completion of the Cosmetology program.

### **Licensure Requirements**

Per South Carolina State Board of Cosmetology these are the licensure requirements:

- Pass theory and practical examinations issued by SC State Board representatives; and
- Be at least 16 years old; and
- Have a 10<sup>th</sup> grade education or higher; and
- Complete a 1500-hour cosmetology course by state board approved cosmetology school; and
- Submit an application to SC State Board of Cosmetology; and
- Provide High School diploma or GED, or school transcript showing completion of school; and
- Provide proper identification documents; and



- Pay required SC State Board Licensure fees.

After your program hours are completed you will submit all applicable paperwork to SC State Board of Cosmetology and PSI Services LLC. PSI Services LLC is the testing company employed by the SC State Board of Cosmetology to manage their licensure testing (both Theory and Practical Testing). We will help you with the submission of your paperwork to lessen the stress on you. There are set dates that the exams will be available.

After you are licensed, you will need to maintain your Continuing Education hours. It will be your responsibility to find out when they are required and register with a SC State Board of Cosmetology approved agency for the Continuing Education sessions. SC State Board of Cosmetology will provide a list of approved agencies providing continuing education classes throughout the state.

### **Employment Assistance**

Regina Benton School of Cosmetology cannot guarantee student employment. We network with salons and chain salons in our geographical area to build relationships to assist in your employment and teach certain career aspects related to employment such as resume writing, interviewing skills, professionalism and business skills. We strive to get you in a salon prior to your graduation doing non-licensed tasks in order to learn the salon environment. Many of our students remain with the salon after graduation and licensure. Our goal is to see you graduate and work with you to find employment in the cosmetology industry.

### **Career Opportunities**

We will be networking with surrounding artists of different specialties and fields of expertise. This will offer a student multiple opportunities to get to know and fellowship with the salons and other leaders in different areas of the cosmetology industry. This provides our students with different views and aspects of the industry that they may have not previously considered. This industry is so wide that literally the sky is the limit. The only thing limiting you is you. We will have intimate knowledge of our student and their likes and dislikes, therefore having a hand in directing their path towards their area of proficiency. We take great pride in seeing their success.

### **Expected Career Compensation**

Bureau of Labor Statistics states that the 2020 US median pay for cosmetologists is \$29,680.00 per year. The growth of population is leading to a greater demand for hair care services. In addition, the demand for hair coloring, hair straightening, and other advanced treatments has risen in recent years. This trend is expected to continue to grow 19% over the next decade.

### **Barriers to Employment**

Students need to be aware that employers are free to make their own judgements regarding employment, as long as they don't discriminate based on law. A student's prior history including criminal history, history of drug abuse, or poor job history are some factors an employer may consider.

## **SECTION II: STUDENT ENROLLMENT POLICIES**

### **Satisfactory Academic Progress (SAP) Policy**

#### **Student Progress**

Students must meet and maintain certain performance objectives to successfully complete the Cosmetology Program at Regina Benton School of Cosmetology. The two main areas focused on are their Academic and Attendance Performance. Students must maintain an academic grade of 80% on a cumulative basis, and also maintain a 70% cumulative attendance rate. We will counsel students periodically to provide updates on their overall performance.

In order to monitor a student's academic and attendance progress requirements, we use a Satisfactory Academic Progress Policy (SAP) Evaluation as the methodology to track and notify a student of their progress. Students' progress will be monitored monthly. Satisfactory Academic Progress Policy (SAP) Evaluations will be performed at actual clocked hour intervals of 450, 900, and 1200 clocked (actual) instructional hours. Not meeting these minimum SAP Standards can result in a student being placed on warnings or can lead to termination from the program. Students failing to meet progress requirements will be placed on a warning status until the next scheduled evaluation period. At the end of the next scheduled evaluation period, if progress requirements are not met, student will be terminated from the Cosmetology Program. For example, if a student is not meeting their required 80% Academic or 70% Attendance requirements at the 450 clocked hour SAP Evaluation interval, they have failed their 450 Hour SAP Evaluation, and will be placed on a Warning status until their next SAP Evaluation interval of 900 Clocked Hours. The student will need to improve the area(s) (be it academic, attendance, or both) not meeting the minimum standards before the 900 Hour SAP Evaluation interval. If the student does not correct the issue(s) before the 900 Hour SAP interval, then they will fail this SAP Evaluation. **Failing two consecutive SAP Evaluations will result in a student being terminated from the program.**

It is possible for a student to re-enroll at Regina Benton School of Cosmetology after being terminated for failure of two consecutive SAP Evaluations through an Appeal Process, but they must be able to show they can meet the next SAP Evaluation, if indeed possible. Upon review of the Student's records, it will be at the Director's discretion as to whether a student is allowed to re-enroll or not. We reserve the right to decide if a student will be accepted back to enroll at a later date at Regina Benton School of Cosmetology. If a student re-enrolls, they need to adhere to the Transfer and Re-entry Policy (*See Transfer and Re-Enrollment Policy for additional details*). One important item to note; if a student is terminated for whatever reason they may be obligated for any outstanding financial obligations to the school. Any termination will result in a Withdrawal and Termination Calculation Worksheet to determine any monies owed to the school or monies to be refunded to the student. (*Refer to Refund Policy in this Student Catalog, signed Enrollment Agreement, and the School's Refund Policy for details*).

### **SAP Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Program – 450, 900, 1200 clocked (actual) hours

*\*Transfer Students – Are evaluated 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 their satisfactory academic progress. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint of each course. The Student will be notified of the Satisfactory Academic Progress Evaluation within seven (7) calendar days of reaching their SAP Evaluation period milestone (*i.e. 450, 900, 1200 hours*).

### **SAP Academic Progress**

Progress is evaluated in all areas of attendance and academics and must be maintained at appropriate levels. A student is required to maintain an 80% cumulative academic grade to successfully complete the Cosmetology Program. All evaluations will be kept in student file and can be reviewed by appointment with administration.

### **SAP Attendance Requirements**

As stated above, a student's attendance is critical to their learning outcomes. For a student to succeed in their cosmetology education they must attend the class sessions. We know that as we go through life unexpected issues arise that inhibit attendance on specific days. This is why it is imperative that you attend at an appropriate level, so that when any unforeseen issues arise, you have the flexibility to miss a few hours or day and not adversely effect your cumulative attendance rate. Our Satisfactory Academic Progress (SAP) attendance requirement is 70% cumulative clocked instructional hours of attendance.

### **Failure to Maintain Satisfactory Academic Progress Policy (SAP) Levels**

As previously mentioned, if a student fails to maintain an 80% cumulative academic grade and 70% cumulative clocked hours attendance levels or greater upon reaching their next Satisfactory Academic Progress Evaluation period, then they will be placed on warning and will develop a written improvement plan to remedy the issue. If they fail to remediate the issue prior to their next Satisfactory Academic Progress Evaluation (SAP) period, they will be terminated from the program. If a student is terminated and appeals the termination, they can be placed on probation if they are successful with the appeal. This probation period will last until the next Satisfactory Academic Progress Evaluation period.

### **Appeal Process**

Our School has an appeal process available to staff and students. In the event of disciplinary action related to behavioral or performance problems, there is a means to appeal the Educator and/or Director's decision. A Student can also appeal failed Satisfactory Academic Progress Evaluations.

Upon a written Appeal Request, the Director will review the issue and make a decision based on presented evidence. If the situation warrants, the Director can form a panel to review the initial decision. The Director has the final decision-making act, but will consider the panel's recommendations.

After a termination, a student may submit a written appeal to the Director, along with supporting documentation and stating the reasons why the student was unable to maintain satisfactory progress. The letter of appeal must be received by the director within 10 days of termination. Within 30 days, the student will be notified by mail, phone call, or email notification concerning the decision or further actions to be undertaken by the school.

Regina Benton School of Cosmetology wants to ensure that every student is treated fairly in regards to their educational evaluations and any disciplinary actions that may be undertaken. In order to be consistent and fair, we have developed the following policy and procedures to appeal a decision the student deems unfair, or not justified. Therefore, the following outlines the steps in appealing a decision made by the school in regards to grading and disciplinary action.

If a student feels he/she has been unjustly graded or disciplined, they can follow the following steps to appeal the decision.

- 1) Provide in writing to the School Director within 10 days the following:
  - a. Nature of Appeal (Specifics of what is being appealed); and
  - b. How the school's decision is unjustified; and
  - c. What you feel is the remedy to the appeal
- 2) Director will review the appeal and take one or all of the following steps within 30 days, dependent on the severity and complexity of the appealed decision:
  - a. The appeal will be reviewed by the Director and a response will be sent in writing to the student within 30 days of receiving the appeal.
  - b. Dependent on the extent and nature of the appeal, interviews with appropriate staff and students may be necessary to reach a final resolution to the appeal.
  - c. In cases related to extreme situations, it may be necessary to conduct an informal hearing regarding the appeal. If necessary, the Director will appoint a hearing committee consisting of one school member selected by the school who has had no involvement in the dispute and who may also be a staff member, another member who may not be related to the student filing the appeal or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 60 days of the committee appointment. The hearing will be informal with the student presenting his/her case, followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended solution to the appeal. The Director shall consider the report and either accept, reject, or modify the recommendation of the committee.
  - d. Student must exhaust the school's internal appeal process before submitting the complaint to the school's accrediting agency or SC State Board of Cosmetology.
- 3) Extenuating circumstances will be taken into consideration. (e.g. Death of immediate family, injury, illness, loss of housing.)
- 4) All documentation concerning warnings, terminations and appeals will be placed in student file.

*(See the School Appeal Policy and Procedure for additional details.)*

### Maximum Program Completion Timeframe

The Program is designed around a student maintaining a minimum of 67% of their schedule class attendance. The Agreed upon End Date in the Student's Enrollment Agreement provides for 150% of the program actual length for a student to complete (based on a minimum of 67% attendance). This will allow for sicknesses, vacations, work schedules, etc. If the student has not graduated by the Agreement End Date in the Enrollment Agreement, they will be terminated from the program. They may be considered for re-enrollment (*per our Transfer and Re-enrollment Policy*), but will be required to pay out of pocket for the remainder of the program hours or be terminated. The cost will be \$15.00 per clocked instructional hour, payable in advance weekly for the remainder of the hours required to graduate.

Course	Maximum Weeks	Maximum Hours
<b>Cosmetology (Full Time, 40 hours/week)</b>	<b>55</b>	<b>2240</b>
<b>Cosmetology (Part Time, 30 hours/week)</b>	<b>75</b>	<b>2240</b>

*\*The School operates all programs according to a schedule of 900 hours per academic year of instruction.*

*(One note – At the point in the future when we begin offering Federal Financial Aid (Title IV Monies) to students, the financial aid monies will cease upon exceeding 1500 clocked hours and the student will be terminated from the program. They may be considered for re-enrollment, but will be required to pay out of pocket for the remainder of the program hours. The cost will be \$15.00 per clocked instructional hour, payable in advance weekly for the remainder of the hours required to graduate.)*

### Academic Process

Students must maintain an 80% cumulative grade average. It is the student's responsibility to make up all work missed during absence. A student must attend theory class and be prepared to:

- Take notes.
- Complete assigned worksheets.
- Complete procedure cards for each procedure in subject.
- Complete all practical requirements.

- Complete all exams.
- Complete all Licensure Exams.
- Before moving to next phase of study required practical and written exams must be completed.
- Exams missed will be made up on designated test make-up day.
- Missed Mocks will have to be made up. A student cannot graduate until Three (3) written final exams and mock state boards have been taken and passed with 80%.

### **Withdrawal**

The time and the stage of the program at which the student withdraws will be placed in their file. If a student withdraws without notice, the last date of attendance is considered their withdrawal date.

A Student Withdrawal does not absolve the student of their financial obligations to the school. The School Refund Policy will determine if any refunds are due to the student or if the student owes the school any financial obligations and how much. The school will provide a Withdrawal or Termination Calculation Worksheet and letter within 45 days of the action that details the student's status regarding hours completed and any financial outstanding obligations to the school. *(Refer to the Refund section of this Student Catalog and the School's Refund Policy for additional details.)*

### **Terminations**

Student termination can result from any of the following (but is not limited to):

- Failure to Pay tuition (if applicable).
- Failure to Maintain SAP (Academically and Attendance), if applicable.
- Discrimination of individuals.
- Illegal Drug or Alcohol use on the campus.
- Sexual Harassment of any kind.
- Bullying and Harassment
- Threats or intimidation of any kind.
- Verbal and non-verbal intimidation.
- Use of Social Media against a staff member or fellow student.
- Use of Social Media in a non-professional manner, which negatively reflects on the school.
- Breach of conduct and failure to comply with rules, regulations and policies set forth by the school

As previously noted, a student termination does not absolve the student of their financial obligations to the school. The School Refund Policy will determine if any refunds are due to the student or if the student owes the school any financial obligations and how much. As with Withdrawals, the school will provide a Withdrawal or Termination Calculation Worksheet and letter that details the student's status regarding hours completed and any financial outstanding obligations to the school. The above are not the reasons for student termination in its entirety, as other situations which are too numerous to list, if severe enough could warrant student termination.

### **Re-Enrollment**

If a student desires to re-enter Regina Benton School of Cosmetology after a withdrawal or termination, they will have to adhere to the following:

1. Complete an Enrollment Application; and
2. The student will have to gain approval from the School Director that they can re-enroll; and
3. Pay a re-enrollment fee of \$100.00 *(This fee may be waived as determined by the Director based on any extenuating circumstances);* and
4. Ensure any financial obligations owed to Regina Benton School of Cosmetology are caught up and current; and
5. Provide in writing what the reason for withdrawal or termination was and how the issue(s) have been resolved. Also, provide in writing how recurrence of the issue(s) will be prevented; and
6. Completed a new Enrollment Agreement or sign an Enrollment Addendum (at the school's choice) updating the new Agreement End Date, and have student/staff sign it.

Students that re-enroll at Regina Benton School of Cosmetology after a previous Withdrawal or Termination will re-enter the school at the same Satisfactory Academic Progress Status at the time they previously left.

### **Transfers**

Regina Benton School of Cosmetology may accept student transfer hours. However, we do reserve the right to evaluate a student's skill level and knowledge. We will determine based on the student's skillset if they need to spend a reasonable amount of time for refreshing in any given field they require. The student will be required to score above 70% on a written exam, along with successfully passing some practical evaluations. This allows the educators to

properly evaluate the student's skill set and possible additional training the student may require in specific areas to address any needs the student may have.

The maximum number of hours a student can transfer is 900. (Additional transfer hours may be considered, dependent on the individual circumstances.) We desire our students to be the very best they can be. We feel we need time to develop their professionalism and customer service skills in every way possible all the while helping them build their clientele, thus the cap on their transfer hours.

The amount of Transfer Hours accepted by Regina Benton School of Cosmetology will be determined by the Director. However, there will be an evaluation as mentioned above. Out of a proper setting for an extended amount of time, a person may lose skill sets and knowledge. Retraining and establishing proper procedures and protocol are necessary.

Students that transfer must provide a transcript of all previous hours and grades of their most recent evaluation from the previous institution. Tuition will be pro-rated based on the number of contracted hours to fulfill state board requirements.

Students will be evaluated to determine the best placement options for the student's benefit. Student will be required to pass evaluations pertinent to hours transferred. Transfer students will be subject to our SAP requirements and other evaluation requirements. (For example, if a student transfers in at 250 hours, their first evaluation point at 450 hours will be required of them.)

If a student wishes to transfer into our school from another cosmetology school, they must do the following:

1. Complete a school application for enrollment; and
2. Provide an Official Transcript from the school being transferred from or provide written consent for our school to obtain an official transcript request; and  
*(Note: Some schools or institutions require an administrative fee to be paid in order to obtain an official transcript on a respective student. This cost will be the responsibility of the transferring student and paid in advance if our school is to request the transcript); and*
3. The number of hours allowed by Regina Benton School of Cosmetology will be determined by the School Director based on various criteria (e.g. experience, time since last date attended at the previous school, Written and Practical Evaluations, etc.). Therefore, a student may or may not get 100% credit for hours completed at the other school. This will be discussed with the student prior to officially enrolling in order to determine tuition costs associated with the accepted hours. The maximum amount of hours allowed to be transferred into Regina Benton School of Cosmetology from another school will be determined by an interview with the Director, passing a written evaluation, and also passing a practical evaluation. The written and practical evaluation will be based on the amount of clocked hours the transferring student has completed within the cosmetology program.

Note: With regard to a Student's Performance and Satisfactory Academic Progress (SAP) Student Evaluations, a student's hours will be counted as both attempted (scheduled) and earned (clocked) hours for the purposes of determining the Enrollment Agreement End Date.

### **Financial Disclosures**

The fees associated with Tuition and Supplies were outlined previously within this Student Catalog. Financing consideration is available to everyone and is managed for the school through TFC student financing. Regina Benton School of Cosmetology currently does not offer Federal Financial Aid (Title IV) monies, but we are actively pursuing accreditation with NACCAS and the establishing financial aid programs with the US Department of Education. There is no guarantee a student will receive financing from Regina Benton School of Cosmetology. Each situation will be evaluated accordingly.

### **Payment Plans**

We currently do not participate in Federal Financial Assistance programs, as we are not currently accredited. We are in Candidate Status with NACCAS, our accrediting agency, on the path for accreditation. We have established a finance plan for our student tuitions until we participate in the Federal Financial Assistance Programs (Title IV).

Our school payment plan consists of the student paying a minimum monthly payment while in school. This payment will be determined by agreement between the student and Director prior to enrollment. These payments will be at zero (0%) percent interest while the student is attending school (Tier 1). Upon graduation, withdrawal, or termination, the balance of the tuition will be paid in equal monthly payments at a six (6%) percent interest for 24 months (Tier 2). We employ TFC Financial to manage our payment plan.

Transfer Students may have a differing Tier 2 term based on how many transfer hours are accepted by the school. This will be agreed upon prior to the signing of the Enrollment Agreement.

Regina Benton School of Cosmetology accepts cash, check, credit cards (Visa, Master Card, and American Express), money orders, and cashier's checks for any monies owed to the school. There is a \$35.00 Non-sufficient Funds (NSF) fee for any returned checks.

### **Failure to Pay**

Failure to maintain financial responsibilities related to tuition payment can lead to suspension or termination. If a student becomes default in their payments to the school by two (2) months, they may be suspended until their payments are up-to-date. If a student gets 4 months behind on payments, they may be terminated from the program. If they are allowed to re-enroll at a later date, they will have to adhere to our Re-Enrollment Policy and pay a \$100.00 Re-enrollment fee. As previously noted, a student termination does not resolve the student of their financial obligations to the school. The School Refund Policy will determine if any refunds are due to the student or if the student owes the school any financial obligations and how much. The school will provide a Withdrawal or Termination Calculation Worksheet and letter that details the student's status regarding hours completed and any financial outstanding obligations to the school.

Regina Benton School of Cosmetology reserves the right to withhold submitting and/or all documentation related to a student's program completion to SC State Board of Cosmetology until the student is current on their tuition financial obligations and the school has an established payment plan in place for any balances.

### **Refund Policy**

Regina Benton School of Cosmetology endeavors to ethically and fairly administer student refunds to ensure appropriate monies are returned to students who withdraw or are terminated from the Cosmetology Program at our school, based on the state and federal regulatory agencies and in conjunction with NACCAS's Refund Policy requirements. We want to ensure that in the event a student withdraws or is terminated from the Cosmetology Program that a fair and equitable financial settlement will be utilized. The following will be followed:

- This refund policy shall apply to all withdrawals and terminations for any reason, by either party, including student decision, school decision, course or program cancellation, student non-payment (per agreement) or school closure.
- When calculating refunds, Regina Benton School of Cosmetology will use the policy mandated by the State and/or Federal Regulatory Agencies, or special programs for each student, as applicable.
- For all applicants who cancel enrollment, or student who withdraw from enrollment, a fair and equitable settlement will apply.
- Applicants not accepted by Regina Benton School of Cosmetology shall be refunded all monies paid to the school, with exception of the application fee of \$100.00.
- If the student (or in the case of a student under legal age, his/her parent or guardian) cancels the enrollment in writing within three (3) business days of signing the enrollment agreement, all monies collected by Regina Benton School of Cosmetology will be refunded, with exception of the \$100.00 Application Fee, regardless if the student has begun classes or not.
- If a student cancels his/her enrollment after three (3) business days of signing the contract, but prior to starting class, a refund of all monies paid to Regina Benton School of Cosmetology will be refunded, with exception of the \$100.00 Application Fee.
- The Official Cancellation/Withdrawal Date will be the earliest date of the following occurrences:
  - Postmark Date on written notification from the Student to Regina Benton School of Cosmetology
  - Date said notification is delivered to Regina Benton School of Cosmetology in person.
  - The Date of Termination of the Student by Regina Benton School of Cosmetology.
  - 14 Calendar Days after the last date of attendance by the student without notification.
  - A student is not required to provide written notification of their withdrawal.
  - An Applicant is not accepted by the school.
  - A student or legal guardian cancels the contract within three (3) business days.
  - A student does not return from an approved Leave of Absence (LOA) on scheduled return date, if applicable.
  - A student cancels the enrollment after three (3) business days, but prior to starting class.
  - A student notifies Regina Benton School of Cosmetology of their Withdrawal.
- Unofficial Withdrawal for Clock Hour students is determined by Regina Benton School of Cosmetology through monitoring clock hour attendance at least every thirty (30) days.
- Actual refunds are calculated based on the student's last verifiable date of attendance. Timeliness of refunds is determined using the student's withdrawal or termination date. The date of withdrawal determination for students shall be the earlier of the date the student notifies Regina Benton School of Cosmetology that the student will not be returning or they exceed their 14 day calendar day absence.

- Any money due the applicant or student will be refunded within forty five (45) days of the formal cancellation/withdrawal date of determination.
- For students who enroll and begin classes, but withdraw prior to course completion (after three (3) business days of signing the contract), the following schedule of tuition earned by Regina Benton School of Cosmetology applies:

**REFUNDS ARE CALCULATED BASED ON SCHEDULED HOURS**

Percent of Scheduled Time Enrolled to Total Course	Total Tuition School Shall Receive/Retain
0.01% TO 4.9%	20%
5.0% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% and Over	100%

- In the case of a disabling illness or injury, death of a student’s immediate family, or other documented mitigating circumstance, a reasonable and fair refund settlement may apply.
- If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, Regina Benton School of Cosmetology will provide a pro-rata refund of tuition to the student or participate in a Teach-Out Agreement. A list of all students who were enrolled in Regina Benton School of Cosmetology at the time of Regina Benton School of Cosmetology’s closure, including the amount of pro-rata refund, will be submitted to the accrediting agency (NACCAS), if applicable.
- If the course is cancelled subsequent to a student’s enrollment, and before instruction has begun, Regina Benton School of Cosmetology, at its option, will either provide a full refund of all monies paid or completion of the course at a later time.
- If the course is cancelled by Regina Benton School of Cosmetology and it ceases to offer instruction after students have enrolled, and instruction has begun, the school shall at its option; 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 and/or program, or participate in a Teach-Out Agreement; or provide a full refund of monies paid.
- Regina Benton School of Cosmetology does not currently participate in any Teach-Out Agreements with any other institutions.
- This refund policy applies to tuition and fees charged in the Enrollment Agreement and are identified in this Enrollment Agreement and the School’s Student Catalog.
- Other miscellaneous charges that a student may have incurred at Regina Benton School of Cosmetology (i.e. extra kit materials, books, products, unreturned school property, student services products, etc.) are not included in the tuition price, are non-refundable, and will be calculated separately at the time of withdrawal or termination settlement.
- If a student withdraws prior to course completion, a calculation for refunds will be completed and any applicable refunds by Regina Benton School of Cosmetology to the student shall be paid, as applicable.
- After all applicable refunds have been made, this refund policy will apply to determine the amount earned by Regina Benton School of Cosmetology, and owed by the student.
- If the student has received personal payments of aid (if applicable), he/she may be required to refund the aid to the applicable program.

**SECTION III: ATTENDANCE POLICIES**

**Attendance Requirements**

Regina Benton School of Cosmetology strives to provide the best quality cosmetology education to our students. Part of this process is ensuring the students attend on a regular basis in order to be educated according to our Educational Objectives and Mission Statement. Therefore, we have created an Attendance Policy in order to provide a clear understanding of our Attendance Expectations and consequences of failure to adhere to the requirements.

Regina Benton School of Cosmetology requires a minimum of 67% overall cumulative attendance to remain enrolled in our Cosmetology Program. It is imperative that a student begin their enrollment with meeting the attendance requirement, as it becomes harder to improve the attendance cumulative rate as the program progresses. Getting behind at the beginning is not advantageous to the student or the school.

When students enroll and start their Cosmetology Program, there will be in a 30 day “Monitoring” period so the school can monitor and determine their commitment to their education. If they are not meeting the minimum requirements just prior to the 30 days, they may be subject to termination. Once a student is terminated, they may be considered for re-enrollment by the Director after a pre-determined timeframe. This timeframe will be determined

by the specifics related to each individual student and the extent of the failure to meet minimum requirements. If a student is terminated prior to the expiration of the 30 day "monitoring" period, the school will adhere to our refund policy in ensuring the student receives the appropriate refund due. (*Refer to the Refund Policy in this Student Catalog, Enrollment Agreement, and the School's Refund Policy for refund details.*)

(Note: The overall minimum cumulative attendance rate of 67% does not need to be confused with the Satisfactory Academic Progress (SAP) Policy Attendance rate of 70%, previously mentioned. (*Refer to Satisfactory Academic Progress (SAP) Policy and the SAP section of this Student Catalog for additional information relative to it.*)

Students must clock in upon arrival at the school campus and clock out on departure always. One Hundred (100%) percent attendance is very important. However, if a student maintains an attendance of 67% or higher, he/she will graduate by the end date. A Student must maintain an attendance of 70% of all scheduled classes on a cumulative basis to pass your Satisfactory Academic Progress (SAP) Evaluation at their next SAP Evaluation point.

Full time student schedule is 40 hours per week. A student must attend 67% or 27 hours per week to maintain minimum attendance requirements. A student scheduled for 40 hours can expect to graduate in less than 10 months if their attendance is kept above 90%.

Part time students' schedule is 30 hours per week. A student must attend 67% or 20 hours per week to maintain minimum attendance requirements. A student scheduled for 30 hours a week can expect to graduate in less than 13 months if their attendance is kept above 90%.

These requirements assure a student's completion of the program in a timely manner. The maximum time for completion of the program is approximately 18 months (based on 67% attendance).

Attendance is an important factor, it prepares a student for work in the real world and ensures that the student learns good time management both professionally and personally.

Students who miss 14 consecutive days will be terminated from the program. Re-enrollment is at the discretion of Regina Benton School of Cosmetology's Director and may be subject to \$100 re-enrollment fee. (*A Re-Entering Student must adhere to the school's Transfer and Re-Enrollment Policy.*)

All students must complete their course in a time frame not exceeding 150% of their scheduled course length. The course length is the amount of hours contracted with the school by the student.

Student may make up any missed hours on our make-up day, which is Saturdays. If enrollment requires implementation of a rotational schedule due to the number of students enrolled, then the student can make up their missed hours on their respective rotation's unscheduled days. Currently, Saturday's are our make-up hour day. The make-up hours on Saturdays are:

Makeup Hours:

- Saturday --- 10:00 AM --- 3:00 PM

### **Absences**

Regina Benton School of Cosmetology encourages each student to minimize any absences; be it excused or unexcused. We do not differentiate between excused or unexcused absences regarding your attendance rate. We do encourage student to provide any documentation supporting their absence. These documents could be used later to support an appeal by the student in the event they failed to meet our school's attendance requirements.

### **Clock Hours**

Cosmetology is a 1500-hour program. We are a clock hour program. A clock hour is 60 minutes. For each hour you are on the campus and clocked in you will receive credit. A student will receive credit for every hour the school has been compensated for. Our Academic Year is 900 Hours.

### **Tardiness**

If a student is more than 15 minutes late on theory days or when a guest speaker is onsite, they will not be allowed to enter the theory class. We do this to maintain as few disruptions for the educator and students as possible. They will have to wait until first break (≈10:00 am) to enter classroom.

### **Lunches/Breaks**

Lunches are 30 minutes in length and are schedule by the staff. Students must clock out and take their lunches at the scheduled times. Campus staff will determine lunch schedule for performance floor. We have two breaks during the day, one in the morning and another mid-afternoon, to be determined by staff. The breaks are 15 minutes. Our typical break periods are:

- Morning Break ----- 10:00 AM (15 Minutes)
- Lunch -----12:00 PM (30 Miinutes)



- Afternoon Break ----2:00 PM (15 Minutes)

Food and beverages are not allowed on the performance floor under any circumstances. Drinks will be allowed in the classroom if they have a twist top and are removed daily and kept out of sight. Students do not have to clock out for breaks.

**Clocking In/Out**

Students clocked in must remain on the school campus always. If the student is clocked out, they must leave the premises. We utilize a Biometric Time Clock for tracking students’ time. They are also required by SC State Board to manually sign in on Daily Attendance Sheets. The two systems are used to validate each other and ensure accuracy of the students’ attendance.

Students who do not clock in/out, as required by law, are in violation and subject to disciplinary actions.

Non-Students or Students not clocked in are not allowed on premises unless scheduled for clinic services.

**IT IS NEVER ALLOWED TO CLOCK ANOTHER STUDENT IN OR OUT. IT IS A VIOLATION OF STATE LAW.**

**Make-up Work**

A student is required to make up missed work resulting from absences. If an exam is missed it must be made up on the designated test make-up days --Tuesdays. Self-Study is required to make up work. Coordinated time with instructor will be arranged with student as circumstances arise.

Test Make-up Day

- Tuesday ---- 9:00 AM ---- 12:00 PM

**School Hours**

School hours are Monday-Saturday, with Saturdays being make-up days. Typically, Monday and Tuesday are classroom Theory days, with the remainder of the week being opened up to Client Services on the Performance Floor.

**SCHOOL HOURS:**

**MONDAY – THURSDAY ----- 9:00 am – 5:00 pm**

**FRIDAY ----- 9:00 am – 4:00 pm**

**SATURDAY ----- 10:00 am – 3:00 pm**

**School Holiday Closure Days**

The school has designated holiday closures. These are established dates the school will be closed. Other closure days may arise as the year progresses, dependent on various circumstances. The Director will be the final decision maker for any unplanned closures. The Designated Holiday Closures are:

**Annual School Holiday Closure Dates**

**New Year’s Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Eve all day, Thanksgiving Day, Day After Thanksgiving.**

**Christmas Eve all day, Christmas Day, Day After Christmas.**

**Inclement Weather Closures**

In the event of inclement weather, the school will be closed to ensure our staff, students, and clients’ safety. The Director will decide, based on existing weather conditions, if and when, to close the school. Notifications to staff, students, and clients will be made at a “Best Effort” to inform attendees of the pending closure. Various forms of notification will be attempted.

**Other School Closures**

There may be times when the school will required to close for a specific period. Examples might include COVID-19, school utility issues (loss of electrical service, loss of water service, loss of heating/air, etc.). The same forms of

notification employed for inclement weather will be utilized to notify attendees of the closure. These closures will be determined by the School Director with guidance from other state governmental and regulatory agencies.

### **Leave of Absence Policy**

Regina Benton School of Cosmetology has elected to rescind our Leave of Absence Policy. If a student needs to be off for an extended period of time, they will be required to withdraw from the program. If a student does not notify the school of their withdrawal, the 14 consecutive calendar day absence will lead to their termination from the program. For purposes of calculating refunds, the official withdrawal/termination date will be the last date of attendance by the student.

A student may request re-enrollment after the resolution of their need for absence. Student must adhere to the school's Transfer and Re-Entry Policy and may incur a \$100.00 Re-Enrollment Fee. *(See our Transfer and Re-Entry portion of this Student Catalog or our Transfer and Re-entry Policy.)*

## **Section IV: General Policies**

### **Student Record Access and Privacy Policy**

FERPA (Family Educational Rights and Privacy Act) stipulates that students, parents or guardians of dependent minors have access to Student records. When a student turns 18 years old or enters a postsecondary institution at any age, all rights as a parent under FERPA transfer to the student. FERPA does provide a way that a school may but is not required to share information from an eligible student's education with parents, without the student's consent.

- Information may be disclosed if the student is claimed as a dependent for tax purposes.
- Information may be disclosed if there is a health or safety emergency.
- Schools may inform parents if there is any unlawful act concerning the use or possession of alcohol or controlled substance.
- School official may generally share information with a parent based on the official's personal or observation of the student.
- School official will provide access to student records by our accrediting agency (NACCAS), the US Department of Education, and other agencies required to perform our school functions.
- School official will comply with any judicial order or lawfully issued subpoena.
- School official will communicate with any other cosmetology schools related to a student's transfer.
- School officials may share student information with parties the school has employed to perform activities on behalf of the school.
- Regina Benton School of Cosmetology complies with the Family Education Rights and Privacy Act. If a student has any complaints relative to the student's Privacy of Information, they can contact:

#### **Contact information:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, DC 20202-5920  
202-260-3887

<http://www.ed.gov/policy/gen/guid/fpco/index.html>.

If a student desires release of their student information to a third party entity not listed above, the need to complete a "Student Release" form.

### **Grievance Policy**

Regina Benton School of Cosmetology will receive all complaints. The complaint must be submitted in writing to the Director. We will endeavor to keep the complaint confidential, but we cannot guarantee the complaint will be kept confidential if the circumstances warrant. If the situation is considered serious there will be an investigation and steps will be taken to ensure proper attention and action has been taken to rectify the situation. Students are encouraged to inform and discuss issues with the staff as they are well equipped to handle most issues that arise. However, if the issue isn't handled promptly, please contact the Director. *(See the School's Grievance Policy and Procedure for additional details.)*

### **Drug and Alcohol-Free Policy**

Regina Benton School of Cosmetology is a drug/alcohol free facility. There is absolutely **ZERO TOLERANCE** for drugs or alcohol on the premises (either in the parking area or inside the facility) by the student or staff. Any Staff or Student suspected of being under the influence will be asked to leave immediately. They will face disciplinary action, up to and including termination.

Any client suspected of being under the influence will be asked to leave the premises and face the possibility of being barred from returning.

We will not tolerate, in or on the premises, any possession, exchanging of either illegal or prescription drugs. Any student, client, or staff member caught in possession of or in an illegal act of buying or selling or exchanging can expect disciplinary actions.

We reserve the right to involve the law enforcement of any violation of our Drug and Alcohol-Free Policy.

### **Anti-Harrasment/Bullying Policy**

Our "NO" Bullying policy will be strictly enforced and can lead to disciplinary actions or termination. There are four basic types of bullying:

- Emotional,
- Verbal,
- Physical, and/or
- Mobbing.

### **Sexual Harassment**

Regina Benton School of Cosmetology will not tolerate sexual harassment in any form. The staff and students are expected to behave in a professional manner always. Sexual innuendos, jokes, or act in a sexual explicit way will not be tolerated.

*Definition – Sexual Harassment in a workplace, or other professional or social situation, involving the making of unwanted sexual advances or OBSCENE remarks.*

**Harassment of any kind will not be tolerated, under any circumstances.**

### **Disciplinary Policy**

Students and Staff must adhere to all of Regina Benton School of Cosmetology's Policies and Regulations. Any staff or student behaving in a non-professional manner will be dealt with according to our disciplinary process. Actions requiring Disciplinary Actions include, but are not limited to, any violation of school policy.

Regina Benton School of Cosmetology will address each violation and determine the seriousness of the circumstances in determining appropriate actions to take. An action plan will be developed and addressed with the party(ies) involved. Any actions will be at the discretion of the School Director.

### **Dress Code**

Regina Benton School of Cosmetology now incorporates black scrubs as their official garment for students. It is the students' responsibility to acquire the appropriate scrubs. The school can provide sources the student can utilize in obtaining their outfits.

Our school employs the following Dress Code:

- Black Scrubs.
- Solid black apron or Smock.
- School – issued name tag.
- Closed in shoes. No open shoes are allowed.
- Hair and makeup needs to be of a professional nature.
- No words or logos of any kind on any clothing (unless wearing under a shirt of color under a smock, but must not be visible to others).
- No items displaying political ideology, social platforms, or anything that could potentially distract or cause harassment.
- No hats or bandanas.
- During times of Professional Dress Days, when approved by the Director:
  - Sleeveless shirts, tank tops, camisoles, backless shirts are NOT allowed.
  - Dresses or skirts must be finger tip length.
- No midriffs or bare-shoulders at any time.
- No shorts. No Leggings.
- Any clothing provided by Regina Benton School of Cosmetology is allowed.
- No denim, sweatpants, overalls, or wind pants.
- Shoes should be clean and professional looking. No sandals, UGGS, or open toe shoes.

Any violations of the Dress Code can lead to suspension for the day. Repeated violations can lead to further suspension or termination.

### **Students in Crisis**

For a student experiencing different areas of crisis in their lives we provide a list of help centers. These areas include rape, domestic violence, mental health, addiction. If you are going through a crisis situation and feel comfortable discussing it with school staff, we will attempt to assist as we can. Emergency Numbers and Professional Assistance Referral Telephone Numbers are posted on School Bulletin Board and in each respective restroom. (*See Appendix A: Emergency Numbers and Professional Assistance Referral Telephone Numbers*).

### **Parking**

Student parking is designated behind Regina Benton School of Cosmetology facility. It is the parking directly behind our building and that property that extends out in the larger mall parking area. The front parking slots are reserved for our Client Services patrons. We wish to provide convenient parking for our student's clients in the very front of the building.

Regina Benton School of Cosmetology will not be held responsible for any damage to a vehicle that may occur as a result of attending the school.

### **Lockers**

Each student will be assigned a locker. It is the student's responsibility to provide a combination lock. Combinations must be submitted to director immediately. Pocketbooks, personal items should be placed in the lockers during school hours and are not allowed on the performance floor. This is to protect the student belongings. Lockers are the property of Regina Benton School of Cosmetology and the student should have no expectation of privacy in their lockers or in any other location at our facility. We reserve the right to inspect the contents of all student lockers at any given time with or without just cause. Regina Benton School of Cosmetology will not be held responsible for lost, stolen, or damaged items. Upon graduation the student is required to remove all belongings. A terminated student is required to remove all contents from locker. Any contents left after a two-week (14 Day) period will be the property of Regina Benton School of Cosmetology.

### **Smoking Policy**

Regina Benton School of Cosmetology is a tobacco free facility, adhering to local ordinances pertaining to smoking. The following requirements related to smoking are:

- No smoking is allowed within the facility.
- Designated smoking area is outside the back of the school away from the back door to ensure smoke does not enter building.
- An outside receptacle is provided for cigarette butts.
- Smoking is allowed during breaks and lunches only.
- No other smoke breaks are provided and any violation of this may result in a student being clocked out for the day.
- Smoking rights may be revoked by Director at any time.
- It is the responsibility of smokers to ensure smoking area remains clean and presentable or smoking privileges may be revoked.
- All of the above smoking rules pertain to Vaping devices also.

*Violation of the School's Smoking Policy can lead to disciplinary action, up to and including termination.*

### **School Disclaimers**

***Regina Benton School of Cosmetology's Student Catalog, along with the School's Policies and Procedures, is subject to change without prior notice, but may require approval from SC State Board of Cosmetology. Once approved, students will be notified of the changes accordingly. To ensure the latest revision of the Regina Benton School of Cosmetology Student Catalog, please refer to the Revision Date in the Footer to ensure the latest version. If in doubt, please ask school staff of the latest edition.***

**Appendix A**

**EMERGENCY/PROFESSIONAL ASSISTANCE  
REFERRAL TELEPHONE NUMBERS**

**School Operations**

- School Phone ----- 864-203-0600
- Emergency Services ----- 911
- Piedmont Natural Gas ----- 800-752-7504
- Duke Energy ----- 800-777-9898
- Westgate Mall Security ----- 864-574-0264
- Westgate Mall Offices ----- 864-574-0264
- Westgate Mall Maintenance ----- 864-574-0264 Ext 700

**Student In Crisis Numbers**

- National Suicide Prevention Lifeline ----- 800-273-8255
- National Bullying Hotline ----- 800-420-1479
- National Drug and Alcohol Treatment Hotline ---- 800-662-HELP
- National Domestic Abuse Violence Hotline ----- 800-799-7233
- National Adolescent Suicide Hotline ----- 800-784-2433
- Al-Anon/Alateen Hotline ----- 800-344-2666
- Eating Disorders ----- 800-841-1515
- National Mental Health Association ----- 800-696-6642
- National STD Hotline ----- 800-227-8922
- RAIN (Rape, Abuse, Incest, National Network) --- 800-656-HOPE (4673)
- SC Legal Services (Spartanburg)----- 864-582-0369

**Licensure and Accrediting Agencies**

- SC State Board of Cosmetology ----- 803-896-4588
- National Accrediting Commission of Career  
Arts and Sciences (NACCAS) -----703-600-7600
- U.S. Department of Education -----800-872-5327

*(Note: We are not accredited yet, but are in Candidate Status with NACCAS, thus, we do not offer Federal Financial Aid, but the NACCAS and US Dept of Education numbers are for future reference when we do or a student has questions for them.)*