

UNIVERSITY OF AESTHETICS & COSMETOLOGY (CHICAGO, IL)



OFFICIAL SCHOOL CATALOG 100122

CONTENTS

CONTENTS

WELCOME FUTURE PROFESSIONAL	7
WELCOME EMPLOYEES	7
MISSION & CULTURE.....	7
CAREERS BEGIN HERE	7
SCHOOL POLICIES GUIDELINES	8
ABOUT US	8
CORPORATE SUPERVISION & ADMINISTRATION.....	8
LOCATION & DESCRIPTIONS OF FACILITIES.....	8
UNIVERSITY OF AESTHETICS & COSMETOLOGY.....	8
<i>Address</i>	<i>8</i>
<i>Description of Facilities & Equipment</i>	<i>8</i>
<i>Administrative Staff & Faculty</i>	<i>9</i>
<i>Title IX Coordinator & School Security</i>	<i>9</i>
<i>Text Alerts for Student Safety</i>	<i>9</i>
OVERVIEW	9
ACCREDITATION.....	9
AFFILIATIONS & ASSOCIATIONS.....	9
VA APPROVAL	9
IL STATE LICENSE	9
ADMISSIONS REQUIREMENTS & RELATED POLICIES	10
SCHOOL CATALOG, ANNUAL SECURITY REPORT, CONSUMER INFORMATION	10
NON-DISCRIMINATION POLICY	10
PREPARING FOR SCHOOL/TIPS.....	10
PHYSICAL DEMANDS.....	10
PROFESSIONAL INCOME	11
NORMAL TIME TO COMPLETE.....	11
ADMISSIONS, TRANSFER, & RE-ENROLLMENT POLICIES	11
<i>Transfer Policy</i>	<i>11</i>
<i>Re-Enrollment Policy.....</i>	<i>12</i>
<i>Recruitment Policy.....</i>	<i>12</i>
<i>Equal Opportunity</i>	<i>12</i>
<i>Citizenship</i>	<i>12</i>
<i>Records</i>	<i>12</i>
<i>Language.....</i>	<i>13</i>
<i>Warning.....</i>	<i>13</i>
<i>Commitment.....</i>	<i>13</i>
<i>Americans with Disabilities Act</i>	<i>13</i>
STUDENT SAFETY.....	13
AGAINST HARASSMENT POLICY	13
INFECTIOUS DISEASE PRE-CAUTIONS & RESPONSE POLICY	14
<i>Objectives.....</i>	<i>14</i>
<i>Monitoring</i>	<i>14</i>

<i>City, State, & Federal Mandates</i>	14
<i>Encouraging Sick employees & Students to Stay Home</i>	14
<i>Separate Sick Students</i>	14
<i>Practice respiratory Etiquette, frequently wash hands</i>	14
<i>Routine Environmental Cleaning</i>	15
<i>Sporadic Importations</i>	15
<i>3-IQ Infectious Disease Outbreak response Plan</i>	15
(COMPREHENSIVE) PREVENTING SEXUAL VIOLENCE POLICY.....	15
<i>Compliance</i>	15
NON-DISCRIMINATION POLICY	15
SOCIAL MEDIA GUIDELINES FOR STUDENTS.....	16
WEATHER RELATED CLOSINGS	16
ZERO TOLERANCE POLICY	16
START DATES & SCHEDULES	16
START DATES.....	16
OFFICIAL HOLIDAYS	16
SCHEDULED & UNSCHEDULED HOURS	17
CLASS SCHEDULES.....	18
<i>Aesthetics</i>	18
<i>Cosmetology</i>	18
<i>Aesthetics Instructor</i>	18
<i>Cosmetology Instructor</i>	19
ACADEMIC RELATED POLICIES	19
COPYRIGHT INFRINGEMENT POLICY.....	19
GRADUATION REQUIREMENTS FOR ALL PROGRAMS	19
MISSED OR FAILED (WRITTEN OR PRACTICAL) TESTS POLICY	19
MAKEUP WORK POLICY	19
MONTHLY ACHIEVEMENT PROGRESS (MAP) POLICY	20
<i>MAP Academic Dismissal Appeal</i>	20
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	20
<i>Requirements</i>	21
<i>Grading Procedure</i>	21
<i>SAP Evaluation Points</i>	21
<i>SAP Evaluation Results</i>	22
<i>SAP Evaluation & Re-Enrollments</i>	23
<i>Academic Year</i>	23
<i>SAP Factors</i>	23
<i>Maximum Time Frame</i>	24
TRANSCRIPTS POLICY	24
ATTENDANCE RELATED POLICIES	24
ATTENDANCE POLICY.....	24
ALLOWED ABSENCES POLICY	24
LEAVE OF ABSENCE POLICY	24
<i>Leave of Absence Procedure</i>	25
OVER CONTRACT POLICY.....	25
TARDINESS & EARLY CLOCK-OUT POLICY	25
BIOMETRIC DATA & CONSENT POLICY	26
<i>What is Biometric Data?</i>	26
<i>Why do We Need to Verify Your Attendance?</i>	26
<i>From Fingerprint to Template</i>	26
<i>Storage of Biometric Data</i>	26

Use of Biometric Information	26
Retention of Biometric Data	27
Access By Others.....	27
Access to Your Personal Data.....	27
Consent.....	27
PROFESSIONAL DRESS CODE POLICY & PROFESSIONAL CONDUCT POLICY	27
PROFESSIONAL DRESS CODE POLICY	27
<i>Cosmetology Student Dress Code Policy</i>	27
<i>Aesthetics Student Dress Code Policy</i>	28
<i>Instructor Student Dress code Policy</i>	28
STUDENT CODE OF CONDUCT POLICY	28
CLINIC CODE OF CONDUCT POLICY	30
PAYING FOR YOUR EDUCATION	30
PAYMENT METHODS/TERMS	30
<i>Payment Methods</i>	31
<i>Payment Terms</i>	31
FEDERAL STUDENT AID (FSA)	31
<i>Federal Pell Grant</i>	31
<i>William D. Ford Federal Direct Loan Program</i>	31
VETERANS' EDUCATION BENEFITS	32
<i>Compliance with 38 USC 3679(e) VA Pending Payment Compliance</i>	32
SCHOLARSHIPS & GRANTS	33
DROP POLICY & REFUND POLICY	33
SUSPENSION, FORCIBLE DROP, TERMINATION, & PROGRAM CANCELLATION	33
<i>Grounds for Termination/suspension Policy</i>	33
<i>Forcible Drop: 14 Calendar Day</i>	33
<i>Withdrawal Policy</i>	34
<i>Course Cancellation</i>	34
REFUND POLICY	34
RETURN TO TITLE IV (R2T4) POLICY	35
INSTITUTIONAL REFUND CALCULATION (IRC) POLICY.....	36
PROGRAMS	36
AESTHETICS COURSE OUTLINE.....	36
<i>Educational Objectives/Goals</i>	36
<i>Course Format</i>	36
<i>Grading Procedure</i>	36
<i>Instructional Methods</i>	37
<i>Program Length</i>	37
<i>Course Syllabus</i>	37
<i>Externship/Internship</i>	38
<i>References</i>	39
<i>IL Licensing Requirements</i>	39
<i>Tuition & Expenses; Payment Methods</i>	39
AESTHETICS INSTRUCTOR COURSE (750 HOURS) OUTLINE.....	40
<i>Educational objectives/goals</i>	40
<i>Course Format</i>	40
<i>Grading Procedure</i>	40
<i>Instructional Methods</i>	40
<i>Program Length</i>	40
<i>Pre-Requisites</i>	40

Course Syllabus.....	40
References.....	41
IL Licensing Requirements.....	41
Tuition & Expenses; Payment Methods.....	42
AESTHETICS INSTRUCTOR COURSE (500 HOURS) OUTLINE.....	42
Educational objectives/goals.....	42
Course Format.....	43
Grading Procedure.....	43
Instructional Methods.....	43
Program Length.....	43
Pre-Requisites.....	43
Course Syllabus.....	44
IL Licensing Requirements.....	44
Tuition & Expenses; Payment Methods.....	45
COSMETOLOGY COURSE OUTLINE.....	46
Educational Objectives/Goals.....	46
Course Format.....	46
Grading Procedure.....	46
Instructional Methods.....	46
Program Length.....	47
Course Syllabus by Subject.....	47
Pre-Clinic: Cosmetology.....	49
References.....	49
Licensing Requirements.....	49
Tuition & Expenses; Payment Methods.....	50
COSMETOLOGY INSTRUCTOR COURSE (1,000 HOURS) OUTLINE.....	50
Educational Objectives/Goals.....	50
Course Format.....	50
Grading Procedure.....	50
Instructional Methods.....	51
Program Length.....	51
Pre-Requisites.....	51
Course Syllabus.....	51
Licensing Requirements.....	52
References.....	53
Tuition & Expenses; Payment Methods.....	53
COSMETOLOGY INSTRUCTOR COURSE (500 HOURS) OUTLINE.....	53
Educational Objectives/Goals.....	53
Course Format.....	53
Grading Procedure.....	53
Instructional Methods.....	54
Program Length.....	54
Pre-Requisites.....	54
Course Syllabus.....	54
Licensing Requirements.....	55
References.....	55
Tuition & Expenses; Payment Methods.....	56
STUDENT SERVICES.....	56
EMPLOYMENT OPPORTUNITIES*.....	56
PLACEMENT SERVICES.....	57
ADDITIONAL STUDENT SERVICES.....	57
RECORD KEEPING POLICY.....	57

RECORD RETENTION POLICY 57

FERPA..... 57

Recordkeeping 58

Student’s & parents’ rights to review educational records..... 58

Prior written consent to disclose the student’s records..... 59

Disclosures to school officials 59

Disclosures to government agencies 59

Disclosures in response to subpoenas or court orders..... 60

Documenting the disclosure of information 60

FERPA Responsibilities and Student Rights..... 60

Rights under FERPA..... 60

COMPLAINT POLICY..... 61

Publication Date: 01 October 2022.

© 2022-2023 by University of Aesthetics & Cosmetology in Chicago, IL is a school owned by Kelley Education Inc. located at 1357 N. Milwaukee Ave. Chicago, IL 60622

All Rights Reserved. Published in Chicago, IL. Edited by Leigh Anne Kelley.

This catalog is written in English and all courses are taught in English. This School Catalog supersedes all previous School Catalogs of the institutions owned & operated by Kelley Education Inc. This School Catalog is a guideline for its students. Kelley Education Inc. institutions reserve the right to modify its policies based upon its understanding and interpretation of accreditation standards and policies, state or federal laws and rules, or any other reason at its discretion.

*Note to the Reader: University of Aesthetics & Cosmetology may be referred to as “UAC” throughout this catalog.

WELCOME FUTURE PROFESSIONAL

Dear Future Professional,

You have chosen to become part of the exciting, fun, and rewarding professional beauty industry. Remember, every journey begins with a single step. Your first step is your decision to join us. We are here to lead you on your journey and to prepare you for your new career.



We know that enrolling is a big step. This catalog is designed for you. This catalog is your reference to how our institutions provide education, the courses we offer, student services, regulations, and our institution rules. We are always here to help you, so if you have any questions get in touch with any member of our Educational Team.

Remember, students are not employees. Enrolled students will not be paid for performing services or for the learning and performance of essential salon operations; such as, but not limited to cleaning, laundry, re-stocking, inventory management, dispensary management, proper care and maintenance of equipment, front-desk duties, etc.

You have chosen to become licensed and to become licensed; you need to learn the theory and skills to get you there. Over many years, we have developed our curricula that work.

WELCOME EMPLOYEES

Dear Employees,

At the time of hire and each October, we provide an updated copy of our School Catalog; Annual Security Report; & Consumer Information to all employees. Together, these along with the MSA-CESS Publications & Trainings & our Policies & Procedures (available in each admissions office for reference) provide our guides to offering education programs that are aligned with the cities, counties, states, accrediting body, & U.S.D.E. policies, procedures, & rules. If you find any discrepancy, please contact the President immediately in writing to Robert Kelley, President / University of Aesthetics & Cosmetology / 1357 N. Milwaukee Ave. / Chicago, IL 60622-2151.

MISSION & CULTURE

Our mission is simple. Educate, graduate, get you licensed, and help you become employable.

Our culture is to inspire professional and personal development. And, to help you become employable, our Educational Team has goals to instill professional and personal development:

- Provide up-to-date, relevant education
- Provide a learning environment
- Through regular assessment
- Facilitate understanding
- Enable students to focus energies & become masters of their skills
- Help students pace themselves to complete on-time
- Offer flexible schedules to help all students
- Provide career development strategies to prepare students for employment
- To help all students realize their true potential

CAREERS BEGIN HERE

Our priority is to prepare you to work in the professional beauty industry. Our educators and staff are here to help you learn and develop your soft skills (knowledge, business, and customer service) and your hard skills (technical ability).

SCHOOL POLICIES GUIDELINES

Our institutions are dedicated to provide career education training that prepares students to enter the workforce. To provide quality education, it is necessary to have policies that address the education process, operations, and expectations of behavior.

ABOUT US

Many years ago, Helma B Skin Care was founded by a European and an American to provide aesthetics products and education to the American aesthetics industry-before the aesthetician license existed. People from around the world came as students in continuing education classes.

In 1996, Helma found new stewardship in Robert and Leigh Anne Kelley to take the Helma B products and education to a new, higher level. Kelley Beauty Group re-formulated the skin care line without color, fragrance, parabens, and re-christened it Aesthe, the first name in aesthetics. Kelley Beauty Group then added additional classes and pioneered new education experiences for its growing, professional alumni.

In 1999, the professional alumni petitioned Kelley Beauty Group to offer licensing in aesthetics and Kelley Education was born. The first University of Aesthetics campus was in Downers Grove, IL. This campus was followed by the University of Aesthetics campus in Chicago, IL. Pursuing higher standards, Kelley Education’s institutions became accredited. In 2008, Kelley Education acquired the accredited Professional Cosmetology Education Center (PCEC) in El Dorado, AR. In 2010, University of Aesthetics in Downers Grove began to offer cosmetology and became the University of Aesthetics & Cosmetology (UAC). In 2016, University of Aesthetics in Chicago began to offer cosmetology and became the University of Aesthetics & Cosmetology (UofAC). In 2019, The University of Aesthetics & Cosmetology, in Downers Grove, IL, began to offer barbering through its barber program.

As Director of Schools, Leigh Anne has created a culture of learning at each campus. Her Education Team includes educators, admissions and financial aid personnel.

As President, Robert has become more involved in compliance; serving as an evaluator for NACCAS and, in 2015, as Commissioner for NACCAS. Robert and Leigh Anne work with their Education Team to constantly improve their curricula, campuses, and methodologies for learning.

CORPORATE SUPERVISION & ADMINISTRATION

Owner & President	Robert Kelley
Director	Leigh Anne Kelley

LOCATION & DESCRIPTIONS OF FACILITIES

UNIVERSITY OF AESTHETICS & COSMETOLOGY

ADDRESS

1357 N. Milwaukee Ave.
Chicago, IL 60622-2151

Admissions 773.635.0141

DESCRIPTION OF FACILITIES & EQUIPMENT

Located in the Wicker Park neighborhood of downtown Chicago in a mixed-use building, the space is approximately 5,000 sqf. The school includes reception, retail, multiple aesthetics treatment rooms; including wax rooms & spray tanning, kitchen, break area, 1 combination theory & fully equipped practical classroom, dispensary, laundry, 5 shampoo bowls, 4 bathrooms, & a cosmetology salon with 5 dry-bar stations (5 drop-down hair dryers).

The décor is lavender with chandeliers opening with curving walls. State of the art aesthetic and cosmetology equipment is present throughout the facilities.

ADMINISTRATIVE STAFF & FACULTY

Director: Leigh Anne Kelley
 Campus Manager; Admissions; Financial Aid: Jennifer Guarnero
 Faculty: Ms. Julie, Ms. Alexis, Mr. Julio, & Ms. Crystal

TITLE IX COORDINATOR & SCHOOL SECURITY

Title IX Coordinator & School Security Supervisor	Leigh Anne Kelley
On-Site Title IX Coordinator & School Security	Jennifer Guarnero

TEXT ALERTS FOR STUDENT SAFETY

Text alerts are provided through the Kelley Education Inc. Student Information System (SIS). To be alerted by text of school closures or safety concerns, we ask that all students maintain communication with the SIS.

OVERVIEW

ACCREDITATION

MSA-CESS
 St. Leonard's Court 3819-33 Chestnut Street, Suite 310 | Philadelphia, PA 19104-3171
 267.284.5000
info@msa-cess.org

AFFILIATIONS & ASSOCIATIONS

- ✓ Career Education Colleges and Universities (CECU)
- ✓ American Association of Cosmetology Schools (AACCS)
- ✓ Career Educators Alliance
- ✓ Illinois Association of Cosmetology Schools
- ✓ Wicker Park Chamber of Commerce

VA APPROVAL

- ✓ Illinois State Approving Agency for Veterans Educational Benefits

IL STATE LICENSE

State of Illinois
 Department of Financial & Professional Regulation
 320 West Washington Springfield, IL 62786
 Telephone: (800)560-6420.
 Website: <http://www.idfpr.com>

ADMISSIONS REQUIREMENTS & RELATED POLICIES

SCHOOL CATALOG, ANNUAL SECURITY REPORT, CONSUMER INFORMATION

Newly hired employees & all students (before enrolling) are provided with access to this School Catalog, the Annual Security Report, & Consumer Information. All of these may be found on our website & we offer a printed version to accommodate requests.

Together, these three booklets provide required information by our accreditor, MSA-CESS; certain city, county, & state rules within whose areas we operate; & the United States Department of Education.

On or near the first school day in October, this Institution reminds students that Consumer & Security Information is available on this Institution's website &, if needed, a written copy of the Consumer Information and/or the Annual Security Report and/or the Biannual Security Report will be provided.

NON-DISCRIMINATION POLICY

Our institutions do not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin.

Further, our institutions are committed to equality of educational opportunities to all persons and assert that no person will be denied admission, graduation, or any other rights and; specifically, does not discriminate on the basis of sex, race, color, age, sexual orientation, religion, creed, financial status, or ethnic origin against applicants, students, or employees.

We comply with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color and national origin.

PREPARING FOR SCHOOL/TIPS

Being successful means planning. Think about:

- When you want to be employable (then add in time for your education & to become licensed)
- When you want to start (enroll in advance)
- Making sure you have dependable transportation
- Making sure you have childcare (if needed)

PHYSICAL DEMANDS

It is extremely important that you understand that your future career has physical requirements and that you understand any safety. The following is a list that is designed to help you decide if a career in cosmetology or aesthetics is right for you.

Body Position: Long periods of time standing are required for instructors, cosmetologists and aestheticians.

Hands: Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.

Back: Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.

Chemicals: As a cosmetologist or aesthetician you will be required to work with many different types of products; including chemicals. If you have allergies or sensitivities to ingredients, please remember to discuss these with your physician and note the ingredients of products you use. Remember, your clients may also

have allergies or sensitivities too. It is important to know ingredients, products, contraindications, and emergency responses.

Electric Equipment: Some equipment may be electronic and some equipment may impair pacemakers; it is important that you understand the dangers and safety rules of all equipment.

Sanitation: Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.

Trade Tools: There are obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.

General Safety: On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

PROFESSIONAL INCOME

U. S. Department of Labor figures place salon industry grosses at (approximately) \$56 Billion per year with over 1.6 million professionals employed in the field! Full time salon employees can make as much as \$30,000 or more per year.

NORMAL TIME TO COMPLETE

Normal Time to Complete and **On-Time Completion Rates** are student completion rates based upon 100% attendance. Students cannot exceed the maximum time frame as described in the Satisfactory Progress Policy. Students who take more than 100% to graduate and less than the maximum time frame are considered to have graduated but not within the Normal Time and On-Time rates.

ADMISSIONS, TRANSFER, & RE-ENROLLMENT POLICIES

We're ready for you, now you need to be ready:

- ✓ Complete a career planning interview/Application For Enrollment
- ✓ Copy of your state or federally issued photo identification
- ✓ Copy of your Social Security Card
- ✓ Your high school diploma, GED, Official High School Transcript showing high school completion; or an academic transcript of a student who has successfully completed at least a 2-year program that is acceptable for full credit toward a bachelor's degree. (We do not participate in "Ability to Benefit").
- ✓ Foreign diplomas must be translated and evaluated by a recognized agency; such as, World Educational Services (WES), Globe Language Services, and Educational Credential Evaluators (ECE) to be determined equivalent of a US High School Diploma.
- ✓ Students applying for instructor courses must meet state enrollment requirements; including holding a current license in the field in which they wish to teach.
- ✓ Homeschooling. If your state treats homeschooling as a private school. If your state issues a secondary school completion credential, this credential is a required to be eligible for enrollment.

TRANSFER POLICY

Transfer students' hours are accepted on a case by case basis. The following are considerations in accepting a transfer student:

- ✓ the ability to successfully complete the program; and

- ✓ certify that the circumstances under which they were not able to previously complete have changed at the previous institution(s); and
- ✓ that they have the commitment to succeed.

Official transcripts and, if applicable, any state required documents are required prior to enrollment; we will not make adjustments once a student has started classes. The number of hours accepted, if any, in transfer may be fewer than listed on an official transcript. Proficiency examinations may be used to determine a student's prior education and the appropriate entry point into the curriculum.

We do not guarantee the transferability of our Institution transcripts.

See SAP regarding: SAP evaluation points are based upon actual, contracted hours.

See Maximum Time Frame regarding: Clock hours accepted from another institution toward the student's educational program are counted as attempted and completed for determining when the allowable maximum time frame has been exhausted.

RE-ENROLLMENT POLICY

Re-enrollment is not guaranteed and re-enrollment is not available to students terminated for violation of this Institution's Zero Tolerance Policy. Lack of financial responsibility to loans and extended credit by the Institution will be carefully considered before admission.

Students who have withdrawn or students whose Enrollment Agreements have been terminated due to Maximum Time Frame and want to re-enroll must appeal to and have approval by the Director prior to re-admission. Students being considered by the Director for re-enrollment must:

- ✓ show the ability to successfully complete the program; and
- ✓ certify that the circumstances under which they were not able to previously complete have changed at any institution; and
- ✓ show the commitment to succeed.

Students that withdraw and re-enroll will return under the same SAP status as when they withdrew regardless of the amount of time that has lapsed. (See SAP for more information).

Re-Enrollment requires a Registration Fee of \$100.00.

RECRUITMENT POLICY

Our schools do not recruit students already attending or admitted to another school offering similar programs of study.

EQUAL OPPORTUNITY

We are committed to equal educational opportunity and do not discriminate on the basis of age, gender, religion, sexual orientation, ethnicity/national origin, disability, perceived gender, or gender identity in admissions, student services, employment, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors; however, applicants must meet all of our specified admissions requirements.

CITIZENSHIP

We accept United States citizens and foreign nationals who are permanent residents & eligible to attend.

RECORDS

We maintain cumulative educational records in accordance with all applicable federal, state, and accreditation requirements.

LANGUAGE

All courses are taught in English. Textbooks and course materials are only offered in the English language.

WARNING

Providing false information for the purpose of gaining admission or access to financial aid is a violation of the law and could result in criminal prosecution and denial of admission or termination from enrollment.

COMMITMENT

In addition to the Admission Requirements, above, we consider the applicant's character, readiness, and commitment to successfully complete the coursework and to work effectively in the occupation(s) for which the coursework is intended. In our determination, we consider information about the applicant's prior postsecondary education experience, employment record, credit record, and any criminal record. Applicants may be required to provide such information and to sign authorizations allowing us to obtain information from other education providers, employers, credit agencies, and law enforcement authorities. If an applicant has a criminal record and is enrolled, we make no guarantee that the criminal record will not be an impediment to licensure and/or employment. Applicants' statements and behavior during the admissions process will be considered.

We reserve the right to deny admission to any applicant who it believes, based upon the background, record, statements, and conduct is determined to not be qualified to succeed in or benefit from enrollment.

AMERICANS WITH DISABILITIES ACT

If you would like to request an academic adjustment or auxiliary aids, please contact the Director. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance. We will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least 8 weeks in advance of the date needed. You may contact the Director by email or telephone.

The Director or their assign will respond.

If you would like to appeal the decision regarding your request, please contact the Director with all previously requested information. Appeals must be submitted within one week of the date of the Director's response.

STUDENT SAFETY

AGAINST HARASSMENT POLICY

This Institution believes in providing equal opportunity educational environments free of discrimination and harassment. Any student who believes they are a victim or discrimination or harassment can bring a violation of this policy to this Institution's attention for investigation and enforcement of this policy.

INFECTIOUS DISEASE PRE-CAUTIONS & RESPONSE POLICY

OBJECTIVES

- Reduce transmission among employees & students
- Protecting those at a higher risk for adverse health complications
- Maintain school operations
- Minimize adverse effects on others

MONITORING

- Disease Severity – we will monitor each of our school communities (i.e. number of people who are sick, hospitalization, & death rates)
- Preparation – we are trying to increase our support staff to include more substitutes. We welcome any referrals or recommendations from students, alumni, & educators.
- Distance Learning – we are preparing to continue essential school operations via distance learning as necessary. We are preparing paperwork for approval to operate programs including distance education on a permanent basis. We will not be providing any updates until the process is concluded.
- Cross-training – we are cross-training personnel to perform essential functions so the school can continue to operate in cases of absenteeism. We are trying to ensure that all educators are aware of curricula calendars & students' statuses. We are also trying to ensure that other services related to admissions & financial aid are covered. We want to minimize interruption to the student experience
- Empowering employees with authority to take appropriate actions based upon conditions at each campus
- Coordination with state & local public health officials – to be up-to-date with local timely & accurate information to guide appropriate actions

CITY, STATE, & FEDERAL MANDATES

- We continue to follow city, state, & federal mandates

ENCOURAGING SICK EMPLOYEES & STUDENTS TO STAY HOME

- Employees & students who are sick & have respiratory symptoms (fever, cough, & shortness of breath) should remain home for at least 3 days with no fever & symptoms AND 10 days since symptoms first appeared
- We will not require a health care provider's note because these provider offices & facilities may be too busy to provide timely documentation.

SEPARATE SICK STUDENTS

- If an employee or student appears to have acute respiratory illness symptoms (fever, cough, & shortness of breath) upon arrival or during the day, we will separate you & send you home.

PRACTICE RESPIRATORY ETIQUETTE, FREQUENTLY WASH HANDS

- We will continue to provide awareness lectures & messages
- We will continue to post awareness posters

- We will continue to provide hygiene supplies
- We will continue to enforce school policies of sanitation & sterilization

ROUTINE ENVIRONMENTAL CLEANING

- We will continue to provide frequent, professional cleaning
- We will enforce student & employee participation in cleaning frequently touched surfaces & use cleaning agents according to the instructions

SPORADIC IMPORTATIONS

- Employees & students who are well & have a sick family member at home with Covid-19 should notify the admissions office immediately & refer to CDC guidance for how to conduct a risk assessment of their potential exposure
- Confidentiality is required, yet we will inform employees & students of a possible exposure

3-IQ INFECTIOUS DISEASE OUTBREAK RESPONSE PLAN

We have implemented our 3-IQ Infectious Outbreak Response Plan

- Immediate – We want to be immediate to minimize outbreaks
- Identify – We want to identify only those who may have been exposed by contact or consistently within a few feet of an infected person
- Isolate – We want to isolate an infected person & those who may have been exposed

(COMPREHENSIVE) PREVENTING SEXUAL VIOLENCE POLICY

COMPLIANCE

This Institution is committed to an educational & business environment free of discrimination on the basis of sex, gender, & all forms of sexual misconduct.

KEI prohibits all acts of sexual misconduct & will not tolerate discrimination on the basis of sex or gender on all campuses. KEI believes this to be consistent with our Mission Statement, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, the Illinois Preventing Sexual Violence in Higher Education Act, & all other applicable state & federal laws.

NON-DISCRIMINATION POLICY

Our institutions do not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin.

Further, our institutions are committed to equality of educational opportunities to all persons and assert that no person will be denied admission, graduation, or any other rights and; specifically, does not discriminate on the basis of sex, race, color, age, sexual orientation, religion, creed, financial status, or ethnic origin against applicants, students, or employees.

We comply with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color and national origin.

SOCIAL MEDIA GUIDELINES FOR STUDENTS

We respect the rights of its students and employees to participate in social media. Social media includes, but is not limited to any form of online publishing including blogs, file-sharing, user-generated media on websites; such as, but not limited to Facebook, Pinterest, Instagram, Twitter, YouTube and similar sites.

We remind our students and employees to use care and to be mindful of anything published online. Any student who engages in online bullying, ethnic slurs, obscenity, intimidation, or in any conduct deemed inappropriate will, at a minimum, be subject to disciplinary action. We will protect our institutions from harm resulting from disparaging comments.

WEATHER RELATED CLOSINGS

- Serious weather emergencies are considered those that cause danger to student & employee safety & mass business closures.
- Decisions to delay opening, close, or close early are **exclusively** made by the Director of Schools.
- Announcements are made exclusively through text messaging through the Student Information System.

ZERO TOLERANCE POLICY

To foster safe and supportive education environments, this Institution has adopted a Zero Tolerance Policy to protect students, employees, and guests from any conduct that may pose a serious threat to persons or property (whether on or off campus); offensive language; aggressive behavior; bullying, use or possession of illegal substances or alcohol; possession of weapons or explosives (ammunition, firearms, fireworks); theft; and fraudulent behavior. Any student suspected of the foregoing will be suspended while this Institution conducts its investigation. Students found in violation will be terminated without an opportunity to re-enroll.

START DATES & SCHEDULES

START DATES

Start Dates are updated on this Institution's official website.

OFFICIAL HOLIDAYS

We understand that our students are committed to becoming prepared for employment and that every day counts toward completion. Therefore, holidays are kept to a minimum to provide our employees and students the opportunity to share special time with their loved ones.

Admissions & School Holidays 2023

- ***Admissions is open. School is closed. Friday, April 07, 2023 Spring Break.***
- ***Admissions & School are closed. Saturday, April 08, 2023 Spring Break.***
- ***Admissions & School are closed. Monday, May 29, 2023 Memorial Day.***
- ***Admissions is open. School is closed. Monday, June 19, 2023 Juneteenth (Observed).***
- ***Admissions & School are closed. Tuesday, July 4, 2023 Independence Day.***
- ***Admissions & School are closed. Thursday, November 23, 2023 Thanksgiving Day.***

- *Admissions & School are closed. Saturday, December 23, 2023 Winter Break.*
- *Admissions & School are closed. Monday, December 25, 2023 Winter Break.*
- *Admissions is open. School is closed. Tuesday, December 26, 2023 Winter Break.*
- *Admissions is open. School is closed. Wednesday, December 27, 2023 Winter Break.*
- *Admissions is open. School is closed. Thursday, December 28, 2023 Winter Break.*
- *Admissions is open. School is closed. Friday, December 29, 2023 Winter Break.*
- *Admissions & School are closed. Saturday, December 30, 2023 Winter Break.*

Admissions & School Holidays 2024

- *Admissions & School are closed. Monday, January 01, 2024 New Year's Day.*
- *Admissions is open. School is closed. Friday, March 29, 2024 Spring Break.*
- *Admissions & School are closed. Saturday, March 30, 2024 Spring Break.*
- *Admissions & School are closed. Monday, May 27, 2024 Memorial Day.*
- *Admissions is open. School is closed. Wednesday, June 19, 2024 Juneteenth.*
- *Admissions & School are closed. Thursday, July 4, 2024 Summer Break.*
- *Admissions & School are closed. Saturday, July 6, 2024 Independence Day.*
- *Admissions & School are closed. Thursday, November 28, 2024 Thanksgiving.*
- *Admissions & School are closed. Tuesday, December 24, 2024 Winter Break.*
- *Admissions & School are closed. Wednesday, December 25, 2024 Winter Break.*
- *Admissions is open. School is closed. Thursday, December 26, 2024 Winter Break.*
- *Admissions is open. School is closed. Friday, December 27, 2024 Winter Break.*
- *Admissions is open. School is closed. Saturday, December 28, 2024 Winter Break.*
- *Admissions is open. School is closed. Monday, December 30, 2024 Winter Break.*
- *Admissions & School are closed. Tuesday, December 31, 2024 Winter Break.*

Admissions & School Holidays 2025

Admissions & School are closed. Wednesday, January 01, 2025 New Year's Day.

Other Official School Holidays 2025 will be posted by 05 July 2023.

Other closures may be declared for inclement weather, educator training, and special events. Official notice will be announced via remind.com. Subscription is free and is recommended at the time of enrollment.

Rationale: *We try not to be closed so that our students can complete their course expeditiously!*

SCHEDULED & UNSCHEDULED HOURS

While scheduled hours represent planned instruction, instructors are available (faculty accessibility) for supervised instruction (academic, practical training, or program advising) up to **15 minutes before** and **45 minutes following scheduled hours** throughout each program. Unscheduled hours are at Institution discretion for make-up work and completion of guest services. Instructors & students are required to be present and engaged in supervised instruction during scheduled & unscheduled hours to receive credit. Students may not be clocked in without an instructor present & instruction occurring.

Rationale: *A clock hour means a clock hour of instruction. If you are not getting instruction, you should not be clocked in!*

CLASS SCHEDULES

AESTHETICS

University of Aesthetics & Cosmetology, Chicago, IL

The aesthetics program is 750 hours of instruction. Subjects include facials, makeup, salon management, state regulations, sanitation and safety procedures, and much more. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level aesthetician.

Schedule	Normal Time to Complete	Days	Times	Scheduled Hours (excludes breaks)
Full-Time	25	Tu-We-Th-Fr-Sa	9:00 a.m.-3:30 p.m.	30
Part-Time	56	Tu-We-Th 2 SA/Mo	6:00 p.m.-9:30 p.m.	13.5 ¹

COSMETOLOGY

University of Aesthetics & Cosmetology, Chicago, IL

The cosmetology program is 1,500 hours of instruction. Subjects include haircutting, haircoloring, hairdressing, facials, makeup, nail technology, salon management, state regulations, sanitation and safety procedures, and much more. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level cosmetologist.

Schedule	Normal Time to Complete	Days	Times	Scheduled Hours per Week (excludes breaks)
Full-Time	50 weeks	Tu-We-Th-Fr-Sa	9:00 a.m.-3:30 p.m.	30
Part-Time	111 weeks	Tu-We-Th 2 SA/Mo	6:00 p.m.-9:30 p.m.	13.5 ¹

AESTHETICS INSTRUCTOR

University of Aesthetics & Cosmetology, Chicago, IL

The instructor program is 750 hours of instruction. Subjects include basic teaching skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an instructor or related position. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level instructor.

¹Hours per week calculation: 10.5 hours per week plus 12 hours (2 Saturdays each month at 6.0 hours each) = 54/4 or 13.5 hours per week.

Schedule	Normal Time to Complete	Days	Times	Scheduled Hours (excludes breaks)
Full-Time	25 weeks	Tu-We-Th-Fr-Sa	9:00 a.m.-3:30 p.m.	30
Part-Time	56 weeks	Tu-We-Th 2 SA/Mo	6:00 p.m.-9:30 p.m.	13.5 ¹

COSMETOLOGY INSTRUCTOR

University of Aesthetics & Cosmetology, Chicago, IL

The instructor program is 1,000 hours of instruction. Subjects include basic teaching skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an instructor or related position. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level instructor.

Schedule	Normal Time to Complete	Days	Times	Scheduled Hours (excludes breaks)
Full-Time	34 weeks	Tu-We-Th-Fr-Sa	9:00 a.m.-3:30 p.m.	30
Part-Time	75 weeks	Tu-We-Th 2 SA/Mo	6:00 p.m.-9:30 p.m.	13.5 ¹

ACADEMIC RELATED POLICIES

COPYRIGHT INFRINGEMENT POLICY

As a participant in Federal Student Aid, we are encouraged to instruct its students in copyright law and discourage unauthorized copyrighted material. Unauthorized distribution of copyrighted material is against the law. Any person engaging in copyright infringement may be subject to disciplinary action, and, possibly, civil and criminal liabilities. For further information, please visit www.copyright.gov/title17/92appf.pdf

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

Successful completion of the course includes: all educational costs have been paid in full or in acceptable standing with a financing provider and the Institution, all contractual hours completed, coursework has been completed to the satisfaction of the Institution, and the student has completed the Exit Interview. A Certificate and Official Transcript will be issued upon graduation.

MISSED OR FAILED (WRITTEN OR PRACTICAL) TESTS POLICY

Missed or Failed (written or practical) tests must be taken/re-taken within 5 scheduled school days of return to class at the time scheduled by the instructor.

Failed tests may be re-taken up to 2 times. The 3rd attempt will be recorded as your final grade for that test.

MAKEUP WORK POLICY

Students must make up incomplete assignments within 5 scheduled school days of return to class.

MONTHLY ACHIEVEMENT PROGRESS (MAP) POLICY

Monthly Achievement Progress (MAP) is your monthly report (issued the first Tuesday of each month) to determine if your academic progress (academic and attendance) standing meets our standards.

Monthly Achievement Progress (MAP)	
Criteria	Minimum Monthly (Cumulative)
Attendance (Cumulative %)	75% and above
Academic (GPA %)	75% and above

At each evaluation, the student will be determined to be:

Status at Evaluation		
Status	Definition	Action
Meeting Standards	The student has an 75% or above attendance and a 75% or above academic grade point average.	No action required.
Below Standard(s)	The student fails to meet the attendance and/or academic grade point average requirement.	The student will remain at Below Standard status until the next MAP evaluation. If the student fails to meet the minimum for 2 consecutive cycles, the student is determined to be At-Risk.
At-Risk of Dismissal	The student has failed a second <i>consecutive</i> month to meet the attendance and/or academic grade point average requirement.	The student is now At-Risk of Dismissal. If the student fails to meet the minimum for 3 consecutive cycles, the student's status will be Academic Dismissal.
Academic Dismissal	The student has failed a third <i>consecutive</i> month to meet the attendance and/or academic grade point average requirement.	The student may be dismissed from the institution unless the student files an appeal within 10 days of being notified of not meeting MAP.

MAP ACADEMIC DISMISSAL APPEAL

The student may file an appeal when MAP Academic Dismissal is reached. Any appeal must be submitted within 10 calendar days of the date of reaching Academic Dismissal status. The student will remain in school until an appeal decision is determined. Denied appeals will follow student termination procedures.

Requirements of Appeal
<ol style="list-style-type: none"> 1. File within 10 calendar days of reaching academic dismissal status 2. Student must be able to meet the MAP minimum standards by the next evaluation. 3. Student must include a plan to include attendance and academic improvement for the remainder of the course. 4. Only one appeal per student.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This Institution's SAP Policy is provided to all applicants prior to enrollment & is a required to be applied consistently to all enrolled students in approved programs (part-time & full-time).

Requirements

In order to meet SAP, students must meet:	
Academic Requirement	= 75% Cumulative Grade Average
Attendance Requirement	= 75% Cumulative Attendance Average

Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

Any student not making satisfactory progress may lose financial aid eligibility for financial aid from Title IV program funds and may be subject to termination.

GRADING PROCEDURE

Student assessments include quantitative & qualitative factors; such as, but not limited to practical rubrics, practical performances, and examinations. Evaluation, feedback, and grades are given to the student for each assessment.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

Students must make-up failed or missed tests and incomplete assignments (the first passing grade will be recorded). Some assignments are on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety, Customer Service, and Practical Skills.

SAP EVALUATION POINTS

The 1st evaluation point will be no later than the mid-point of the academic year or the program whichever is earlier. This Institution defines an academic year as 900 clock hours over a period not less than 26 weeks. Evaluation periods are based upon actual hours completed. SAP Evaluation Points are used to notify the student of any impact to eligibility for federal student aid & are provided to each student. Students may request a copy of any SAP report or to view their student file.

If a program is more than 450 hours and less than 900 hours, evaluation points (which may also be payment periods) are equal to one half of that program. If the program is less than 450 hours, the SAP Evaluation Point will be at the half-way point.

Cosmetology, SAP Evaluation Points 1,500 Hours	
Payment Period 1	450 hours
Payment Period 2	900 hours
Payment Period 3	1200 hours

Aesthetics or Aesthetics Instructor SAP Evaluation Points 750 Hours	
Payment Period 1	300 hours

Cosmetology Instructor SAP Evaluation Points 1,000 Hours	
Payment Period 1	450 hours

SAP EVALUATION RESULTS

Students will be provided written notice of their SAP standing at the time of evaluation & notified if financial aid eligibility is impacted. Copies of evaluations and appeal results will be kept in the student’s file & are available to the student.

SAP Evaluation Results	
Satisfactory Status	Requires no action by student or school. Status remains until next evaluation.
Warning Status = Financial Aid Warning	Not meeting SAP. Requires no action by student, aid eligibility is retained until next evaluation.
Unsatisfactory Status = Financial Aid Suspension	Student has right to appeal and appeals must be in writing. If appeal is granted, student status is probation until next evaluation. Eligibility for aid continues. If appeal is denied or student does not file a written appeal, financial aid eligibility is lost and student may be terminated.
Financial Aid Probation Status	Not meeting SAP in period following Warning Status. A written appeal has been granted, student status becomes Probation until next evaluation. Eligibility for aid continues. Probation Status cannot be for two consecutive evaluation periods.

WARNING STATUS = FINANCIAL AID WARNING

For students participating in federal student aid assistance: Students who fail to meet the minimum requirements for academic and attendance progress at the end of an evaluation point will be placed on Financial Aid Warning. A student on Financial Aid Warning may continue to receive federal student aid assistance under the Title IV HEA for the program through the next payment period.

If, at the end of the payment period, the student is meeting the minimum grade academic and attendance requirement, then the student is considered to be meeting Satisfactory Academic Progress; if not, the student is placed on Financial Aid Suspension and will lose FSA eligibility.

FINANCIAL AID SUSPENSION

Students placed on Financial Aid Suspension will be notified; will have the right to appeal; & will be required to meet specific criteria of an improvement plan to assist them in regaining FSA eligibility.

FINANCIAL AID SUSPENSION APPEAL

Students who are on Financial Aid Suspension may appeal to receive Financial Aid through Probation status. To qualify for an appeal:

- The student must make a formal appeal in writing within 10 days of being notified of Financial Aid Suspension
- The Institution must determine that the student should be able to meet SAP requirements at the end of the next payment period by following the **Academic Plan**.
- The student may not already be on Probation & the student did not make Satisfactory status during the Warning or previous evaluation period.
- The student must have a basis to file an appeal. Acceptable reasons include the death of a relative, an injury or illness of the student, or other special and unusual circumstances. **Academic Plan**: The student must document what caused the failure to meet SAP and must also explain what has changed that will allow them to demonstrate their ability to meet SAP at the end of the next payment period. The student must submit all information in

writing within 10 days of being notified of being put on Unsatisfactory Status. If the appeal is granted, the student will remain eligible for Title IV program funds during Probation Status.

- Appeal results will be documented in the student's file.

FINANCIAL AID PROBATION

Students prevailing upon appeal of their Financial Aid Suspension will be placed on Financial Aid Probation & will have their FSA reinstated for one payment period.

If, by the next payment period following Financial Aid Probation, the student is meeting the SAP standard, the student will be considered making SAP & removed from Financial Aid Probation.

If, by the next payment period following Financial Aid Probation, the student is not meeting the SAP standard, the student will be considered not making SAP. This will result in the student being notified of the loss of eligibility for Title IV HEA program funds. The student may also be terminated from the Institution.

SAP EVALUATION & RE-ENROLLMENTS

Students, who re-enroll, re-enroll in the same progress status as when they left. For students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based upon the new contracted hours. To be considered making SAP or to re-establish SAP the student must meet both the cumulative Academic and Attendance requirements.

A former student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the Director. The Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, the former student must document the ability to successfully complete the program and certify that the causes of previous difficulties have been managed. Former students who are reinstated will return as not making SAP and will be allowed to continue their education, but where applicable are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

Additional information which may have an impact on SAP will cause the Institution to recalculate SAP.

ACADEMIC YEAR

An academic year is 900 clock hours over a period of not less than 26 weeks. Each program uses the 900 clock hour academic year.

SAP FACTORS

- **Leaves of Absence** – Approved Leaves of Absence will extend the student's enrollment agreement and Maximum Time Frame by the same number of days taken in a Leave of Absence
- **Holidays** - School holidays are not considered in the calculation of cumulative attendance.
- **Transfer** - Clock hours accepted from another institution toward the student's educational program are counted as attempted and completed for determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this Institution.
- **Re-Enrollment** – Students re-enroll in the same status as when they withdrew or were terminated from the Institution. Specifically, students re-enrolling who were not meeting the SAP standard at the time of their withdrawal or termination, regardless of how long the student has been not enrolled, and are allowed to re-enroll are considered to not be making SAP and will not be eligible for Title IV HEA programs until they are able to re-establish SAP.
- **Course Incompletes, Repetitions, Non-Credit Remedial Courses** have no effect on SAP and this Institution does not have these items or policies.

MAXIMUM TIME FRAME

Maximum Time Frame is 150% of the time it would take to complete the scheduled hours in the program. Example: 600 hour program = $1.5 * 600$ hours = 900 hours. However, Maximum Time Frame at the required minimum attendance percentage of 75% is equal to a Maximum Time Frame of 133%. For example: 75% minimum attendance. $1,500 \text{ clock hours} / .75 = 2,000$ clock hours or $1,500/2,000 = 1.33$ or 133%.

If it is determined that a student must attend beyond the maximum time frame due to poor attendance or to complete graduation requirements, the student is terminated. At that time, this Institution may, at its discretion, re-enroll the student and require execution of a new Enrollment Agreement. (See Re-Enrollment elsewhere in the official school catalog.) The student will be required to pay the current charges per Program hour in effect at the time of execution of the new Enrollment Agreement.

TRANSCRIPTS POLICY

Transcripts are awarded upon the satisfactory fulfillment of the Enrollment Agreement; including Graduation Requirements & Payment.

ATTENDANCE RELATED POLICIES

ATTENDANCE POLICY

Upon signing your Enrollment Agreement, your place is reserved in a limited class size. Class curriculums are paced, so your punctuality is important and does not slow the pace of your fellow students. Classes begin promptly, according to your Enrollment Agreement, and you are expected to be prepared in advance. If you are unable to attend, we ask that you call in at least one hour before class.

ALLOWED ABSENCES POLICY

Upon signing your Enrollment Agreement, you agree to complete your education by a specific "end date" (the number of scheduled hours in the program without absences).

We understand that students may have difficulty in achieving perfect attendance; health, balancing personal and family responsibilities and social obligations can sometimes force an absence for personal reasons; therefore, we provide a number of hours equal to 10% of each student's program's scheduled hours without incurring additional educational expense.

Achievement of hours must be completed within the boundaries of the current class schedule: you may not attend class in the evenings if you are a day student, and you may not come in every Saturday if you are an evening student.

Keep track of your hours; use your allowed absences for weddings, sick days, and other obligations, because going **over contract** will increase your costs, increase your time to graduation and entering the workforce, and may result in your termination.

LEAVE OF ABSENCE POLICY

An authorized Leave of Absence (LOA) is a temporary interruption (not a withdrawal and not requiring a refund calculation) in a student's program of study. Students are required to follow this Institution's Leave of Absence Policy.

Leaves of Absence are not provided except, in specific and verifiable situations in which a student with otherwise excellent attendance will be unavoidably absent for at least two weeks; such as in the case of an injury, accident, or other non-elected medical emergency. Leaves of Absence are not granted for elected absences; such as, parenting responsibilities

(such as child being sick), vacations, concerts, funerals, incarceration, weddings, or medical appointments. Students are expected to prioritize their attendance and participation in their education.

Students who are not prepared to prioritize their education are encouraged to pursue their education at another time when their circumstances have changed.

Either before the LOA begins or upon returning, students will be required to sign or initial an amended Enrollment Agreement or new Enrollment Agreement which will have a recalculation of the student's expected graduation date by adding the days absent.

Upon not returning and without notification; thereof, the institution will use the earlier of the date of notification or the last physical day of attendance and terminate the student (forcible drop).

LEAVE OF ABSENCE PROCEDURE

1. Student must apply in advance, unless unforeseen circumstances precede, for an LOA (a) in writing and (b) including the reason for the request and (c) including the student's signature.
2. In the event of unforeseen circumstances, the student has not provided a request; the Institution may provide a Leave of Absence. In this case, the Institution will (a) document its reason for granting; (b) will collect the request from the student at a later date; & (c) begin the Leave of Absence on the 1st day the student was unable to attend.
3. The beginning date will be the first day the student was unable to attend.
4. Student must be expected to return.
5. If a student does not return from an LOA, the date of withdrawal, for the purposes of calculating a refund, shall be the student's last date of attendance.
6. Approval will be from the Director of Schools, Leigh Anne Kelley and administered by a school official designated by the Director.
7. Students will not incur any charges as a result of the LOA.
8. Students may not accumulate more than 180 days, through all LOA's, in any 12 month period.
9. The student's Enrollment Agreement will be amended to change the expected graduation date by adding the days of the LOA. All parties will be required to initial this change.

OVER CONTRACT POLICY

Students who need hours in addition to the 10% allowed are considered to be "Over Contract." Each hour over contract is charged \$10.00 to the student.

TARDINESS & EARLY CLOCK-OUT POLICY

Promptness is demanded in the professional beauty industry and is demanded while you are a student too. Excessive tardiness & excessive early clock-outs² indicate an inability to put forth the necessary effort to become a professional. Excessive instances will be reviewed on a case-by-case basis & may lead to suspension and/or termination.

Tardiness is clocking in after school has begun. Students are expected to be in the building, in proper school attire, & ready to clock in by the school start time.

² Excessive tardiness & excessive early clock-outs are considered 4 or more instances in a 4-week period.

Early clock-out is leaving before school has ended. Students are expected to be engaged in their education until the school end time.

BIOMETRIC DATA & CONSENT POLICY

WHAT IS BIOMETRIC DATA?

Biometric data means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometrics are a way to measure a person's physical characteristics to verify their identity.

WHY DO WE NEED TO VERIFY YOUR ATTENDANCE?

The United States Department of Education & our accreditor want each school to ensure that each student's attendance has been verified. Your fingerprint is unique which makes this an ideal way for us to verify your attendance.

FROM FINGERPRINT TO TEMPLATE

1. Biometric data is first created from scanning your fingerprint.
2. The system then creates a digitized template. The fingerprint is not stored.
3. This template is created on each & every scan.
4. Then, it is compared against the database of the digitized templates (in the system) to record your clock in & your clock out activity.

STORAGE OF BIOMETRIC DATA

The data template is stored in a secure & encrypted database table in the KEI SIS as encrypted data and cannot be used to recreate the complete original image.

All data used in the KEI SIS system follows the following data security protocols.

- All databases and user access are password protected & managed for security
- All information on computer screens are hidden from persons who are not authorized to see them
- All data is securely backed-up according to procedure
- All staff are annually advised of the school's security measures & compliance is compulsory
- All premises are secured when unoccupied

USE OF BIOMETRIC INFORMATION

A fingerprint reader is a security device that uses a scanned image of your fingerprint to authenticate users in the KEI SIS system.

Fingerprint security software users can log into the application to record clock in & clock out times by scanning your fingerprint instead of typing the Username and password on the keyboard.

The biometric timeclock system enables the fast, automatic identification of students, staff & employees for authentication/verification for verifying attendance.

RETENTION OF BIOMETRIC DATA

Fingerprint data will remain active until the student graduates or withdraws from the school. Once the student status is converted to Graduated or Withdrawn/completed in the KEI SIS system, the student fingerprint data is purged from the system.

As soon as a student permanently leaves the school his/her biometric data is immediately deleted.

ACCESS BY OTHERS

- KEI does not sell, lease, trade, or otherwise profit from a person's or customer's biometric identifier or biometric information.
- KEI does not disclose, re-disclose, or otherwise disseminate a person's or customer's biometric identifier or biometric information unless required by law.
- KEI does not share personal information; including, but not limited to fingerprint information, with any non-vendor third party organization.

ACCESS TO YOUR PERSONAL DATA

After initially collecting fingerprint information, there is not a user interface to view or access personal biometric data. Students are able to request access to personal data, but fingerprints, once used to create the digitized template, are not accessible or viewable.

CONSENT

If you do not consent to using your fingerprint to verify your attendance, you will be required to use a user name & password. You may be required to provide additional assurances to support your attendance.

PROFESSIONAL DRESS CODE POLICY & PROFESSIONAL CONDUCT POLICY

PROFESSIONAL DRESS CODE POLICY

Create a Perfect First Impression! You are training to enter the Professional Beauty Industry! If you are not professionally dressed, you may be sent home. If it is comfortable enough to sleep in, it is probably not Professional!

Look Professional = Feel Professional = Be Professional = Be Successful = Be Happy.

COSMETOLOGY STUDENT DRESS CODE POLICY³

Dress - Must wear black, clean, free of stains, and without tears.

Shoes- May be tennis shoes or any other type of shoe (pumps, flats, etc.) and must be closed toe and closed heel.

Accessories - Be creative. Add jewelry, belts, and/or scarves.

Hair – Must be clean and styled before arriving at school.

³ Effective 01 January 2023

Cosmetics – Must be applied before arriving at school, using trend appropriate techniques.

Name Tags – Required. Replacements may be ordered.

The following is a list of **unacceptable** dress:

- Foot thongs, Crocs, beach sandals, flip flops, slippers, or skater shoes.
- Tank or sleeveless tops
- Sweatpants, yoga pants, work-out shorts or work-out pants
- Printed T-Shirts other than those with your Official School Logo; however, acceptable T-Shirts are clean and professional and must dress them up.
- Skirts
- Shorts
- Hats, visors, bandanas, caps, or beanies unless it has your Official School Logo.
- Spandex or leggings unless covered by a shirt or a tunic
- Hooded sweatshirts, jackets

AESTHETICS STUDENT DRESS CODE POLICY

Dress – Must be black Official School scrubs top and bottom, clean, free of stains, and without tears. Lab coat must be worn while on Student Salon floor. Sweaters, long johns, T-Shirts, and/or turtleneck shirts may be worn underneath scrubs and must be solid black or solid white.

Fingernails – Must be aesthetician-professional which is short & clean

Shoes- May be tennis shoes; must be closed toe, closed heel, and rubber soled.

Accessories – Must be kept to a minimum.

Hair – Must be clean and styled before arriving at school.

Cosmetics – Must be applied before arriving at school, using trend appropriate techniques.

Name Tags – Required. Replacements may be ordered.

The following is a list of **unacceptable** dress:

- Visible undergarments
- Foot thongs, Crocs, beach sandals, flip flops, slippers, boots, or skater shoes.
- Printed T-Shirts other than those with your Official School Logo; however, acceptable T-Shirts are clean and professional and must dress them up.
- Hats, visors, bandanas, caps, or beanies unless it has your Official School Logo.
- Hooded sweatshirts, jackets.

INSTRUCTOR STUDENT DRESS CODE POLICY

Follow the Cosmetology dress code. Aesthetics Instructors must wear Official School lab coat with name tag.

STUDENT CODE OF CONDUCT POLICY

We have created our Student Code of Conduct to encourage a learning environment for all students and to ensure that is able to conduct its mission, processes, and to protect its brand(s).

Students found in violation of violating this Student Code of Conduct are subject to suspension and/or termination.

In keeping with our mission, we want you to become an employable professional. To be specific, we will require you to establish positive, professional habits which include promptness, time management, sanitation and cleanliness, and other professional attributes which will help to augment your employability and potential future success. We expect you to honor the spirit of professionalism by being at your best inside and outside of your school!

If you refuse to become positively engaged in our education, you will be suspended and subject to termination.

1. **Academic Integrity.** Collaborating, concealing, enabling, or participating in providing or taking information without permission; cheating; providing your work to a student to present as his/her work; submitting another's work to pass as your own; falsifying your work or grades in any way; stealing (actual theft or copying), buying, or otherwise getting any examination or assignment in part or in whole; impersonating a student or permitting a student to perform work or take an examination or clock-in or clock-out.
2. **Behavior & Conduct.** Any conduct which negatively affects the educational environment or impairs the rights of any other student or this Institution of any other student; including helping, aiding, or inciting another with the intention to disrupt any process of this Institution and/or exhibiting a lack of respect for the personal property of others; including, but not limited to other students, guests, & the Institution.
3. **Clocked In/Clocked Out.** While you are clocked in, you must be engaged in substantive interaction with your instructor(s) & participating in your education. If you are not, you must be clocked out. This includes breaks and lunch. This is a requirement of state licensing and participation in Title IV financial aid. Clocking In/Out is your responsibility. **Sign-in sheets are verification of clocking in/out & are not an accepted substitute for clocking in/out. If you do not clock in, you will not receive clock hour credit. If you do not clock out, you will not receive any clock hour credit for time since your clock in. We will not correct missed clocks.**
4. **Electronic Devices.** Any and all electronic devices on campus must not interfere with Institution processes.
5. **Emergency Contact.** Feel free to give your school's clinic number to anyone who may need to contact you in the event of an emergency. Upon receipt of any such call, you are immediately clocked-out (not allowed to clock-in) for the remainder of the day so that you may tend to your emergency.
6. **Food.** Food and drink may not be taken outside of designated areas. Only bottled water is allowed in classrooms or on the clinic floors.
7. **Fraudulent Behavior.** Misuse (using something in a way it is not intended) of any institution records, documents, or other materials; providing information with the intent to deceive this Institution, the Department of Education, the Veterans Administration, or any associated entity.
8. **Illness.** If you may be contagious, you are at-risk and should not attend school. For the safety of our students, employees, and clinic patrons, we reserve the right to request a doctor's exception (excluding diseases not transmitted through casual contact or through the usual practice of the occupation (cosmetology; including aesthetics) for which a license is required) to return to school if you are believed to be at-risk to the health of your classmates and our employees.
9. **Inebriation.** Use, distribution or sale of controlled substance(s); of alcoholic beverages, non-prescribed drugs, medical marijuana or being under the influence of such during school hours will lead to termination.
10. **Insubordination/Harassment.** If you refuse to be engaged in your education, refuse to perform duties including clinic assignments, disrupt the educational environment, use profanity, threaten, engage in verbal or physical abuse, use of online postings to post malicious or defamatory comments about this school, its students, its employees, or are involved in willful neglect or destruction of property you will, most probably, be immediately terminated with no opportunity to re-enroll.
11. **Malicious Intent.** If you engage in any online forum by verbal or written language that is believed to be malicious, defamatory, slander (spoken), libel (written) about your fellow students, clinic patrons, our employees, or your school you will be immediately terminated and may be subject to lawsuit(s).
12. **Payments.** You may be required to execute documents, provide additional documentation, or to, in some way, provide means to pay for your costs of attending school. Failure to do so in a timely manner or be current in your financial obligation will lead to suspension and/or termination.
13. **Personal Property.** You are responsible for your property and we suggest you mark all of your property properly.

14. **Promptness.** Our school begins and ends promptly. If you are not prepared (in attendance, uniform, books, supplies) at the start of class, you may not be allowed to attend school. Excessive tardiness and absences will not be tolerated and may be grounds for termination.
15. **Recording.** You may not audibly record or photograph (still or motion) individuals or campus activities without the expressed written consent of the owner of this Institution.
16. **Smoking.** Our campus is non-smoking. Smoking is allowed in designated areas. Failure to properly extinguish and safe disposal may lead to loss of smoking areas for everyone.
17. **Social Media.** Any social media believed to be hurtful to the reputation of this Institution or of malicious intent to another student or employee will lead to termination.
18. **Socializing with Employees.** You are expressly not allowed to communicate or meet with any school employees outside of normal campus contact. Violation may result in terminations of both the student & employee.
19. **Unlawful Activities.** Any student engaged in any activity thought to be unlawful will be immediately reported to the proper authorities and may be terminated for same.

CLINIC CODE OF CONDUCT POLICY

1. **Clinic Assignments.** All clinic assignments must be reviewed with an instructor before work begins and checked by an instructor before the assignment is considered complete.
2. **Clinic Participation.** Your instructor will determine whether or not you are ready for clinic floor activities regardless of your achieving any state minimum. Students are not allowed to leave theory class to perform clinic activities. Willful failure to perform services will lead to termination.
3. **Clinic Problems.** In the event of any problem on the clinic floor, you are to quietly excuse yourself and inform the instructor for a private conference. You are to behave as a professional is expected to behave at all times.
4. **Dispensary Use.** Students may not use school dispensary products on non-paying clients, nor waste product.
5. **Essential Salon Operations.** Enrolled students will not be paid for performing services or for the learning and performance of essential salon operations; such as, but not limited to cleaning, laundry, re-stocking, inventory management, dispensary management, proper care and maintenance of equipment, front-desk duties, etc.
6. **Food and Drink.** Students may not bring food, gum, or drink on to the clinic floor.
7. **Non-Dispensary Products.** It is expressly forbidden to introduce any non-dispensary or student kit product on to the clinic floor. You will risk suspension and possible termination.
8. **Outside Work.** Under state law, you are not allowed to engage in or act as a professional including professional activity without being duly licensed or engaged in an authorized Externship/Internship.
9. **Personal Property.** All student property must be stored away from the clinic floor at the end of each session and all clinic furniture, fixtures, and equipment must be clean and left well presented for the next session. Any personal property left is subject to disposal.
10. **Sanitation.** Every student is responsible for the sanitation, sterilization of implements, proper disposal of waste, and cleanliness of the work area. Each campus utilizes a cleaning service for janitorial needs. The education curricula of all programs includes grading of all activities undertaken by students; including, but not limited to learning to clean, do laundry, & keep supplies stocked.
11. **Student-As-Patron.** Students are not allowed to perform services on one another without the instructor's approval. For some services, students must pay 50% of the clinic menu price; other services are not available at discount. Students must be clocked out while receiving any service.
12. **Student Instruction.** Students are not allowed to instruct students.
13. **Uniform and Name Tag.** Your uniform must be clean, neat, absent of accessories including handbags and other distractions (subject to instructor judgment) and up to standard accompanied with your name tag. You will not be allowed to participate on the clinic floor without being in proper uniform with your name tag.

PAYING FOR YOUR EDUCATION

PAYMENT METHODS/TERMS

PAYMENT METHODS

- ✓ AMEX, Visa/MC, Discover (a convenience fee of 3% may apply)
- ✓ Wire Transfers
- ✓ Checks
- ✓ Money Orders
- ✓ TFC (Installment)

PAYMENT TERMS

- ✓ A missed TFC or other required payment will result in immediate suspension until made current.
- ✓ Over Contract Charges are due on demand.
- ✓ Tuition payments are due either in full or through a tuition financing plan which has been agreed to by both parties before the program begins.

FEDERAL STUDENT AID (FSA)

To receive Federal Student Aid, you must fill out a Free Application for Federal Student Aid (FAFSA) on the web at <https://fafsa.ed.gov/>

At our institutions, there are two types of Federal Student Aid which are available to those who qualify.

Grants – Financial aid, often based on financial need, that does not need to be repaid (unless, for example, you withdraw from school and owe a refund).

Loans – Federal Student Aid that must be repaid, with interest, to the Federal Government.

*Credit Balances: UNIVERSITY OF AESTHETICS & COSMETOLOGY will request written permission to retain credit balances to use for future charges to the students account, or the credit amount will be disbursed to the student.

FEDERAL PELL GRANT

A *Federal Pell Grant*, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a *post baccalaureate teacher certification program* might receive a Federal Pell Grant.) You are not eligible to receive a Federal Pell Grant [if you are incarcerated](#) in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans. (Some people refer to these loans as Stafford Loans or Direct Stafford Loans.) There are 3 types: Subsidized Unsubsidized, and Plus Loans.

For more information, please see <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

SUBSIDIZED LOANS

In short, Direct Subsidized Loans have slightly better terms to help out students with *financial need*.

Here’s a quick overview of Direct Subsidized Loans:

Direct Subsidized Loans are available to undergraduate students with financial need.

Your school determines the amount you can borrow, and the amount may not exceed your financial need.

The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you’re in school at least half-time, for the first six months after you leave school (referred to as a *grace period**), and during a period of *deferment* (a postponement of loan payments).

UNSUBSIDIZED LOANS

Here’s a quick overview of Direct Unsubsidized Loans:

Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.

Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.

You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.

If you choose not to pay the interest while you are in school and during grace periods and deferment or *forbearance* periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan)

PLUS LOANS

PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the *Direct Loan* Program.

Here’s a quick overview of Direct PLUS Loans:

The U.S. Department of Education is the *lender*.

The borrower must not have an *adverse credit history*.

The maximum loan amount is the student’s cost of attendance (determined by the school) minus any other financial aid received.

VETERANS’ EDUCATION BENEFITS

University of Aesthetics & Cosmetology are approved for eligible veterans, eligible dependents, eligible spouses, and eligible active military. If you think you might be eligible, verify with your VA counselor your qualifications for benefits and contact a member of our Education Team.

Veterans eligible to receive benefits cannot be extended beyond the total scheduled hours for the program.

COMPLIANCE WITH 38 USC 3679(E) VA PENDING PAYMENT COMPLIANCE

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post

9/11 G.I. Bill⁴® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

SCHOLARSHIPS & GRANTS

This Institution participates in numerous grants offered through our industry associations, vendors, & employers. Please see our website for more direction to these opportunities.

DROP POLICY & REFUND POLICY

SUSPENSION, FORCIBLE DROP, TERMINATION, & PROGRAM CANCELLATION

GROUNDS FOR TERMINATION/SUSPENSION POLICY

This Institution reserves the right to terminate or to suspend a student for any reason and with or without previous warning; including, but not limited to:

- ✓ failure to meet MAP (Monthly Academic Progress) minimum standards for 3 consecutive cycles;
- ✓ providing fraudulent or misleading information/documentation required for admissions, financial aid,
- ✓ clocking in/out for another student;
- ✓ fraudulent attendance;
- ✓ excessive tardiness or absences;
- ✓ refusal to participate;
- ✓ excessive cell phone use (lack of engagement in your education);
- ✓ cheating;
- ✓ failure to make satisfactory arrangements for payments of tuition/expenses;
- ✓ damage to property belonging to the Institution or its employees or other students;
- ✓ breach of Institution policies, rules, or regulations;
- ✓ bullying, conduct, harassment, violence, or any conditions that pose or may pose a threat to other students, guests, or Institution employees.

FORCIBLE DROP: 14 CALENDAR DAY

⁴ GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

- ✓ Students absent for 14 calendar days may be automatically terminated. Employers, day care providers, State & Federal assistance programs, and providers of any externship will be notified that the student has been terminated.

WITHDRAWAL POLICY

Students, who have separated from their Enrollment Agreement with this Institution (either dropped or terminated) and re-apply for admission will have the same SAP status (either making SAP or not making SAP) at the point of re-entry.

Students are considered withdrawn:

- Official Withdrawal - written notification to the Institution, or,
- Termination, or,
- Unofficial Withdrawal – absent 14 consecutive calendar days from the last day of physical attendance

Students considered withdrawn are assessed a \$100. withdrawal fee.

COURSE CANCELLATION

- If a course is cancelled or delayed, we will work with the student to arrange for a new start date.
- If a refund is required, it will be done in accordance with the refund policy within this catalog.

REFUND POLICY

Refund Policy: A fair and equitable settlement applies to all applicants who cancel in writing and to all students whose enrollment is terminated by either party and for any reason; including, but not limited to student decision, course or program cancellation, or school closure and the tuition disclosed within this agreement (any other charges the student may have incurred will be calculated in addition at the time of withdrawal). Monies due the applicant or student will be refunded within 45 days of determination that a student has withdrawn, whether unofficially (through monitoring every 30 days) or officially and by notification in writing by traceable means or delivered in person.

The date of cancellation or withdrawal will be determined by the earlier of: a postmark on written notification or the date delivered in person to the Director (by either the student or legal guardian); the date a student on an approved leave of absence was scheduled to return; or the date the student was expelled.

Refund guidelines may be adjusted solely at the Institution’s discretion in the event of mitigating circumstances; such as: (a) if the student becomes ill or is in a disabling accident and is unable to attend Institution for extended periods of time (b) If the student has suffered a death in his/her immediate family (c) if there are circumstances beyond the control of the student that render his/her attendance impossible and are accepted by the Institution (d) if the student is expelled.

Refund Calculations are Based Upon Scheduled Hours on the last date of Attendance		
Percentage Length Scheduled to Total Length of Program	Amount of Owed to the Institution	Deposits or down payments shall become part of tuition. Refund Calculations may not be altered under any circumstances. Refund applies to tuition only. Registration, Student Kit, and Sales Tax are excluded from
Not Accepted by the Institution	Nothing is owed & all monies paid shall be refunded regardless of whether or not training has begun.	
Student or legal guardian cancels before midnight on the 5th business day following Enrollment		
Student or legal guardian cancels after midnight on the 5 th business day following Enrollment and prior to the Student’s 1 st Day of Attendance	Registration Fee. Registration fee is \$100 for ALL programs.	

Student or legal guardian cancels after midnight on the 5 th business day following Enrollment and after completion of 1 st Day of Attendance .01% to 4.9%	Lesser of Registration Fee + \$300 or 10% of tuition and other charges.	tuition except where otherwise identified. Agreed, Approved, and Understood by:
5% to 9.9%	30%	
10% to 14.9%	40%	
15% to 24.9%	45%	
25% to 49.9%	70%	
50% and over	100%	

Course and/or Program Cancellation Policy: (a) if the course is cancelled subsequent to a student’s enrollment & before instruction has begun, the Institution will either provide a full refund of all monies paid or completion of the course at a later time. (b) If the Institution cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, this Institution shall provide completion of the course and/or program OR participate in a Teach-Out Agreement. (c) if permanently closed or no longer offering instruction after a student has enrolled & instruction has begun, this Institution 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. Refund calculations and refund amounts occur quickly to ensure their timeliness. Written acknowledgement of a student’s cancellation or withdrawal may be emailed within 15 calendar days of the date of notification.

RETURN TO TITLE IV (R2T4) POLICY

The Return of Title IV funds as prescribed in Section 484B of HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws.

All return of Title IV calculations are performed using the R2T4 software distributed by the United States Department of Education within 10 days of determination of withdrawal status.

If a student withdraws during a payment period or period of enrollment the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. The formula, in brief, is as follows:

- The institution will determine the date of withdrawal and then determine the percentage of the payment period attended by the student.
- The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled.
- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
- The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs.
- All refunds are calculated using a withdrawal date which coincides with the last day of scheduled attendance of the student.
- In no case shall the amount returned exceed the amount remitted.
- If the return of Title IV funds results in a student tuition balance, the student will be responsible for payment of the balance to PROFESSIONAL COSMETOLOGY EDUCATION CENTER.
- If the student receives less assistance than what was earned, the student may be eligible for a post-withdrawal disbursement.

- If the student received more assistance than what was earned, the excess funds must be returned by the school and/or student. The student will be notified in writing within 10 days if a refund is due to the Title IV program.

Withdrawal date is determined by one of the following:

Forcible Drop/ Unofficial Withdraw. This is determined by the Institution through monitoring clock hour attendance at least every thirty (30) days. If the student is absent without notice 14 consecutive calendar days, the student may be forcibly dropped and terminated by the school on the 15th day and any refund due will be disbursed within 30 days. Termination date will be the last of scheduled attendance or the date indicated on a written notification by the student.

Any refund due to a student or to the Title IV program shall be refunded within 30 days from cancellation of student contract by the student, or formal termination by the school, which shall occur no more than 30 days from the last scheduled date of attendance or the date the student notifies the school in writing that the student will not be returning to school.

*Refunds must be made in the following order: Unsubsidized Loans, Subsidized Loans, Federal Pell Grants, students.

INSTITUTIONAL REFUND CALCULATION (IRC) POLICY

The Return to Title IV refund is not the entire amount owed to the school; the student may be responsible for funds according to the Institution Refund Policy. The requirements for the Title IV program funds when you withdraw from a program are separate from the Institutional Refund Policy. Therefore, you may still owe funds to PROFESSIONAL COSMETOLOGY EDUCATION CENTER to cover unpaid institutional charges. PROFESSIONAL COSMETOLOGY EDUCATION CENTER will also require reimbursement, from the student, for any Title IV program funds that are required to be returned on the student's behalf.

At the time of termination, an Institutional Refund Calculation will be performed. Any balance due to the student will be promptly paid and any amount owed is immediately due.

A collection agency may be authorized to collect funds on behalf of PROFESSIONAL COSMETOLOGY EDUCATION CENTER and students will have to pay any costs associated with collection; including legal fees, and interest on any unpaid balance.

PROGRAMS

AESTHETICS COURSE OUTLINE

EDUCATIONAL OBJECTIVES/GOALS

The primary purpose of this Aesthetics course is to train the student in the basic skills, judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an entry level aesthetician/esthetician or related position.

COURSE FORMAT

Course content is developed according to state law and industry standards.

GRADING PROCEDURE

Student assessments include quantitative & qualitative factors; such as, but not limited to practical rubrics, practical performances, and examinations. Students are assigned theory study and a minimum number of practical experiences required for course completion. Student must make up failed or missed tests and incomplete assignments.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

Students must make-up failed or missed tests and incomplete assignments (the first passing grade will be recorded). Some assignments are on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety, Customer Service, and Practical Skills.

INSTRUCTIONAL METHODS

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

PROGRAM LENGTH

The aesthetics program is 750 hours of instruction.

COURSE SYLLABUS

BASIC TRAINING

75 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:

- Orientation
- History of skin care;
- Personal hygiene and public health;
- Professional ethics;
- Sterilization and sanitation;
- Introduction to skin analysis and skin care and facial treatments
- Scientific Concepts: 150 hours of instruction of classroom instruction in the following subject areas:
 - Cells, metabolism, and body systems;
 - Bacteriology;
 - Physiology and histology of the skin;
 - Human anatomy;
 - Chemistry – understanding chemicals and their use;
 - Disorders of the skin and special aesthetics procedures

PRACTICES & PROCEDURES

500 hours of instruction, which is a combination of classroom instruction and hands on (clinical application) experience, in the following subject areas:

- Non-therapeutic massage, excluding the scalp;
- Nutrition and health of the skin;
- Skin analysis;
- Cleansing the skin;
- Mask therapy and facial treatments;
- Facial treatments without the aid of machines;
- Electricity, machines, and apparatus;
 - Facial treatments with the aid of machines;
 - Hair removal: including tweezer method, depilators, waxing and their use;

- Professional makeup techniques;
- Product knowledge as it relates to aesthetics.

BUSINESS PRACTICES

25 hours of classroom instruction shall be provided in the following subject areas:

- The IL Cosmetology Act;
- Professionalism; Resume Development; Interview Preparation; Job Search Skills
- Management
- OSHA Standards relating to chemical use; and
- Workers' Compensation Act.

PRE-CLINIC

Prior to working on the salon clinic floor, students will complete 240 scheduled hours covering the following areas: The Touch Practical Facial; the Freshman Theory Final; and the following chapters:

- History & Career Opportunities (1)
- Life Skills (2)
- Professional Image (3)
- Communicating for Success (4)
- Infection Control (5)
- The Treatment Room (14)
- Skin Analysis (12)
- Facial Treatments (15)

EXTERNSHIP/INTERNSHIP

Source: Amended at 38 IL Reg. 21098, effective November 7, 2014.

Students, meeting institution requirements, and participating salons, meeting institution and state requirements, may be permitted to participate in an Externship/Internship (which may be substituted for 75 hours of the required 750 hours). The Externship/Internship is designed to allow a student to learn aesthetics under the direct supervision of a licensed cosmetologist or licensed esthetician in an IDFPR registered salon. Requirements include, but are not limited to:

Internship Program is an optional part of the curriculum. Each licensed esthetics school may choose to set up an internship program and shall follow the guidelines set forth in this subsection (a)(5):

- A) An internship program:
 - i) May be substituted for 75 hours of the 750 hours set forth in this subsection (a).
 - ii) May be part of the curriculum of a licensed esthetics school and shall be an organized preplanned training program designed to allow a student to learn esthetics under the direct supervision of a licensed cosmetologist or licensed esthetician in a registered salon.
- B) A student in the internship program:
 - i) May participate in an internship program only after completing 600⁵ hours of training and have a minimum average grade of 80% and a minimum attendance percentage of 80%. A school may set the average grade higher and set other standards that a student must meet to participate in the internship program.
 - ii) May not spend more than 75 hours in an internship program.
 - iii) May not be paid while participating in this internship program as it is a part of the esthetics curriculum of the school.
 - iv) May work a maximum of 8 hours a day and shall be required to spend 1 day a week at the school.
 - v) Shall be under the direct on-site supervision of a licensed cosmetologist or licensed esthetician. Only 1 student shall be supervised by 1 licensed cosmetologist or licensed esthetician.
- C) A licensed esthetics school shall state clearly in the student contract or enrollment agreement that the school offers an internship program.
- D) The licensed esthetics school shall enter into a contract with the student, the registered salon and licensed cosmetologist or licensed esthetician before the internship/ externship is approved. The contract shall contain all

⁵ Required by the University of Aesthetics & Cosmetology in Chicago, IL.

of the provisions set forth in this subsection (a)(5) and any other requirements of the internship program established by the school. The contract shall be signed by the student, the school and the licensed cosmetologist or licensed esthetician. Any party to the contract may terminate the contract at any time.

REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio DVDs.

IL LICENSING REQUIREMENTS

(225 ILCS 410/3A-2) (From Ch. 111, par. 1703A-2)

(Section scheduled to be repealed on January 1, 2026)

Sec. 3A-2. Licensure as an esthetician; qualifications. A person is qualified to receive a license as a licensed esthetician if that person has applied in writing on forms provided by the Department, paid any required fees, and:

- a. Is at least 16 years of age; and
- b. Has a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who are beyond the age of compulsory school attendance; and
- c. Has graduated from a school of cosmetology or aesthetics approved by the Department, having completed a program of 750 hours in the study of aesthetics extending over a period of not less than 18 weeks nor more than 4 consecutive years. Time spent in such study under the laws of another state or territory of the United States or of a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph; and
- d. Has passed an examination authorized by the Department to determine fitness to receive a license as a licensed esthetician; and
- e. Has met any other requirements of this Act and rules.

(Source: P.A. 91-863, eff. 7-1-00.)

TUITION & EXPENSES; PAYMENT METHODS

<u>Description</u>	<u>Aesthetics</u>	<u>Cosmetology</u>	<u>Aesthetics Instructor (750 Hours)</u>	<u>Aesthetics Instructor (500 Hours)</u>	<u>Cosmetology Instructor (750 Hours)</u>	<u>Cosmetology Instructor (500 Hours)</u>
Registration Fee:	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total Tuition:	\$ 14,325.00	\$ 20,325.00	\$ 7,700.00	\$ 5,250.00	\$ 12,325.00	\$ 5,250.00
Total Education Expenses:	\$ 14,425.00	\$ 20,425.00	\$ 7,800.00	\$ 5,350.00	\$ 12,425.00	\$ 5,350.00

PAYMENT METHODS & TERMS

Financial Aid is available to those who qualify. We accept AMEX, Visa/MC, Discover, Wire Transfers, Checks, and Money Orders.

Tuition payments are due in full or through a financing plan agreed to before the program begins.

AESTHETICS INSTRUCTOR COURSE (750 HOURS) OUTLINE

EDUCATIONAL OBJECTIVES/GOALS

The primary purpose of this Aesthetics Instructor course is to train the student in the basic teaching skills, educational judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an aesthetics/esthetics instructor or related position.

COURSE FORMAT

Course content is developed according to state law and industry standards.

GRADING PROCEDURE

Student assessments include quantitative & qualitative factors; such as, but not limited to practical rubrics, practical performances, and examinations. Evaluation, feedback, and grades are given to the student for each assessment.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

Students must make-up failed or missed tests and incomplete assignments (the first passing grade will be recorded). Some assignments are on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety, Customer Service, and Practical Skills.

INSTRUCTIONAL METHODS

Education is facilitated through a trained and licensed Education Team. Industry recognized publications, computer programs; proprietary content and educational aids complement the education effort. Salon grade equipment, products, and tools complement skills training in the student run salon.

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

PROGRAM LENGTH

The length of this course is 750 hours.

PRE-REQUISITES

IL Aesthetician License.

COURSE SYLLABUS

POST-GRADUATE SCHOOL TRAINING

250 hours of post-graduate school training that includes orientation and all subjects in the basic aesthetics curriculum in Section 1175.835, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

EDUCATION PSYCHOLOGY

20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of Instructor students who have completed a course in Educational Psychology at an accredited college or university.

TEACHING METHODS

20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of Instructor students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.

APPLICATION OF TEACHING METHODS

150 hours of Application of Teaching Methods that include: preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

BUSINESS METHODS

50 hours of Business Methods that include Professionalism; Resume Development; Interview Preparation; Job Search Skills; inventory, recordkeeping, interviewing, supplies, The IL Barber, Cosmetology, Aesthetics, Hair Braiding, and Nail Technology Act of 1985., and the Workers' Compensation Act.

STUDENT TEACHING

260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio DVDs.

IL LICENSING REQUIREMENTS

(225 ILCS 410/3A-3) (From Ch. 111, par. 1703A-3)

(Section scheduled to be repealed on January 1, 2026)

Sec. 3A-3. Licensure as an aesthetics teacher; qualifications.

(a) A person is qualified to receive a license as an aesthetics teacher if that person has applied in writing on forms supplied by the Department, paid the required fees, and:

- (1) is at least 18 years of age;
- (2) has graduated from high school or its equivalent;
- (3) has a current license as a licensed cosmetologist or esthetician;

(4) has either: (i) completed a program of 500 hours of teacher training in a licensed school of cosmetology or a licensed aesthetics school and had 2 years of practical experience as a licensed cosmetologist or esthetician within 5 years preceding the examination; or (ii) completed a program of 750 hours of teacher training in a licensed school of cosmetology approved by the Department to teach aesthetics or a licensed aesthetics school;

(5) has passed an examination authorized by the Department to determine eligibility to receive a license as a licensed cosmetology or aesthetics teacher;

(6) (blank)⁶; and

(7) has met any other requirements as required by this Act.

(b) (Blank)⁷.

(c) An applicant who is issued a license as an aesthetics teacher is not required to maintain an aesthetics license in order to practice as an esthetician as defined in this Act.

(Source: P.A. 98-911, eff. 1-1-15.)

TUITION & EXPENSES; PAYMENT METHODS

<u>Description</u>	<u>Aesthetics</u>	<u>Cosmetology</u>	<u>Aesthetics Instructor (750 Hours)</u>	<u>Aesthetics Instructor (500 Hours)</u>	<u>Cosmetology Instructor (750 Hours)</u>	<u>Cosmetology Instructor (500 Hours)</u>
Registration Fee:	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total Tuition:	\$ 14,325.00	\$ 20,325.00	\$ 7,700.00	\$ 5,250.00	\$ 12,325.00	\$ 5,250.00
Total Education Expenses:	\$ 14,425.00	\$ 20,425.00	\$ 7,800.00	\$ 5,350.00	\$ 12,425.00	\$ 5,350.00

PAYMENT METHODS & TERMS

Financial Aid is available to those who qualify. We accept AMEX, Visa/MC, Discover, Wire Transfers, Checks, and Money Orders. Tuition payments are due in full or through a financing plan agreed to before the program begins.

AESTHETICS INSTRUCTOR COURSE (500 HOURS) OUTLINE

EDUCATIONAL OBJECTIVES/GOALS

⁶ "Blank" is written in the Act. <http://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1351&ChapterID=24> Accessed 19 June 2018.

⁷ IBID

The primary purpose of this Aesthetics Instructor course is to train the student in the basic teaching skills, educational judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an aesthetics/esthetics instructor or related position.

COURSE FORMAT

Course content is developed according to state law and industry standards.

GRADING PROCEDURE

Student assessments include quantitative & qualitative factors; such as, but not limited to practical rubrics, practical performances, and examinations. Evaluation, feedback, and grades are given to the student for each assessment.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

Students must make-up failed or missed tests and incomplete assignments (the first passing grade will be recorded). Some assignments are on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety, Customer Service, and Practical Skills.

INSTRUCTIONAL METHODS

Education is facilitated through a trained and licensed Education Team. Industry recognized publications, computer programs; proprietary content and educational aids complement the education effort. Salon grade equipment, products, and tools complement skills training in the student run salon.

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

PROGRAM LENGTH

The length of this course is 500 hours.

PRE-REQUISITES

1. IL Aesthetician License.
2. 2 years of experience as a licensed aesthetician (24 months or more).

COURSE SYLLABUS

EDUCATION PSYCHOLOGY

20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of Instructor students who have completed a course in Educational Psychology at an accredited college or university.

TEACHING METHODS

20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of Instructor students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.

APPLICATION OF TEACHING METHODS

150 hours of Application of Teaching Methods that include: preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

BUSINESS METHODS

50 hours of Business Methods that include Professionalism; Resume Development; Interview Preparation; Job Search Skills; inventory, recordkeeping, interviewing, supplies, The IL Barber, Cosmetology, Aesthetics, Hair Braiding, and Nail Technology Act of 1985., and the Workers' Compensation Act.

STUDENT TEACHING

260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio DVDs.

IL LICENSING REQUIREMENTS

(225 ILCS 410/3A-3) (From Ch. 111, par. 1703A-3)

(Section scheduled to be repealed on January 1, 2026)

Sec. 3A-3. Licensure as an aesthetics teacher; qualifications.

(a) A person is qualified to receive a license as an aesthetics teacher if that person has applied in writing on forms supplied by the Department, paid the required fees, and:

(1) is at least 18 years of age;

(2) has graduated from high school or its equivalent;

(3) has a current license as a licensed cosmetologist or esthetician;

(4) has either: (i) completed a program of 500 hours of teacher training in a licensed school of cosmetology or a licensed aesthetics school and had 2 years of practical experience as a licensed cosmetologist or esthetician within 5 years preceding the examination; or (ii) completed a program of 750 hours of teacher training in a licensed school of cosmetology approved by the Department to teach aesthetics or a licensed aesthetics school;

(5) has passed an examination authorized by the Department to determine eligibility to receive a license as a licensed cosmetology or aesthetics teacher;

(6) (blank)⁸; and

(7) has met any other requirements as required by this Act.

(b) (Blank)⁹.

(c) An applicant who is issued a license as an aesthetics teacher is not required to maintain an aesthetics license in order to practice as an esthetician as defined in this Act.

(Source: P.A. 98-911, eff. 1-1-15.)

TUITION & EXPENSES; PAYMENT METHODS

Description	Aesthetics	Barber	Cosmetology	Aesthetics Instructor (750 Hours)	Aesthetics Instructor (500 Hours)	Cosmetology Instructor (750 Hours)	Cosmetology Instructor (500 Hours)
Registration Fee:	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total Tuition:	\$ 14,325.00	\$ 20,325.00	\$ 20,325.00	\$ 7,700.00	\$ 5,250.00	\$ 12,325.00	\$ 5,250.00
Total Education Expenses:	\$ 14,425.00	\$ 20,425.00	\$ 20,425.00	\$ 7,800.00	\$ 5,350.00	\$ 12,425.00	\$ 5,350.00

PAYMENT METHODS & TERMS

⁸ "Blank" is written in the Act. <http://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1351&ChapterID=24> Accessed 19 June 2018.

⁹ IBID

Financial Aid is available to those who qualify. We accept AMEX, Visa/MC, Discover, Wire Transfers, Checks, and Money Orders.

Tuition payments are due in full or through a financing plan agreed to before the program begins.

COSMETOLOGY COURSE OUTLINE

EDUCATIONAL OBJECTIVES/GOALS

The primary purpose of this Cosmetology course is to train the student in the basic skills, judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an entry level cosmetologist or related position. Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for chemical application/hair treatment/hair dressing, hair styling, hair cutting, esthetics, and nail technology to enter the professional beauty industry as an entry level cosmetologist.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Pass the IL State Licensing Exam

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

COURSE FORMAT

Course content is developed according to state law and industry standards.

GRADING PROCEDURE

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory average of 75% and pass a final written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

INSTRUCTIONAL METHODS

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

PROGRAM LENGTH

The cosmetology program is 1,500 hours of instruction. Subjects include haircutting, haircoloring, hairdressing, facials, makeup, nail technology, salon management, state regulations, sanitation and safety procedures, and much more. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level cosmetologist.

COURSE SYLLABUS BY SUBJECT

BASIC TRAINING

150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:

- Orientation
- tools and their use;
- shampoo;
- understanding chemicals and use;
- types of hair;
- sanitation;
- hygiene;
- skin diseases and conditions;
- anatomy and physiology;
- electricity;
- ethics;
- nail technology;
- aesthetics.

Practical Chemical Application/Hair Treatment: 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:

- chemical safety;
- permanent waving;
- hair coloring, tinting and bleaching;
- hair relaxing;
- hair and scalp conditioning;
- shampooing, toning and rinsing.

Hair Styling/Hair Dressing: 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:

- cutting
- thinning
- shaping
- trimming
- application of electrical/mechanical equipment
- curling
- hair treatments

Shop Management, Sanitation, and Interpersonal Relations: 200 hours of classroom instruction shall be provided in the following subject areas:

- Professionalism; Resume Development; Interview Preparation; Job Search Skills
- labor law;
- workers' compensation;
- client relations;
- bookkeeping;
- marketing and merchandising;
- emergency first aid;
- right-to-know laws;
- pertinent State and local laws and rules;
- business ethics;
- sanitation;
- electrical devices;
- personal grooming and hygiene

ESTHETICS

85 hours

NAIL TECHNOLOGY

55 hours

ELECTIVES

35 hours

EXTERNSHIP/INTERNSHIP

The following is from the Amended at 38 IL Reg. 21098 effective November 7, 2014.

Internship program is an optional part of the curriculum. Each licensed cosmetology school may choose to set up an internship program and shall follow the guidelines set forth in this subsection (h):

- 1) An internship program:
 - A) May be substituted for 150 hours of the 1500 hours as set forth in this Section.
 - B) May be part of the curriculum of a licensed cosmetology school and shall be an organized preplanned training program designed to allow a student to learn hair dressing, sanitation, safety and shop management, hair treatment, nail technology, hair braiding, and/or esthetics under the direct supervision of a licensed cosmetologist in a registered salon.
- 2) A student in the internship program:
 - A) May participate in an internship program only after completing 1,200¹⁰ hours of training with a minimum average grade of 80% and a minimum average attendance of 80%. A school may, however, set the average grade higher and set other standards that a student must meet to participate in the internship program.
 - B) May not spend more than 150 hours in an internship program.
 - C) May not be paid while participating in this internship program as it is a part of the cosmetology curriculum of the school.

¹⁰ Requirement of the University of Aesthetics & Cosmetology in Chicago, IL.

- D) May intern for a maximum of 8 hours a day and shall be required to spend 1 day a week at the school.
- E) Shall be under the direct on site supervision of a licensed cosmetologist. Only 1 student shall be supervised by 1 licensed cosmetologist.
- 3) A licensed cosmetology school shall state clearly in the student contract that the school offers an internship program.
- 4) The licensed cosmetology school shall enter into a contract with the student, the registered salon and licensed cosmetologist. The contract shall contain all the provisions set forth in subsection (h)(2) and any other requirements of the internship established by the school. The contract shall be signed by the student, the school and the licensed cosmetologist. Any party to the contract may terminate the contract at any time.

This Institution requires students to acquire knowledge and skills prior to entering the student salon and providing services to the public.

PRE-CLINIC: COSMETOLOGY

Pre-Clinic: Prior to working in the student salon, students will complete 480 scheduled hours covering the following areas: Freshman Final Practical; Freshman Theory Final; and the following chapters:

- History & Career Opportunities (1)
- Life Skills (2)
- Professional Image (3)
- Communicating for Success (4)
- Scalp care, shampooing (15)
- Infection Control (5)
- Principles of Hair Design (14)
- Chemical Texturizing (22)
- 8 Week Module #2
- Hair Styling (17)
- Hair Coloring (21)
- Hair Cutting (16)

REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio DVDs.

LICENSING REQUIREMENTS

(225 ILCS 410/3-2) (From Ch. 111, par. 1703-2)

(Section scheduled to be repealed on January 1, 2026)

Sec. 3-2. Licensure; qualifications.

(1) A person is qualified to receive a license as a cosmetologist who has filed an application on forms provided by the Department, pays the required fees, and:

a. Is at least 16 years of age; and

b. Is beyond the age of compulsory school attendance or has received a certificate of graduation from a school providing secondary education, or the recognized equivalent of that certificate; and

c. Has graduated from a school of cosmetology approved by the Department, having completed a program of 1,500 hours in the study of cosmetology extending over a period of not less than 8 months nor more than 7 consecutive years. A school of cosmetology may, at its discretion, consistent with the rules of the Department, accept up to 1,000 hours of barber school training at a recognized barber school toward the 1,500 hour program requirement of cosmetology. Time spent in such study under the laws of another state or territory of the United States or of a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph; and

d. Has passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetologist; and

e. Has met any other requirements of this Act.

(Source: P.A. 99-427, eff. 8-21-15.)

TUITION & EXPENSES; PAYMENT METHODS

Description	Aesthetics	Cosmetology	Aesthetics Instructor (750 Hours)	Aesthetics Instructor (500 Hours)	Cosmetology Instructor (750 Hours)	Cosmetology Instructor (500 Hours)
Registration Fee:	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total Tuition:	\$ 14,325.00	\$ 20,325.00	\$ 7,700.00	\$ 5,250.00	\$ 12,325.00	\$ 5,250.00
Total Education Expenses:	\$ 14,425.00	\$ 20,425.00	\$ 7,800.00	\$ 5,350.00	\$ 12,425.00	\$ 5,350.00

PAYMENT METHODS & TERMS

Payment Methods/Terms. Financial Aid is available to those who qualify. We accept AMEX, Visa/MC, Discover, Wire Transfers, Checks, and Money Orders. Tuition payments are due in full or through a financing plan agreed to before the program begins.

COSMETOLOGY INSTRUCTOR COURSE (1,000 HOURS) OUTLINE

EDUCATIONAL OBJECTIVES/GOALS

The primary purpose of this Cosmetology Instructor course is to train the student in the basic teaching skills, educational judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an instructor or related position. Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

COURSE FORMAT

Course content is developed according to state law and industry standards.

GRADING PROCEDURE

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory average of 75% and pass a final written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

INSTRUCTIONAL METHODS

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

PROGRAM LENGTH

The cosmetology instructor program is, in IL, 1,000 hours of instruction. Subjects include basic teaching skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an instructor or related position. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level instructor.

PRE-REQUISITES

IL Cosmetology License.

COURSE SYLLABUS

POST-GRADUATE SCHOOL TRAINING

500 hours of post-graduate school training that includes orientation and all subjects in the basic cosmetology curriculum in Section 1175.530, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

EDUCATION PSYCHOLOGY

20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of Instructor students who have completed a course in Educational Psychology at an accredited college or university.

TEACHING METHODS

20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of Instructor students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.

APPLICATION OF TEACHING METHODS

150 hours of Application of Teaching Methods that include: preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

BUSINESS METHODS

50 hours of Business Methods that include Professionalism; Resume Development; Interview Preparation; Job Search Skills; inventory, recordkeeping, interviewing, supplies, The IL Barber, Cosmetology, Aesthetics, Hair Braiding, and Nail Technology Act of 1985., and the Workers' Compensation Act.

STUDENT TEACHING

260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

LICENSING REQUIREMENTS

(225 ILCS 410/3-4) (From Ch. 111, par. 1703-4)

(Section scheduled to be repealed on January 1, 2026)

Sec. 3-4. Licensure as cosmetology teacher or cosmetology clinic teacher; qualifications.

(a) A person is qualified to receive license as a cosmetology teacher if that person has applied in writing on forms provided by the Department, has paid the required fees, and:

- (1) is at least 18 years of age;
- (2) has graduated from high school or its equivalent;
- (3) has a current license as a cosmetologist;

(4) has either: (i) completed a program of 500 hours of teacher training in a licensed school of cosmetology and had 2 years of practical experience as a licensed cosmetologist within 5 years preceding the examination; (ii) completed a program of 1,000 hours of teacher training in a licensed school of cosmetology; or (iii) completed the barber teacher training as specified in subsection (d) of Section 2-4 of this Act and completed a supplemental cosmetology course as established by rule;

(5) has passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetology teacher or barber teacher; and

(6) has met any other requirements of this Act.

An individual who receives a license as a cosmetology teacher shall not be required to maintain an active cosmetology license in order to practice cosmetology as defined in this Act.

REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio DVDs.

TUITION & EXPENSES; PAYMENT METHODS

Description	Aesthetics	Cosmetology	Aesthetics Instructor (750 Hours)	Aesthetics Instructor (500 Hours)	Cosmetology Instructor (750 Hours)	Cosmetology Instructor (500 Hours)
Registration Fee:	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total Tuition:	\$ 14,325.00	\$ 20,325.00	\$ 7,700.00	\$ 5,250.00	\$ 12,325.00	\$ 5,250.00
Total Education Expenses:	\$ 14,425.00	\$ 20,425.00	\$ 7,800.00	\$ 5,350.00	\$ 12,425.00	\$ 5,350.00

PAYMENT METHODS & TERMS

Financial Aid is available to those who qualify. We accept AMEX, Visa/MC, Discover, Wire Transfers, Checks, and Money Orders. Tuition payments are due in full or through a financing plan agreed to before the program begins.

COSMETOLOGY INSTRUCTOR COURSE (500 HOURS) OUTLINE

EDUCATIONAL OBJECTIVES/GOALS

The primary purpose of this Cosmetology Instructor course is to train the student in the basic teaching skills, educational judgments, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an instructor or related position. Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

COURSE FORMAT

Course content is developed according to state law and industry standards.

GRADING PROCEDURE

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory average of 75% and pass a final written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments.

Work is graded according to this scale.	
95-100	= A
85-94	= B
75-84	= C <i>Minimum Acceptable</i>
74 & Below	= F <i>Failure</i>

INSTRUCTIONAL METHODS

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

PROGRAM LENGTH

The cosmetology instructor program is, in IL, 500 hours of instruction. Subjects include basic teaching skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency as an instructor or related position. Upon successful completion of all graduation requirements, the graduate is qualified for licensure examination to practice as an entry level instructor.

PRE-REQUISITES

1. IL Cosmetology License.
2. 2 years of experience as a licensed cosmetologist.

COURSE SYLLABUS

EDUCATION PSYCHOLOGY

20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of Instructor students who have completed a course in Educational Psychology at an accredited college or university.

TEACHING METHODS

20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of Instructor students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.

APPLICATION OF TEACHING METHODS

150 hours of Application of Teaching Methods that include: preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

BUSINESS METHODS

50 hours of Business Methods that include Professionalism; Resume Development; Interview Preparation; Job Search Skills; inventory, recordkeeping, interviewing, supplies, The IL Barber, Cosmetology, Aesthetics, Hair Braiding, and Nail Technology Act of 1985., and the Workers' Compensation Act.

STUDENT TEACHING

260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

LICENSING REQUIREMENTS

(225 ILCS 410/3-4) (From Ch. 111, par. 1703-4)

(Section scheduled to be repealed on January 1, 2026)

Sec. 3-4. Licensure as cosmetology teacher or cosmetology clinic teacher; qualifications.

(a) A person is qualified to receive license as a cosmetology teacher if that person has applied in writing on forms provided by the Department, has paid the required fees, and:

- (1) is at least 18 years of age;
- (2) has graduated from high school or its equivalent;
- (3) has a current license as a cosmetologist;

(4) has either: (i) completed a program of 500 hours of teacher training in a licensed school of cosmetology and had 2 years of practical experience as a licensed cosmetologist within 5 years preceding the examination; (ii) completed a program of 1,000 hours of teacher training in a licensed school of cosmetology; or (iii) completed the barber teacher training as specified in subsection (d) of Section 2-4 of this Act and completed a supplemental cosmetology course as established by rule;

(5) has passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetology teacher or barber teacher; and

- (6) has met any other requirements of this Act.

An individual who receives a license as a cosmetology teacher shall not be required to maintain an active cosmetology license in order to practice cosmetology as defined in this Act.

REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio DVDs.

TUITION & EXPENSES; PAYMENT METHODS

<u>Description</u>	<u>Aesthetics</u>	<u>Barber</u>	<u>Cosmetology</u>	<u>Aesthetics Instructor (750 Hours)</u>	<u>Aesthetics Instructor (500 Hours)</u>	<u>Cosmetology Instructor (750 Hours)</u>	<u>Cosmetology Instructor (500 Hours)</u>
Registration Fee:	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total Tuition:	\$ 14,325.00	\$ 20,325.00	\$ 20,325.00	\$ 7,700.00	\$ 5,250.00	\$ 12,325.00	\$ 5,250.00
Total Education Expenses:	\$ 14,425.00	\$ 20,425.00	\$ 20,425.00	\$ 7,800.00	\$ 5,350.00	\$ 12,425.00	\$ 5,350.00

PAYMENT METHODS & TERMS

Financial Aid is available to those who qualify. We accept AMEX, Visa/MC, Discover, Wire Transfers, Checks, and Money Orders.

Tuition payments are due in full or through a financing plan agreed to before the program begins.

STUDENT SERVICES

Your first meeting with our admissions is your first step in planning your career. We are here to offer you support in thinking about housing, transportation, parking, childcare options, and your post graduate entry into the workforce.

Throughout your course, you are encouraged to be job ready. You will have opportunities to build your resume as you sharpen your technical skills and build your interpersonal skills in the student run clinic.

EMPLOYMENT OPPORTUNITIES*

Position Opportunities

- Manicurist/Pedicurist
- Aesthetician
- Makeup Artist (in-house, free-lance)
- Hair color specialist
- Waxing specialist
- Manager

Entrepreneurial Opportunities

- Salon/Spa Owner
- School Owner
- Image Consultant
- Free lance
- Bridal Consultant

Beauty School Related

- School Instructor
- Admissions/Financial Aid

Beauty (Consumer & Professional Products/Services)

- Beauty Brand Owner
- Beauty Distributor
- Beauty Rep
- Beauty Products/Services Trainer

Industry Opportunities beyond the Professional Beauty Industry

- Cruise Ship Industry
- Movie Industry
- Television Industry
- Fashion Industry (Print & Runway)
- Theater Industry (Live)

**Positions may require additional training and/or licenses.*

PLACEMENT SERVICES

We cannot guarantee that you will become employed.

Our business is to get you job ready. Together, we will focus our energies on getting you ready to enter the workforce. Our schools regularly get requests for our graduates and we post these opportunities. In Illinois, our schools offer externships to enable you to have real hands-on experience working with a prospective employer.

ADDITIONAL STUDENT SERVICES

Our entire Education Team understands the demands of school, social, and family responsibilities. Most of our employees began their careers as students too. Should you have any challenges, please know that each of our schools has access to local resources and support.

RECORD KEEPING POLICY

RECORD RETENTION POLICY

Student records are maintained after a student either graduates or terminates education. This Institution will maintain necessary permanent student records according to US Department of Education and accreditor guidelines.

- All files are the property of Professional Cosmetology Education Center and maintained in a secure environment.
- As a safeguard against loss, we do not copy; we do not fax, and we do not electronically scan files and their contents outside of our organization except as elsewhere approved.
- Files are kept for a minimum of 5 years.
- Students are encouraged to keep records of their attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc.
- A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.
- Files of current students are securely stored
- Files of non-current students are put into document storage

FERPA

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

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

Parents (or guardians) of dependent minors or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for Parents (or guardians) of dependent minors or eligible students to review the records. Schools may charge a fee for copies.

Parents (or guardians) of dependent minors or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible

student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parents (or guardians) of dependent minors or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

RECORDKEEPING

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

STUDENT'S & PARENTS' RIGHTS TO REVIEW EDUCATIONAL RECORDS

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

PRIOR WRITTEN CONSENT TO DISCLOSE THE STUDENT'S RECORDS

Except under one of the special conditions described in this section, a student must provide written consent, on each occasion, before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated.

If the consent is given electronically, the consent form must—

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

DISCLOSURES TO SCHOOL OFFICIALS

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

DISCLOSURES TO GOVERNMENT AGENCIES

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition—

Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

DISCLOSURES IN RESPONSE TO SUBPOENAS OR COURT ORDERS

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

DOCUMENTING THE DISCLOSURE OF INFORMATION

Except as noted below, this Institution will keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

FERPA RESPONSIBILITIES AND STUDENT RIGHTS

A school is required to—

- annually notify students of their rights under FERPA;
- include in that notification the procedure for exercising their rights to inspect and review education records; and
- maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to—

- inspect and review any education records pertaining to the student;
- request an amendment to his/her records; and
- request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the

Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The rights 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.

A student who wishes to ask the Institution to amend a record should write the Institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Institution decides not to amend the record as requested, the Institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the Institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Institution 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 Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted as its agent to provide a service instead of using Institution 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 Institution.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of 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

COMPLAINT POLICY

We are available to help successfully guide students in completing their Program. To address specific concerns, a student should contact the following staff member:

- Instructor – concerning grades, tests, attendance, and make-up work.
- Admissions /FSA – Concerning financial assistance, verification, and withdrawal
- Director – concerning financial assistance, verification, and withdrawal, concerning unresolved issues regarding academics, attendance, graduation and personal problems that are affecting your educational progress.

The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing within 60 days of the date that the act which is the subject of the grievance occurred.

2. The complaint should be emailed to leighanne@pcec.edu or mailed to:
Leigh Anne Kelley, Director of Schools
Kelley Education Inc.
1357 N. Milwaukee Ave.
Chicago, IL 60622-2151.

3. The complaint will be reviewed and a response will be given.
4. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending upon the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing will allow questions of all involved parties. Corporate management will prepare a recommended resolution for the dispute.
8. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Following an inability to reach a resolution with the school, students may file a complaint against this school: Complaint Intake Unit, Department of Financial and Professional Regulation, Division of Professional Regulation James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, IL Telephone: (312) 814-6910 or 320 West Washington Springfield, IL 62786 Telephone: (800)560-6420. 60601. Web site: www.idfpr.com

For information re: Accreditation: MSA-CESS St. Leonard's Court 3819-33 Chestnut Street, Suite 310 | Philadelphia, PA 19104-3171 267.284.5000 info@msa-cess.org