

South Eastern Beauty Academy

**318 Second Street
Paintsville, KY 41240**

ADDITIONAL CLASSROOM SPACE LOCATED
320 SECOND STREET
PAINTSVILLE, KY 41240
(ADDITIONAL SPACE INCLUDES
CLASSROOM, OFFICE AND BREAKROOM)

Phone Number: 606-788-0091

School Catalog

Published: 12/04/2018

Revised: 9/3/24

Courses Taught In English Language Only
Owner: Millard College, LLC

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Faculty & Staff

Cassandra Webb, Chief Executive Officer
Kaylyn Stewart, Financial Aid Director
Cindy Alvano, Chief Financial Officer
Morgan Shaw, Admissions Coordinator
Kerrie Patton, KBC Liaison
Sherry Ramey, Manager/Instructor
Vanessa McKenzie, Substitute Instructor

Welcome

Dear Future Professional,

We want to welcome you to **South Eastern Beauty Academy** and the Beauty Industry.

This catalog is designed to provide you with detailed academy information and to familiarize you with your new role as a student. Within this catalog are the policies, procedures and rules which are necessary for the orderly operation of your school. In addition, you will find details of your respective program's curriculum and requirements for completion.

Again, welcome to **South Eastern Beauty Academy!** We hope that you make the best of your learning experience by jumping in with both feet and immersing yourself in your time here & the opportunities provided. Our intention for every student is to focus on learning how to practically apply technical skills and theoretical knowledge to achieve your own personal career goals.

We wish you the best and look forward to guiding you on this journey to success within the limitless beauty industry!

Sincerely,

South Eastern Beauty Academy Faculty & Staff

MISSION STATEMENT

The mission of South Eastern Beauty Academy is to provide the student with an opportunity to achieve a quality education in the field of all aspects of Cosmetology. It is our main objective to inspire students to become the best in their field by equipping them with the skills and character that will be necessary to be successful in the beauty industry, whether the student chooses employment full or part time, or decides to start their own business. South Eastern Beauty Academy graduates will be knowledgeable in the theory and practical skills necessary to successfully sit before the Kentucky State Board of Cosmetology for licensing with confidence in passing all necessary exams.

CAREER OPPORTUNITIES

Upon graduation from South Eastern Beauty Academy and licensing by their state board of cosmetology, a licensed professional can be qualified to pursue their future in a variety of interesting and fulfilling careers.

Some available career choices may include, but are not limited to, the following:

Cosmetology

Hairdresser
Beauty Salon Manager
Licensed Cosmetologist on cruise ship/resort
Demonstrator/Lecturer
Hair Color Specialist
Beauty Salon Owner
Product Educator
Product Sales Representative

Nail Technician

Nail Technician
Nail Salon Owner
Spa Technician

Instructor

Instructor
School Owner
Board Member
Demonstrator/Lecturer
Product Sales Representative

Esthetics

Esthetician
Esthetics/Skin Care Salon Manager
Demonstrator/Lecturer
Esthetics /Skin Care Salon Owner
Product Educator
Product Sales Representative

South Eastern Beauty Academy courses are designed to equip the student with the basic knowledge to obtain a position in a number of career paths within the beauty industry.

Per the bylaws set forth by the Kentucky Board of Cosmetology, (located at 111 St. James Court Frankfort, KY 40601; (502)-564-4262), in order to obtain admission to South Eastern Beauty Academy, a potential student must provide a high school diploma or its equivalent; a transcript showing high school completion or a certificate of attainment. Homeschooled graduates must submit evidence of completion from a school that state law treats as a home or private school. A foreign student's high school diploma must be verified and the school must provide evidence that the verification was performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States high school diploma. Students enrolled under a training agreement with a government agency, school district, and/or other entity must meet the admission requirements stated in the training agreement and/or applicable state licensing or certification regulations.

Prior to the start date and signing the Enrollment Agreement, all potential students will be required to attend orientation and will review all pre-enrollment information..

No later than the start date, enrolling students are REQUIRED to provide a copy of the following documents: 1.) High school diploma or its equivalent 2.) Driver's license or state photo ID (for proof of age) and 3.) social security card.

All methods of payment include full payment at the time of signing the Enrollment Agreement, a non-refundable application fee of \$100.00 (One hundred & 00/100 dollars) paid at the time of signing the agreement with a balance paid before the start date or through approved payment plan as stated herein. Payments may be made by cash, check, and money order or through Title IV or other accepted funding. All Students are responsible for paying the total tuition and fees and for repaying applicable loans with interest.

Re-enrolling students:

Students wishing to re-enroll at South Eastern Beauty Academy must receive approval from the Chief Executive Officer. The Chief Executive Officer will evaluate the student's potential to complete the course and will base that determination within the rules and regulations established by the academy and The Kentucky Board of Cosmetology..

A non-refundable application fee for re-enrollment of 100.00 (One hundred dollars & 00/100) will be charged to students who have been withdrawn 30 days or more unless mitigating circumstances apply. That determination is at the discretion of the Manager. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student will begin re-entry with the same number of clock hours earned at South Eastern Beauty Academy unless The Kentucky Board of Cosmetology deems it necessary to revoke hours due to the time frame of re-entry determined by their own policies. A student's clock hours belong to the student and The Kentucky Board of Cosmetology.

TRANSFER POLICY

Our academy, operating in accordance with state regulations, will accept transfer students from another school. South Eastern Beauty Academy may refuse transfers if its admission requirements cannot be met, which includes but is not limited to tuition monies. Arrangements must be made with regard to tuition monies prior to enrollment. A non-refundable application fee of \$100.00 (One hundred & 00/100) will be required at the time of enrollment.

"TRANSFER HOURS FROM ANOTHER INSTITUTION THAT ARE ACCEPTED TOWARD THE STUDENT'S EDUCATIONAL PROGRAM AND APPLIED AS BOTH ATTEMPTED AND COMPLETED HOURS FOR THE PURPOSE OF DETERMINING WHEN THE ALLOWABLE MAXIMUM TIME FRAME HAS BEEN EXHAUSTED. SAP (SATISFACTORY ACADEMIC PROGRESS) EVOLUTION PERIODS ARE BASED ON ACTUAL CONTRACTED HOURS AT OUR INSTITUTION."

**COSMETOLOGY PROGRAM CURRICULUM (1500 HOURS)
AS REQUIRED BY THE KENTUCKY BOARD OF COSMETOLOGY**

The Cosmetology Program requires 1500 clock hours for completion. The first 100 hours of instruction is general theory class, both clinical and classroom. Theory and clinical instruction will cover the following subjects: histology of the hair, skin, muscles, and nerves; structures of the head, face, neck, arms, and hands; elementary chemistry relating to sterilization and antiseptics; diseases of the hair, skin, and glands; wig styling and care; shampooing; facial massage and arches; hair coloring and lightening; chemical texture services; hair styling (thinning, trimming, shaping curling); manicuring; sanitation and the use of antiseptics; personal hygiene; written tests; Kentucky Board of Cosmetology Regulations; salesmanship techniques; salon management and professional ethics.

DESCRIPTION: The Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and competency in job entry-level positions in Cosmetology or a related career field.

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

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

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

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

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

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

- 100% - 90% = EXCELLENT
- 89% - 80% = VERY GOOD
- 79% - 70% = SATISFACTORY
- 69% & below = UNSATISFACTORY

SUMMARY (by clock hours):

Science and Theory 375
Kentucky Law 40
Clinic and Practice 1085
TOTAL TRAINING PERIOD 1500

**ESTHETICIAN PROGRAM CURRICULUM (750 HOURS)
AS REQUIRED BY THE KENTUCKY BOARD OF COSMETOLOGY**

The Esthetician Program requires 750 clock hours for completion. The first 250 hours of instruction is general theory class, both clinical and classroom. Theory and clinical instruction will cover the following subjects: histology of the skin, muscles, and nerves; structures of the head, face, neck, arms, and hands; skin care chemistry relating to sterilization and antiseptics; diseases of the skin and glands; facial massage and arches, hair removal, advanced treatments, makeup, sanitation and the use of antiseptics; personal hygiene; written tests; Kentucky Board of Cosmetology Regulations; salesmanship techniques; salon management and professional ethics.

DESCRIPTION: The Esthetician Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and competency in job entry-level positions in esthetics or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform basic manipulative skills in the areas of facials, hair removal, skin care analysis, skin disorders and diseases, facial machines, makeup, and artificial eyelashes.
6. Perform the basic analytical skills to advise clients on the total look concept.
7. Apply academic learning, technical information, and related matters to ensure sound judgments, decisions, and procedures.

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

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

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

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make-up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

- 100% - 90% = EXCELLENT
- 89% - 80% = VERY GOOD
- 79% - 70% = SATISFACTORY
- 69% & below = UNSATISFACTORY

SUMMARY (by clock hours):

Science and Theory 250
Kentucky Law 35
Clinic and Practice 465
TOTAL TRAINING PERIOD 750

**NAIL TECHNICIAN PROGRAM CURRICULUM (450 HOURS)
AS REQUIRED BY THE KENTUCKY BOARD OF COSMETOLOGY**

The Nail Technician Program requires 450 clock hours for completion. The first 150 hours of instruction are science and theory classes. Theory instruction will cover the following subjects: sterilization, antiseptics, and histology of the arm, hands, skin, muscles, nerves, and diseases of the nails. The next 300 hours will be in clinical training. Clinical training will include manicures, application of artificial nails, nail polish, hand and arm massage, and care of equipment and safety measures.

DESCRIPTION: The Nail Technician Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and competency in job entry-level positions in nail technology or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of nail services, manicures, application of artificial nails, nail polish, hand and arm massage, and care of equipment and sanitation and safety measures.
6. Perform the basic analytical skills to advise clients on the total look concept.
7. Apply academic learning, technical information, and related matters to ensure sound judgments, decisions, and procedures.

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

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

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

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 100% - 90% = EXCELLENT
- 89% - 80% = VERY GOOD
- 79% - 70% = SATISFACTORY
- 69% & below = UNSATISFACTORY

SUMMARY (by clock hours):

Science and Theory 155
Kentucky Law 45
Clinic and Practice 250
TOTAL TRAINING PERIOD 450

**INSTRUCTORS PROGRAM CURRICULUM (750 HOURS)
AS REQUIRED BY THE KENTUCKY STATE BOARD OF COSMETOLOGY**

The Instructors Program requires 750 clock hours for completion. 500 hours of instruction will be on methodology instruction. The instruction will cover the following subjects: psychology of student training; introduction of teaching; personality development; teaching techniques; classroom management; record keeping; professionalism; resume development; interview preparation; and job search skills. 250 Hours will be dedicated to practice teaching.

DESCRIPTION OF PROGRAMS OF STUDY:

Cosmetology - To successfully complete this program a student must have 1500 clock hours. This program is designed to provide the necessary skills to provide the future Cosmetology Professional the skills and knowledge to be a leader in the field of beauty. Hair cutting; styling; perms; scalp massage; nail care and design; pedicures; coloring; men's hairstyling and cuts; children's cuts and Styling, Makeup Application, Braiding, Hair Removal, Facials, will be everyday occurrences. The student is also taught Employment/ Job Readiness, The History of Beauty, Life Skills, Professional Image, communicating for success, infection control, anatomy, electricity, and Chemistry. These courses are taught from the Instruction of Milady, we use CDs, the internet, Quizlet, various worksheets, puzzles, and games for learning terms, and definitions. There is a test after each chapter that provides us an accurate percentage for the Satisfactory Academic Progress reports, at the (actual completed hours of 450, 900, and 1200) clocked hours.

Esthetician - To successfully complete this program a student must have 750 clock hours. This program is designed to provide the necessary skills to provide the future Esthetic Professional the skills and knowledge to be a leader in the field of skincare. Histology of the skin, muscles, and nerves; structures of the head, face, neck, neck, and shoulders; skin care chemistry relating to sterilization and antiseptics; diseases of the skin and glands; facial massage and arches, hair removal, advanced treatments, makeup, sanitation and the use of antiseptics; personal hygiene; written tests; Kentucky State Board Regulations; salesmanship techniques; salon management and professional ethics. These courses are taught from the Instruction of Milady Standard Esthetics Fundamentals, we use CDs, the internet, Quizlet, various worksheets, puzzles, and games for learning terms, and definitions. There is a test after each chapter that provides us an accurate percentage for the Satisfactory Academic Progress reports, at the 375 and 750 clocked (actual completed) clocked hours.

Nail Technician- To successfully complete this program a student must have 450 clock hours. This program is designed to provide the necessary skills to provide the future Nail Technician the skills and knowledge to be a leader in the field of Nail Care and Nail Art. While studying at the academy the Nail Technician will successfully master Manicures, Pedicures, Nail Wraps, Acrylics, Gels, and Nail art instruction. They are also taught Employment/Job Readiness, Nail Structure, Growth and Nutrition, Nail Disorders & Diseases, Chemistry, and Basics of Electricity. There is a test after each chapter that provides us an accurate percentage for the Satisfactory Academic Progress reports, at the completed hours of 225 and 450 (actual completed) clocked hours.

Instructors- To successfully complete this program a student must have 750 clock hours. This program is designed to provide the designed to provide the necessary skills to provide the future Instructor the skills and knowledge to be a leader in the field of beauty. Daily a successful instructor will have a lesson plan prepared, audio/visual aids, handouts on the current subject, engaging teaching skills to keep students interested, testing, reviews of chapters covered, cost-saving methods taught, and school policies followed at all times. On the clinic floor, they are to assist and supervise the students serving the public with knowledge and skills they possess, be a role model of professionalism and communications skills, and maintain a professional appearance at all times. There is a test after each chapter that provides us an accurate percentage for the Satisfactory Academic Progress reports, at the completed hours of 375 and 750 clocked (actual completed) clocked hours. Numerical grades are considered according to the following scale:

100% - 90% = EXCELLENT
89% - 80% = VERY GOOD
79% - 70% = SATISFACTORY
69% & below = UNSATISFACTORY

SUMMARY (by clock hours):

Scientific Subjects/Theory 500
Clinical 250
TOTAL TRAINING 750

Classroom:

The classroom is equipped with armchairs and desks or tables to comfortably accommodate twenty students during lecture or theory classes. Each classroom contains a whiteboard, charts, and other visual aids to enable the instructors to communicate effectively with the class.

Clinical/Practical Service Areas:

The clinic area is designed to allow the students to practice actual salon procedures. All Cosmetologists, Estheticians, and Nail Technician services are carefully checked and supervised by licensed instructors. This area includes shampoo bowls, styling stations, hair dryers, a facial area, a skincare area, and a manicure area. Students perform Cosmetology, Esthetician and Nail Technician services to clients and thus are gaining further experience with their skills.

Reception Area:

Clients are greeted at the door and introduced to the student who will be performing their service. There are chairs, a coat rack, and numerous hair styling magazines available for the clients.

Dispensary Area:

This area is where salon supplies and products are stored. All chemicals such as color, lighteners, and perms, are formulated in this area. All styling tools such as blow dryers, curling irons, flat irons, combs, and brushes are also stored in this area. There is a sink and area with Barbicide, and dry sanitizer where the students clean and disinfect all tools and supplies. All Esthetician and Nail Technician supplies are stored in designated areas under lock and key.

Student Lounge:

The student lounge is equipped with a refrigerator, microwave, and coffee pot, to prepare their lunch, and lockers are provided to store personal items. We have drinking water readily available at all times.

COSMETOLOGY - 1500 Hrs.

Tuition \$12400.00

Non-Refundable Application Fee \$100.00

Book \$250.00 / Manikin & Scissors \$125.00

Book, Manikin & Scissors - To be purchased by the student within 30 days of enrollment date.

NAIL TECHNICIAN - 350 Hrs.

Tuition \$3750.00

Non-Refundable Application Fee \$100.00

Book \$150.00 - To be purchased by the student within 30 days of enrollment date.

Students are required to pay \$1875.00 down and \$1875.00 at 225 scheduled hours.

INSTRUCTORS - 750 Hrs.

Tuition \$6248.00

Non-Refundable Application Fee \$100.00

Books \$200.00 - To be purchased by the student within 30 days of enrollment date.

ESTHETICIAN- 750 Hrs.

Tuition \$7500.00

Non-Refundable Application Fee \$100.00

Books and Kit \$625.00 - To be purchased by the student within 30 days of enrollment date.

The Kentucky Board of Cosmetology requires a non-refundable \$25 Permit Fee for all programs. This fee is payable only directly to the Board online, not to be paid to South Eastern Beauty Academy. Full payment of this fee must be paid by the student by the Contract Start Date.

Students and sponsors (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance of payments is satisfied. South Eastern Beauty Academy Schools may charge additional tuition for hours remaining after the contract ending date at the rate of \$135 per week, or any part thereof, payable in advance until graduation. If the student exceeds the maximum time frame, the student may be terminated from the program. If the student will thereafter be permitted to re-enroll in the program, the student will be on a cash-pay basis. South Eastern Beauty Academy will charge a non-refundable application fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Enrollment Agreement, or an approved payment plan and/or Title IV Funding or other funding accepted by the academy. All payment plans must be in place at the time of signing the agreement. All MONIES OWED MUST BE PAID IN FULL 30 DAYS PRIOR TO GRADUATION. Payments may be made by cash, check, money order, or through Title IV or other accepted funding if a student qualifies. Students are responsible for paying the total tuition and fees.

Students and sponsors (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments is satisfied. Schools may charge additional tuition for hours remaining after the contract ending date at the rate of \$135 per week, or any part thereof, payable in advance until graduation.

If the student exceeds the maximum time frame the student will be terminated from the program. If the student will thereafter be permitted to re-enroll the program, the student will be on a cash-pay basis. The school will charge a non-refundable application fee for students enrolling or transferring to the school of \$100.00.

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Enrollment Agreement, an approved payment plan, and/or Title IV funding, or other funding accepted by the academy. All payment plans must be in place at the time of signing the agreement, with ALL MONIES OWED MUST BE PAID IN FULL 30 DAYS PRIOR TO GRADUATION. Payments may be made by cash, check, money order, or through Title IV or other accepted funding if a student qualifies. Students are responsible for paying the total tuition and fees.

REFUND POLICY- NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except the non-refundable \$100 application fee.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes, except the non-refundable \$100 application fee.
3. A student cancels his/her enrollment after three business days of signing the contract but before starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2,3,4,5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

REFUND POLICY-CONTINUED

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

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION THE SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made and may exceed the minimum tuition adjusted schedule. If permanently closed and no longer offering instruction after a student has enrolled, and instruction has begun, the school will either provide a pro-rata refund of tuition to the student OR provide program completion through a pre-arranged teach-out agreement with another institution. If the program is canceled subsequent to a student's enrollment and before instruction has begun, the school shall at its option either provide a full refund of all monies paid or provide completion of the program at a later time. If the program is canceled after students have enrolled and instruction has begun, the school shall at its option provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution for excessive or unapproved use of products or services, unreturned school property, etc. will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

EMPLOYMENT ASSISTANCE POLICY

While the academy cannot guarantee employment for graduates, nor do we participate in "Job Placement" an opportunity to hopefully find suitable employment is provided by posting area job openings on all student bulletin boards for student review as we network locally with professional, licensed salons which we classify as "Employment Assistance."

Students also receive training in professionalism and job search skills including writing resumes and how to prepare for effective interviews. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation.

Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employee needs.

NON- DISCRIMINATION POLICY

South Eastern Beauty Academy does not discriminate in employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school that offers similar programs of study.

RIGHT OF STUDENT ACCESS

The academy guarantees the right of a student or guardian or parent of a dependent minor to gain access to their financial and academic files. The school official will be present to provide supervision and interpretation of the records when reviewed. No information about the student will be released to third parties unless authorized by the student in writing. The exception to this is accrediting/funding agencies providing funding to students of the academy.

DISCLOSURE OF RECORDS

South Eastern Beauty Academy may disclose information in student records without consent when:

- ▶ The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notifications of rights to students;
- ▶ The student is seeking or intending to enroll in another school
- ▶ The disclosure is to state or local educational authorities auditing or enforcing federal or states supported educational programs or enforcing federal laws that relate to those programs;
- ▶ The disclosure is only for students and parents or guardians of "dependent" minors.
- ▶ The disclosure is in connection with determining eligibility, amounts, and terms for financial assistance
- ▶ The disclosure is pursuant to a lawfully issued court order or subpoena
- ▶ The information disclosed has been appropriately designated as directory information by the school.
- ▶ Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, honors and awards, and dates of attendance.

ABILITY TO BENEFIT

We do not accept Ability to Benefit Students, each student enrolled at South Eastern Beauty Academy must provide a copy of the following documents: 1.) High School Diploma or GED 2.) Driver's License (for proof of age) And 3.) Social Security Card.

OVERTIME CHARGES

The academy may charge additional tuition for the hours remaining after the contract ending date at the rate of \$135.00 (One hundred thirty-five & 00/100) per week or any part thereof, paying in advance until graduation.

GRADUATION

After completing the required training and successfully passing the course, the student is required to take a NIC, the State Board Examination to receive a license. A diploma is awarded to the student upon graduation.

Requirements for graduation:

Program Completion of 1500 hours for Cosmetology

Program Completion of 750 hours for Esthetician

Program Completion of 450 hours for Nail Technician

Program Completion of 750 hours for Instructors

South Eastern Beauty Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and have paid tuition in full or made a payment arrangement to satisfy any monies owed.

Please note: If the question of the validity of the proof of education arises, it is our policy to contact the school listed on the diploma, and request fax or e-mail the transcripts to prove the information came from the school, provide tracking of the source and most importantly prove validity. We also request any photo images of the student (ie, badges, file images). Self-certification is never considered sufficient documentation, and no appeal process will be granted if the school is unable to validate a high school diploma.

Instructors:

Must hold a current license in the field they wish to teach and must have been licensed one year before enrollment. Must complete and forward an "Instructor in Training" form required by the Kentucky Board of Cosmetology. Must also have on file, a driver's license, social security, and proof of high school education, also required by the Kentucky Board of Cosmetology.

ADVISING

All staff members are available for individual advising of students with school-related problems. Staff members are not professional counselors; however, they may provide information leading to personal counseling referrals with professionals. Our staff will advise any student with regard to curriculum, future employment, and personal school-related concerns. Prior to graduation, students will be advised on career opportunities.

Schedule

School hours are 8am to 4:30pm, each day Monday, Tuesday, Wednesday, and Thursday. You will be allotted 30 minutes for lunch and two 15 minute breaks (one break in the morning and one in the afternoon). The maximum time allowed by the Kentucky Board of Cosmetology is 8 hours per day. You will never receive any more under any circumstance. Adjust your schedules accordingly.

Amenities

You have the option of going out for lunch and/or bringing your food/drinks. There is a refrigerator, freezer, microwave, toaster oven, & toaster available to you in the student break room. All food and drinks must stay in the break room and are never allowed on the clinic floor or in the classroom areas.

Time Clock

Because the academy offers only clock-hour programs, you are required to log your time using our biometric system. You MUST clock-in upon arrival each day & clock-out before leaving each day, as well as out/in for lunch. You are not required to clock in/out for your two-15 minute breaks. The student app will reflect your total completed (actual) hours, scheduled hours, makeup hours, LOA, and/or absent hours. Your revised graduation date will fluctuate accordingly.

****IT IS YOUR RESPONSIBILITY TO CLOCK-IN AND CLOCK-OUT. IF YOU DO NOT CLOCK, THEN YOUR HOURS WILL NOT BE LOGGED & THEREFORE WILL NOT BE REPORTED FOR CERTIFICATION. You are NEVER to attempt forging or manipulating hours as this would result in disciplinary action.**

Inclement Weather

If the academy should be dismissed or delayed due to inclement weather or any other unforeseen circumstance, you will be notified by way of your student app. If you cannot make it safely to school on a day that remains in session, please contact an instructor or other school official.

Holiday Breaks

The school will be closed New Year's Eve & New Year's Day; Christmas Eve & Christmas Day; Thanksgiving (Wednesday, Thursday and Friday); Apple Day Festival (Wednesday, Thursday and Friday of the first weekend of October); Labor Day; July 4th (Independence Day); Memorial Day.

Absences & Leave of Absence (LOA)

If you are absent 10 or more consecutive instructional days without contacting a school official, you will be terminated from the program without notice.

In the event that unexpected circumstances arise which may result in ongoing absences, you may request a leave of absence by contacting the admissions/financial aid office. The Department of Education allows each student up to 180 days of leave of absence per enrollment year. Please refer to the School Catalog for the entire LOA Policy & Procedure.

Phones

Cell phones are not to be used during instructional time in classrooms. Cell phones are *never* permitted on the clinic floor except for taking approved client (service) photos. Cell phones must remain put away during exams. Violation of cell phone rules may result in being asked to clock-out for the day.

Social Media

We welcome you to showcase your work on social media provided you FIRST ask the client for their permission. You are to show the client the photograph you took so they can approve or disapprove.

No student is EVER allowed to "GO LIVE" on social media while on school premises.

Sanitation

Sanitation procedures/duties will be assigned to each student and must be completed daily. These assignments must be done efficiently and promptly as this is a part of your sanitation grade. Each student is responsible for maintaining a clean work space.

Conduct/Drug Policy

South Eastern Beauty Academy reserves the right to drug test for cause (suggesting possible involvement or influence of drugs or alcohol) and if any student is found to be in violation of the school's drug policy located in the school catalog you will be sent home immediately and possibly terminated.

Profanity or otherwise course language is NOT allowed on school grounds. Likewise, you are expected to be respectful of school officials as well as your peers. Rude, disrespectful and unprofessional conduct may result in disciplinary action.

Discrimination & bullying will NEVER be tolerated & is cause for termination.

Smoking/Vaping

There is a student area designated for smoking/vaping located outside the back of the school. Smoking/vaping is not permitted anywhere else on school property.

Personal Belongings & Equipment

South Eastern Beauty Academy will not be responsible for any personal belongings or equipment. Lockers are available upon request on a first-come, first-served basis. You have the option of keeping your valuables/money/wallet/purse, etc in your vehicle or bringing them with you into school. You are welcome to leave your manikin, book, equipment, etc. in the classrooms. However, your belongings are your responsibility; the academy will not reimburse you for any lost or stolen items. Bookbags are not required, but are helpful for keeping your things together. Please put your name on each of your belongings!

Dress Code

Unless otherwise specified, all students must wear clean uniforms and shoes each day. The dress code consists of black scrub tops & pants and comfortable shoes. Scrub lab jackets are optional (also black). You may wear a long-sleeved shirt under your scrub tops, but they must be black, white, or gray. You will NOT be permitted on the clinic floor without the proper uniform. Professional attire is part of your grade. Continued disregard for the dress code will result in disciplinary action.

Visitors

Visitors must use the Second Street (front) entrance and check-in at the admissions/financial aid office. Visitors are NOT permitted to use the back entrance located at the City Parking Lot.

Children

Children are not permitted inside the academy, except for the purpose of scheduled services during regular clinic hours, or unless authorized by a school official. Children are never to be left unattended on school grounds.

Parking

Student parking is available at no cost at the back entrance of the academy (Main Street) in the City Parking Lot. There are no assigned or reserved spaces. The parking lot is open from daylight to dark. Students are not permitted to park in front of the academy (Second Street) during school hours, as those spaces are available to clients and guests.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) policy is consistently applied to all students enrolled at the school. It is included in this catalog to ensure that all students receive a copy prior to enrollment.

EVALUATION PERIODS		
Program	Clock Hour Evaluation Points	Number of Weeks
Cosmetology	450 (scheduled) hours	14.0625 weeks
	900 (scheduled) hours	28.125 weeks
	1200 (scheduled) hours	37.5 weeks
Esthetician	375 (scheduled) hours	15.625 weeks
	750 (scheduled) hours	31.25 weeks
Nail Technician	225 (scheduled) hours	7.031 weeks
	450 (scheduled) hours	14.0625 weeks
Instructors	375 (scheduled) hours	11.718 weeks
	750 (scheduled) hours	23.4375 weeks

ACADEMIC YEAR	
Program	Academic Weeks
Cosmetology	46.825 weeks
Esthetician	31.25 weeks
Nail Technician	14.0625 weeks
Instructors, Cosmetology	23.4375 weeks

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period for Cosmetology 450, 900, 1200 scheduled hours; Esthetician 375, 750 scheduled hours; Nail Technician 225, 450 scheduled hours; and Instructors 375, 750 scheduled hours completed in their chosen program to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted, and that Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

100% - 90% = EXCELLENT

89% - 80% = VERY GOOD

79% - 70% = SATISFACTORY

69% & below = UNSATISFACTORY

ALL STUDENTS MUST KEEP A 67% ATTENDANCE RATE AND A 70% ACADEMIC RATE

MAXIMUM TIME FRAMES

The maximum time (which does not exceed 150% of the program length) allowed for students to complete each program at satisfactory academic progress stated below:

PROGRAM	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full time, 32. hrs/wk) - 1500 Hours	70.313 Weeks	2250 Maximum Hours
Cosmetology (Part-time, 16 hrs/wk) - 1500 Hours	140.625 Weeks	2250 Maximum Hours
Esthetician (Full time, 24 hrs/wk) - 750 Hours	46.875 Weeks	1125 Maximum Hours
Esthetician (Part Time 12 hrs/wk) - 750 Hours	93.75 Weeks	1125 Maximum Hours
Nail Technician (Full time, 32 hrs/wk) - 450 Hours	21.094 Weeks	675 Maximum Hours
Nail Technician (Part-time, 16 hrs/wk) - 450 Hours	42.188 Weeks	675 Maximum Hours
Instructors (full time 32 hrs/wk) - 750 Hours	35.156 Weeks	1125 Maximum Hours
Instructors (part-time 16 hrs/wk) - 750 Hours	70.313 Weeks	1125 Maximum Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who have not completed the program within the maximum time frame shall be terminated from the program. If the student will thereafter be permitted to re-enroll in the program, the student will be on a cash-pay basis.

DETERMINATION OF ACADEMIC PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations, with a hardcopy placed in the student's file. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress. A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in a status of probation.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL UNSATISFACTORY PROGRESS PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents **will** be reviewed and a decision **will** be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

LEAVE OF ABSENCE

In the event of a leave of absence, the academy will extend the student's contract period and maximum time frame by the same number of days taken during their leave of absence. All leave of absence cases require approval from Administration, prior to the first day requested for leave of absence. All proper documentation must be executed by both parties prior to the leave of absence. **NO EXCEPTIONS**

Each student receives a copy of their SAP (Satisfactory Academic Progress) report after each one-on-one meeting. The student can receive a hard copy immediately after the meeting with the Administrator or can choose to have this information emailed to them the same day. The student is advised of their next course of action in cases of minimum evaluation status, possible probation, and criteria for the academic plan to resolve this issue for the student. At this time South Eastern Beauty Academy is qualified to receive tuition on behalf of students from Vocational Rehab, Kentucky. We are currently eligible to participate in federal Title IV financial aid programs.

LEAVE OF ABSENCE POLICY (LOA)

Any request for a Leave Of Absence (LOA) from any student will be considered on an individual basis for personal or medical reasons or approved mitigating circumstances. The student must follow the institution's policy in requesting a LOA. All requests for a leave of absence must be approved by the Manager. Proper documentation is required, submitted in writing in advance of requested leave time with a signature and time frame unless unforeseen circumstances prevent the student from doing so. In the case of unforeseen circumstances, the Leave of Absence will begin the first day the student is unable to attend class.

An approved leave of absence (LOA) is defined as "A temporary interruption in a student's program of study." The student will not be considered to be withdrawn in this time frame, and no refund calculation is required at this time. For a LOA to qualify as APPROVED the following criteria must be met:

Students must request a leave of absence in advance, the student must provide a reasonable assurance that they will return from the LOA in writing. The student will also write a short summary as to why they are taking leave, (unless unforeseen circumstances prevent a student from doing so) must include the reason for a leave of absence. The institution may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstances if the institution documents the reason. LOA will be documented by administration or students will provide documentation at a later date.

Once granted, a leave of absence is not computed into the maximum completion time frame or in satisfactory progress calculations. The student will not be considered withdrawn, nor will a refund calculation be required.

South Eastern Beauty Academy will not charge the student any other institutional charges during, or due to the LOA. The LOA with any additional leave of absence cannot exceed 180 (One hundred eighty days in a twelve month period); the student will resume training at the same point in the program as they were prior to the LOA. Upon the return of the student, the contract will be extended by the same number of calendar days taken in ~~of~~ the leave of absence. The student will begin their program in the exact same SAP status they departed and will return with the exact number of approved clock hours completed as recorded by the Kentucky Board of Cosmetology.

The leave of absence form/contract is to be filled out and will state the date the LOA begins and the date the student is expected to return. Upon the return of the student, the Enrollment Agreement will be adjusted to reflect the new contract end date, which is extended by the same as the exact number of calendar days taken in ~~on~~ a leave of absence, which will be initiated and signed by the student and school owner. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of the approved LOA. As this Academy is required to take attendance, the withdrawal date will be the student's last day of attendance for the purpose of calculating a refund.

STUDENT APPEAL PROCEDURE

Students may appeal **"any" decision** with the exception of Unsatisfactory Progress Status made by the school owner on their behalf, by using the following procedure:

Submit a written request on the student appeal form to the administrator and include:

- ▶ Name, address, and telephone number of the person requesting a hearing.
- ▶ Date of incident or decision
- ▶ Written statement of incident or decision being appealed

APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP must be made within 10 days of the negative determination.

Financial Aid Package
 SAP Determination
 Extra Instructional Charges
 Other:

Attention Manager:

I wish to appeal the decision and/or policy of the school regarding the above indicated matter. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

Supporting Documentation Attached: _____

YES

NO

Student Signature _____

Parent or Guardian (If applicable) _____

APPEAL	OFFICE USE ONLY	APPEAL DENIED
EXPLANATION OF DECISION:		
REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:		
Administrator _____	Date _____	

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Manager.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. 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.
4. 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.
5. Depending on 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.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. Currently, we are accredited by NACCAS 3015 Colvin Street, Alexandria, Virginia 22314.
8. If filing a formal complaint go to <https://kbc.ky.gov> {Welcome-Kentucky State Board of Hairdressers & Cosmetologists{<https://kbc.ky.gov/Pages/index.aspx>} and fill out the complaint form. The information you provide will be used in their effort to resolve your problem and may be shared with South Eastern Beauty Academy. Pursuant to 201 KAR 12:060, all complaints must be submitted in writing and list the names of person(s) filing the complaint. Any information provided on this form may be subject to public disclosure under the Kentucky Open Records Act.

All students must complete the "Student Medical Emergency Information" Form when enrolling. This form lists emergency contact information. It also lists all medication students may be taking or allergies students may have which will be shared with emergency medical technicians at time of arrival.

Should a student become ill or have an accident during the school day, the instructor should be notified immediately. Upon the student's request, or transfer of student to a medical facility, the academy representative will attempt to contact the emergency contacts listed by the student. We will not use social media to make contact. **Students are urged to update this info with any changes to this information.**

Rendering first aid at South Eastern Beauty Academy does not mean the treatment of a major injury or illness.

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school administrator. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. South Eastern Beauty Academy requires a release form to be completed for each third-party request of information. South Eastern Beauty Academy provides access to student records without written consent to its accrediting agency, **NACCAS 3015 Colvin Street Alexandria, Virginia 22314**, 703-600-7600 of which we are currently in the status of "Accreditation," by the United States Department of Education, Kentucky Board of Cosmetology, and any other school official. The institution maintains a record of all release forms and requests for information.

Regulatory Oversight Restriction

Most full-time Cosmetologists, Estheticians, and Nail technicians put in a 40-hour week. But longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons are busiest. According to the US Bureau of Labor Statistics, in 2022, Hairdressers, hairstylists, and cosmetologists held about 555,800 jobs in the nation. Most hairstylists and cosmetologists are full time, although part-time work is common. Work schedules may vary and often include evenings and weekends—times when barbershops and beauty salons may be busiest. Those who are self-employed and operate their own barbershop or salon may have long workdays, but they usually determine their own schedules (bls.gov)

Cosmetologists, Estheticians, and Nail technicians usually work in clean surroundings with good light and ventilation. Good health and stamina are important because these workers are on their feet for most of the shift. Prolonged exposure to chemicals may irritate, so protective clothing, such as gloves and aprons may be worn.

To meet requirements set forth by employers Cosmetologists, Estheticians, and Nail technicians must also practice good personal hygiene such as having their hair neatly groomed and dressing professionally because Cosmetologists, Estheticians, and Nail technicians physical appearances' are walking references to their skilled ability. In terms of cleanliness, refined personal hygiene is crucial for cosmetologist because they touch their clients more so than many other professions, so they need to keep clean as a matter of course they may spread dirt, germs, disease, and possibly bugs such as lice among their clients

Cosmetologists, Estheticians, and Nail technicians work with their hands whether they are cutting hair, performing manicures, pedicures, facials, make-up, or other applications. To perform all these tasks successfully, Cosmetologists, Estheticians, and Nail technicians must have the ability to control their hands and fingers at all times including holding the hand very steadily while cutting hair, applying makeup, skin care manipulations, beauty treatments, and nail services.

Cosmetologists, Estheticians, and Nail technicians who cannot hold hands steady may receive complaints for bad procedures!!!

Allergies

Cosmetologists, Estheticians, and Nail technicians are required to handle a large amount of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in the profession due to the adverse physical reaction to the tools of the trade.

Customer Service

Cosmetologists, Estheticians, and Nail technicians are service-oriented fields. A person pursuing these lines of work should enjoy working with the public. They should have a strong desire to help people and make them happy. They should be friendly and engaging because personality plays a critical role in building a loyal client base.

Communication

Cosmetologists, Estheticians, and Nail Technicians Professionals provide services based on client specifications, which requires excellent communication skills. They need to be attentive, have good listening skills and be able to take directions well. Since their client base can be diverse they must be able to understand and interact with people of various educational and cultural backgrounds.

Judgment

The Professional Cosmetologist, Esthetician, and Nail technician are fields in which judgment and problem-solving are essential. These skills help to avoid disappointed clients. It's not uncommon for clients to request styles or services they don't actually want. And many people rely on these professionals to help solve problems, such as damaged nails, skin, or hair. These professionals need to identify when clients are requesting services that don't address their needs. **These professionals need to be advisors, helping people choose what's best.**

Independence

Cosmetologists, Estheticians, and Nail Technicians Professionals need to work independently because supervision and assistance are often limited. Even as employees Cosmetologist, Esthetician, and Nail Technician, Professionals may have to manage Time, handle payments for services, and schedule appointments. They also may have to maintain records on regular clients, such as their hair and skin care preferences and regimens, and they may have to keep track of supplies and place orders.

The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to adopt and implement a program designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by the students and/or employees or the institution would be ineligible to receive federal funds or any other form of federal financial assistance.

Public intoxication, use or possession of alcoholic beverages on school property or in connection with any school activity is strictly prohibited. This applies to all students and employees. Unauthorized possession, use or distribution of alcoholic beverages to others contrary to law is strictly prohibited.

Any unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, controlled substance or drug paraphernalia will be considered a breach of this policy. Being under the influence of illegal drugs or any unauthorized controlled substance is also a breach of this policy.

NOTE: STUDENTS SHOULD BE ADVISED THAT UNDER KENTUCKY STATE LAW, IT IS ILLEGAL FOR A MINOR CHILD, WHICH IS DEFINED AS "A PERSON LESS THAN TWENTY-ONE YEARS OF AGE" TO POSSESS OR CONSUME AN ALCOHOLIC BEVERAGE (EVEN IF UNOPENED) UNLESS "ACCOMPANIED BY AT LEAST ONE PARENT OR GUARDIAN."

Applicable Legal Sanctions:

The following information concerns the criminal penalties that are imposed by State or Federal Statute for violations related to alcohol or illegal drug possession, use or distribution. Conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred. It is impractical to list all the alcohol and drug-related state and federal crimes and penalties, but all persons should be aware that in Kentucky, any person under the age of twenty-one who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of being placed under arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed and lose their driver's license. Any selling of alcoholic beverages without a license to do so is illegal. Unlawful possession, use, distribution, or manufacturing of drugs (controlled substances) can result in arrest and conviction, or a drug violation and fines up to \$10,000-\$250,000, imprisonment up to life (Federal), confiscation of property (house, land) or possessions (vehicle) used in drug trade.

For more information of applicable legal sanctions visit:

[Federal] Drug Enforcement Agency (DEA)

<http://www.doj.gov/dea/pubs/csa/841.htm#a>

[Kentucky] Office of Drug Control Policy

<http://odcp.ky.gov.senatebill63>

Health Risks Associated with Alcohol and/or Controlled Substances Misuse & Abuse:

- Impaired coordination, motor skills, & reasoning
- Consumption of alcohol by pregnant women can damage the unborn child. Pregnant women should consult a doctor about the risks.
- Regular, heavy consumption can cause serious damage to the nervous system, circulatory system and more.
- Short-term memory loss or impaired comprehension
- Anxiety, delusions, hallucinations and other mental illnesses
- AIDS, Hepatitis & other chronic illness resulting from "needle sharing" among drug users
- Unconsciousness, coma, or death from overdose

HELP AVAILABLE

In the event of an immediate severe alcohol or drug related issues: DIAL 911

National Institute on Drug Abuse Hotline: 1-800-432-9337

Alcohol and Addictions Helpline: 1-800-622-2255

Covenant House Teen Hotline: 1-800-999-9999

There will be no acceptable explanation for using a drug that is not prescribed to you by your doctor; or for a prescription that is used in excess of the recommended dosage prescribed; or for suspicion/proof of drinking alcoholic beverages.

Any student who is using/abusing drugs or alcohol on campus or at a school sanctioned event will be expelled from school, all Title IV Funding will be returned, and you may be monetarily responsible for any other costs or damages incurred by your actions.

You will be reported to local law enforcement agencies before leaving the premises to protect the health and safety of the general public.

South Eastern Beauty Academy is a drug-free facility. The use of drugs or alcohol will not be tolerated. I understand and agree to the terms of South Eastern Beauty Academy's Drug Testing Policy. I understand that I may be subject to drug testing if requested by South Eastern Beauty Academy and if I refuse or fail a drug test I will be terminated from the Academy.

Student Signature

Date

School Official

Date

Appropriate Federal and State Agencies

Kentucky State Board of Cosmetology
1049 Highway 127
Annex#2
Frankfort, KY 40601
1-502-564-4262

NACCAS (National Accrediting Commission of Career Arts and Sciences)
3015 Colvin Street
Alexandria, Virginia 22314
1-703-600-7600

US Department of Education
400 Maryland Avenue SW
Washington, DC 20202
1-800-872-5327