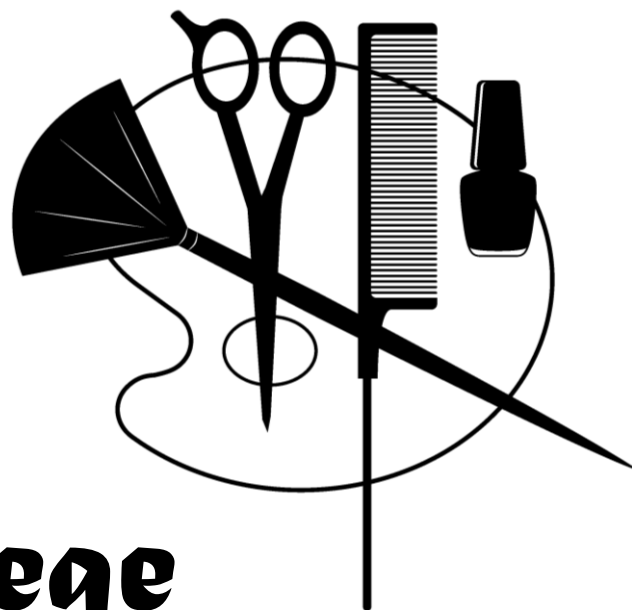


**National
Beauty
College**



**SCHOOL CATALOG
2019-2020**

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MISSION STATEMENT

Our mission is to provide the finest quality education available and to prepare our graduates for licensure as well as forming a successful career in the cosmetology industry.

National Beauty College

...was established in 1955 and has been in continuous operation since that date. We pride ourselves on being a dependable and well established school that offers a quality cosmetology education. Cosmetology can be a rewarding profession, both in personal satisfaction and potential earnings.

Our qualified instructors and the customers we serve give each student the practical, hands-on training that ensures they have confidence needed to succeed in the beauty industry. We have made a long term commitment to contribute to the economy and quality of life in our community by our prices, services, and outreach programs we offer.

FACILITIES AND TRAINING EQUIPMENT

Lower Level - 7900 sq. ft.

Theory / Practical Classrooms
Student Break Room
Administrative Offices
Instructor Workroom
Staff Break Room

Upper Level - 6800 sq. ft.

Student Study Areas
Student Salon Classroom
Reception & Retail
Hair Care Area
Nail Care Area
Skin Care Area

Equipment available for training includes work stations and mirrors, shampoo, styling and dryer chairs, manicure tables, pedicure stations, facial and massage beds, towel warmers, steamers, magnifying lamps, multi-function skin care machine, infra-red light units, waxing units, paraffin wax units, wig dryer, tables and chairs.

AFFILIATIONS

Licensed by: Ohio State Cosmetology and Barber Board 1929 Gateway Circle, Grove City, OH 43123 (614) 466-3834
Accredited by: National Accrediting Commission of Career Arts & Sciences 3015 Colvin St Alexandria, VA 22314 (703) 600-7600
Governed by: U.S. Department of Education
Members of: Ohio Association of Cosmetology Schools American Association of Cosmetology Schools

ADMINISTRATION STAFF

National Beauty Systems, Inc – Owner	Cheryl Hall – Administrator
Kristin Worley - Director/Financial Aid	Cherrie Yerkey - Admissions/Financial Aid
Carolynn Snyder – Student Salon Coordinator	Jodie Bragg – Student Salon Coordinator

INSTRUCTIONAL STAFF

All teaching staff hold a current instructor's license from the Ohio State Cosmetology and Barber Board. All licensed instructors must have 12 hours per year of continuing education classes, including a minimum of four hours in teaching methodology.

Valerie Amicone	Lori Hawkins	Patricia Turk
Jodie Bragg	Ashley Hershberger	Debra Turkalj-Hurt
Carol Domer	Carolynn Snyder	Jestina Williams

ADMISSIONS REQUIREMENTS

Enrollment, instructional and graduation policies of this school do not discriminate on the basis of sex, age, race, color, religion or ethnic origin. We do not recruit students already attending or enrolled at another school offering a similar program of study. The school reserves the right to refuse admission to any person who shows an inability or unwillingness to successfully complete the program and gain employment in the field of cosmetology.

Prospective students may enroll for classes up to the week prior to the start date of that class.

Requirements:

- Interview with the school and receive a school tour.
- Complete an Enrollment Application.
- Provide a valid high school diploma, high school transcripts showing a graduation date, GED certificate, a parent certified diploma or transcripts, if home schooled or an academic transcript that indicates the student successfully completed at least a two-year post-secondary program. For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document, translated into English. GED certificates from the state of Ohio can be requested online at www.education.ohio.gov.
- Provide a current photo ID with proof of age (a valid diver’s license, state issued ID, passport, etc)
- Set up payment arrangements through financial aid, a monthly payment plan, or a combination of both.
- Notify the school of the planned program, schedule and enrollment date.

Students meeting the above requirements will be accepted into the school's Trial Enrollment Period for their chosen program, schedule and enrollment date. The trial enrollment period does not apply to transfer or re-entry students for any program. Students will then schedule a time to sign their Enrollment Agreement and pay the \$100.00 non-refundable application fee. A student must then successfully complete the Trial Enrollment Period and be accepted by the school as a regular student. See page 3 of the catalog for information on the Trial Enrollment Period.

TRIAL ENROLLMENT PERIOD

All students (except for transfer or re-entry students) in all programs begin with a trial period of enrollment. This is to ensure that all students enrolling in our school have an opportunity to experience what their training will be like, and if it will be manageable with their jobs and/or family obligations. In the trial period students will review the school's policies, finalize financial aid, meet staff members and current students, engage in classroom activities, and interact with clients on the clinic floor. The trial period will also show National Beauty College staff members that the prospective students demonstrate the ability to successfully complete their training and gain employment in the cosmetology field. Staff members will be looking for good attendance, participation in class activities, a positive and enthusiastic attitude toward the school and the training offered, and the ability to follow all the school's rules of conduct.

The trial period is two weeks regardless of program or schedule.

On the last day of the trial enrollment period the students will make their decision whether or not they wish to continue with their program. If a student does not wish to continue with the training he/she will have no further financial obligation, and the school will retain the \$100.00 non-refundable application fee. If the student chooses to continue with his/her program the contract will be finalized at this time.

Also, at this time the National Beauty College staff will make a decision based on the above criteria as to whether the student will be a good candidate for our training program, and each prospective student's performance will be discussed individually with them on that day. If it is then determined the student is to remain in the program he/she will be considered a regular student.

No student will be eligible for financial aid until he/she is a regular student. Should a student choose to withdraw from school after becoming a regular student he/she will follow the withdrawal procedure covered in the school's catalog and on the student's enrollment agreement.

TRANSFER STUDENTS

Students who have attended another cosmetology school and wish to transfer hours must meet all the admissions requirements stated on page 2 as well as the following:

- Complete a Request for Transfer of Clock Hours form with our admissions representative. ***The school cannot enroll any transfer student until the official breakdown of hours has been received from the Ohio State Cosmetology and Barber Board.***
- Submit a breakdown of theory and practical grades, by subject, from the previous school, or pay a \$150.00 Transfer Evaluation Fee for theory and practical evaluations to be completed prior to enrollment.
- This school reserves the right to refuse acceptance of any hours of a transferring student. We do not enroll any transfer students for less than 300 hours for the cosmetology program, and 100 hours for the esthetics or advanced manicurist program.
- Transfer hours accepted are counted as both attempted and completed and are applied to your total hours upon completion of the program.

RE-ENROLLMENT

Students may re-enroll at the sole discretion of the school. Any student who wishes to re-enroll must complete the following:

- Complete an updated Enrollment Application.
- The student must have been making payments toward any balance owed to the school.
- Set up payment arrangements through financial aid, a monthly payment plan or a combination of both.

A student who has been accepted for re-enrollment will be notified of when he/she may start and the charges for completing the program. A \$100.00 non-refundable application fee will be due prior to starting class.

CLASS SCHEDULES

FULL DAY SCHEDULE - 37.50 HOURS PER WEEK

Level 2: Monday through Saturday - flexible hours totaling 37.50 per week

PART DAY SCHEDULE - 20 HOURS PER WEEK

Level 1: Monday through Friday, 9:30 am - 1:30 pm.

Level 2: Monday through Saturday - flexible hours totaling 20 per week

The full day schedule is only available to Level 2 students. Once a student has completed Level 1 classes, he/she may request a schedule change to a full day schedule. An amendment to the contract will be completed and will include a new scheduled completion date.

Level 2 students are not required to take a lunch break, however, any time the student is unavailable to perform services in the student salon or attend class, he/she must be clocked out. Students are allowed occasional breaks of a few minutes, but must remain in the building or be visible at the outside break area.

Ohio State Board regulations require that students be actively engaged in school-related activities while on the clock. Level 2 students who do not have a client or are not in class must be actively engaged by working on another student, manikin head, study guide or other written work, reading textbook or industry magazines, watching cosmetology related videos, etc. or the student will be clocked out.

MINIMUM REQUIRED SATURDAY HOURS

All students must attend a minimum of the following Saturday hours during their training and prior to graduation. These Saturday hours are included in your contracted hours. Required Saturday hours begin accumulating at Level 2. Transfer students will be required to complete Saturday hours equal to 10% of their contracted hours, not to exceed the minimum hours required for the program.

Cosmetology	100.00	Hrs
Esthetician	45.00	Hrs
Advanced Manicurist	30.00	Hrs

ATTENDANCE, ABSENCES AND TARDINESS

A student who is unable to perform ALL services for his/her contracted program will not be allowed to attend school. (Please refer to the Enrollment Guide for Leave of Absence policy.)

An attendance report will be given monthly to notify students of cumulative hours, attendance percentage and Saturday hour attendance. Cumulative attendance percentage must be at least 85% to complete by your maximum time frame. All absences are considered unexcused. If you fail to complete the graduation requirements by the maximum time frame date (figured when your scheduled hours reach 117% of your contracted hours), your training will be terminated. To complete your program, you may apply for re-enrollment (see terms of re-enrollment on page 4).

Students will only receive hours they have attended, not hours scheduled. Hours are earned in ¼ hour increments. Students who are tardy to theory classes may be required to wait until a break to enter class or may not be allowed to enter class.

MAKE UP WORK

It is the responsibility of the student to complete any work missed because of absences. Since much of your training is hands-on through demonstrations and practical applications it may not be possible to make up missed work. Any assignments not made up will be marked as a 0% and may affect your overall grade. All required classes must be passed with at least a 75% in both theory and practical. Required classes may have to be re-taken if a passing grade is not achieved. All missed tests/quizzes must be taken the day the student returns to school.

GRADING SYSTEM

The following factors will be measured to determine academic progress in all programs:

1. Theory - test scores, written assignments and projects
2. Practical - hands-on demonstration of skills, techniques and procedures

The following grading scale is used for all programs:

95% - 100%	A	4	Excellent
85% - 94%	B	3	Above Average
75% - 84%	C	2	Satisfactory
Below 75%	D	1	Unsatisfactory

Please refer to the school's Satisfactory Academic Progress Policy in the Enrollment Guide for all grading policies and procedures and evaluation schedules.

TUITION TERMS AND PAYMENTS

Financial aid is available for the Cosmetology and Esthetics programs, to those who qualify. The school participates in the Federal Pell Grant and Federal Direct Loans programs. To apply for financial aid, you must complete your FAFSA online at www.fafsa.gov. You must include our school code - 011744. Students whose financial aid does not cover the entire cost of their program, and students who do not apply for financial aid will be placed on a monthly payment plan. Monthly payments are due by the last business day of each month. All contracted costs must be paid by the completion of your program. No hours/transcripts will be released if there is a debt owed to the school.

STUDENT COUNSELING

Students can make an appointment with any staff member for a private conference to discuss problems that might affect their schooling or future employment. These consultations will be on a one-on-one basis if needed or requested. Staff can help with referrals to agencies that may be able to assist the students with specific problems.

STUDENTS WITH DISABILITIES

The school does not maintain special facilities directly related to students with disabilities. However, reasonable accommodations will be made by the school for individuals who request accommodations in writing. The school has the right to determine whether an accommodation is reasonable. The school also has the right to request medical documentation for the accommodation. Students who have a learning disability and will require accommodations for the written portion of their state board exam must have an Individualized Education Plan (IEP) indicating the necessity of the accommodation.

INTERNSHIP PROGRAM

The internship program allows students, under the supervision of licensed professionals, to assist with services on clients in participating licensed salons.

To participate in the internship program, students must have and maintain a minimum of 90% cumulative attendance, have completed at least 1050 hours Cosmetology, 420 hours Esthetics, 150 hours Advanced Manicurist and must be meeting all the requirements for Satisfactory Academic Progress as of their most recent evaluation. Students may earn a maximum of the following hours by interning: Cosmetology - 150, Esthetics - 60, Advanced Manicurist - 30. Students may intern on Saturdays once the required Saturday hours for the school have been met.

LOCKERS

Lockers are the property of National Beauty College. The lockers and the contents of all lockers are subject to random search at all times without regard to whether there is a suspicion that contents contain evidence of violation of a criminal statute and/or any company/school policies, rules or regulations.

GRADUATION REQUIREMENTS

These requirements apply to all programs in the school:

1. Complete the contracted clock hours.
2. Complete the required Saturday hours for the contracted program.
3. Pass all required classes (minimum of 75%) for the contracted program.

If the student has attended the contracted clock hours but has not met the other graduation requirements, he/she will have to complete additional hours in order to graduate. A diploma will be issued when a student completes all graduation requirements and is paid in full.

EMPLOYMENT ASSISTANCE

Employment is based on the graduate's personality, attendance, punctuality, technical skills and professional appearance, as well as current demand in the field; therefore, employment cannot be guaranteed. There is no charge for any employment assistance we offer to the students. Employment services include the following:

- Visits from salon representatives to speak to the students.
- Job Placement Coordinators on staff to monitor graduate's employment and assist students who are nearing graduation.
- A job opportunity display board updated monthly and available for all students and graduates to view at any time.
- Internship program that students may qualify to participate in.
- Classes on job search skills including ethics, resume writing and interviewing skills.

EVACUATION PLAN

Diagrams are posted in each area and classroom of the school which will guide you to safety in the case of emergencies. Familiarize yourself with doors, exits and severe weather evacuation areas.

In the event an evacuation is necessary, remain calm, quiet and assembled and proceed to the nearest exit. To allow access to emergency personal and account for students, staff and customers, a centralized meeting place has been established the rear (east) parking lot of the building. Severe weather conditions may result in the need to take shelter. Shelter areas are located on the west side of the bottom level of the building.

DAILY CLEAN-UP

Clean-up assignments may be given daily and must be completed prior to clocking out.

VACCINATION POLICY

This school does not have a requirement for student vaccinations.

CAREER OPPORTUNITIES FOR COSMETOLOGISTS

Standard Occupational Classification Codes Listed (as applicable)

Opportunities in the Practical Field

Licensed Cosmetologists (39-5012)

Work in full service salons
Hair Stylist
Color Specialist
Ethnic Hair Specialist
Skin Care Specialist (39-5094)
Make Up Artist (39-5091)
Cutting Specialist
Platform Artist
Nail Care Specialist (39-5092)
Salon Manager
Salon Owner

Opportunities in the Educational Field

Licensed Cosmetology Instructors

Vocational Schools (25-2032)

Theory Instructor

Clinic Instructor

Private Schools (25-1194)

Theory Instructor

Clinic Instructor

Supervisor

Administration

Director

School Owner

Outside of the school or salon

State Board Inspector

Educators for Manufacturers

Instructor Training

Platform Artist

CAREER OPPORTUNITIES FOR ADVANCED MANICURISTS

Opportunities in the Practical Field

Licensed Manicurist (39-5092)

Work in a Nail Salon
Work in a full service salon
Natural Manicures & Pedicures
Spa Manicures & Pedicures
Artificial Nail Specialist
Nail Artist
Nail Salon Manager
Nail Salon Owner

Opportunities in the Educational Field

Licensed Manicurist Instructors (25-1194)

Private Schools

Nail Theory Instructor

Nail Clinic Instructor

Administration

Director

School Owner

Outside of the school or salon

Educators for Manufacturers

Nail Instructor Training

Show Demonstrators

CAREER OPPORTUNITIES FOR ESTHETICIANS

Opportunities in the Practical Field

Licensed Estheticians (39-5094)

Work in Full service salon
Work in a day spa
Work at Make Up Counters
Corrective Skin/Facial Specialists
Hair Removal Specialists
Therapeutic Body Treatment Specialist
Make Up Artist (39-5091)
Esthetics Salon Manager
Esthetics Salon Owner

Opportunities in the Educational Field

Licensed Esthetics Instructors (25-1194)

Private Schools

Skin Care Theory Instructor

Skin Care Clinic Instructors

Administration

Director

School Owner

Outside of the School or Salon

Educators for Manufacturers

Skin Instructor Training

Show Demonstrators

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) 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 US Department of Education.

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

- Parents/guardians of a dependent minor 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 area distance, it is impossible for parents/guardians of dependent minors or eligible students to review the records. The school may charge a fee of .25 for each page of copies made.
- Parents/guardians of a dependent minor 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/guardian of a dependent minor or eligible student has the right to a formal hearing. After the hearing, and the school still decides not to amend the record, the parent/guardian of a dependent minor or eligible student has the right to place statement with the record setting forth their view about the contesting information.
- Generally, schools must have written permission from the parent/guardian of a dependent minor 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:
 - 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;
 - 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, the school must tell parents/guardians of a dependent minor and eligible students about directory information and allow parents/guardians of a dependent minor and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians of a dependent minor and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of the school.

COSMETOLOGY PROGRAM OUTLINE

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 for competency in entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the course requirements, a 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 co-workers, management and clients.
4. Respect the need to deliver a worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of scalp and hair conditioning, hair styling, hair shaping, hair coloring, chemical texturizing, skin care and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply the theory, technical information and related matter to make sound judgments and decisions when performing procedures.

REFERENCES: A comprehensive library of references, periodicals, books, texts, DVDs and web-based materials are available to support 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 which address specific tasks necessary for state board preparation, graduation and entry level job skills. Equipment, implements, supplies 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. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of discussion, question and answer, demonstrations, cooperative learning, problem solving, interactive lecture, individualized instruction. Audio-visual aids, guest speakers, field trips, projects, activities, experiments, presentations and other related learning methods are used in the program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory learning. Students are assigned theory learning and a minimum number of practical experiences. Theory learning is evaluated during each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must pass all required subject with a minimum of 75% in both the theory and practical grades. Students must make up failed or missed tests and incomplete assignments. The following grading scale is used for all programs:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
74% and below	D	Unsatisfactory

1500 HOUR COSMETOLOGY CURRICULUM

SUBJECT AREA	CLINIC	THEORY
1. Infection Control & Principles/Practices Bacteriology Dispensary Requirements & Operations	30	15
2. Properties of the Hair & Scalp Trichology Draping Techniques/Client Protection Shampoos/Rinses/Treatments Disorders/Diseases/Conditions Chemistry (Basics/pH)	60	30
3. Hair Procedures & Practices Styling & Finishing (Roller Setting/Hair Molding) Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques) Formal Styling (Braiding/Wigs/Hair Pieces & Hair Additions) Haircutting Basics Haircutting Techniques & Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	230	115
4. Chemical Procedures & Practices Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections) Hair Coloring (Dimensional Coloring Techniques/Corrections)	240	120
5. Manicure & Pedicure Procedures & Practices Structure of Nails (Anatomy of Bones, Skin and Muscles) Diseases/Disorders/Conditions Basic Manicure and Pedicure Manicure and Pedicure (Tools/Equipment) Hand/Arm/Foot/Leg Massage Artificial Nail Enhancements/Maintenance	60	30
6. Skin Care Procedures & Practices Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues) Diseases/Disorders/Conditions Basic Facials (Techniques/Treatments/Hair Removal) Relaxation Treatments/Health History Electricity (Principles/Safety/Effects/Therapies)	45	22.50
7. Artificial Lashes/Extensions	4	2
8. Facial Make-Up Brow Tinting	11	5.5
9. Salon Operations & Communication Skills Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) Communication Skills (Listening Skills/Products & Service Education/Consultation)	60	30
10. Cosmetology Laws & Rules Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement Continuing Education/Policies & Procedures Human Trafficking (1 hour)	10	5
Minimum Total Hours	750	375
Flexible Learning Hours New Student Orientation (School Policies/Procedures) Employment Assistance (Professionalism, Resume Development/Interview Preparation/Job Search Skills) Internship Additional Theory or Clinic Time in Subjects of Interest		375

ESTHETICS PROGRAM OUTLINE

DESCRIPTION: The Esthetics 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 for competency in entry-level positions in Esthetics or a related career field.

OBJECTIVES: Upon completion of the course requirements, a 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 co-workers, management and clients.
4. Respect the need to deliver a worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of skin analysis, basic and advanced facials, relaxation body massage, body treatments, hair removal, makeup application and brow design.
6. Apply the theory, technical information and related matter to make sound judgments and decisions when performing procedures.

REFERENCES: A comprehensive library of references, periodicals, books, texts, DVDs and web-based materials are available to support 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 which address specific tasks necessary for state board preparation, graduation and entry level job skills. Equipment, implements, supplies 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. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of discussion, question and answer, demonstrations, cooperative learning, problem solving, interactive lecture, individualized instruction. Audio-visual aids, guest speakers, field trips, projects, activities, experiments, presentations and other related learning methods are used in the program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory learning. Students are assigned theory learning and a minimum number of practical experiences. Theory learning is evaluated during each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must pass all required subject with a minimum of 75% in both the theory and practical grades. Students must make up failed or missed tests and incomplete assignments. The following grading scale is used for all programs:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
74% and below	D	Unsatisfactory

600 HOUR ESTHETICS CURRICULUM

SUBJECT AREA	CLINIC	THEORY
1. Infection Control & Principles/Practices Bacteriology Dispensary Requirements & Operations	30	15
2. Anatomy Head Bones, Muscles, Nerves, Cells, Tissues (Full Body)	15	7.50
3. Specialized Equipment Electricity (Principles/Safety/Effects/Therapies) Ultra-violet & Infra-red Light Therapies Safety & Effects	15	7.50
4. Massage Client Health Issues & Pre-screening Preparation Manipulations Relaxation Treatments	30	15
5. Chemistry Compounds and Mixtures Water, Chemistry and Effects Ingredients Cosmetics	15	7.50
6. Skin Care Procedures & Practices Equipment/Implements/Products Basic Facials (Techniques/Treatments) Health History Brow Tinting Hair Removal	100	50
7. Study of Skin Skin Theory (Anatomy/Histology/Structure/Functions) Nutrition Skin Analysis Diseases/Disorders/Conditions	27.50	13.75
8. Facial Make-Up Equipment, Implements and Products Theory Application (Corrective, Day/Night, Theatrical) Brow Tinting	33.50	16.75
9. Artificial Lashes/Extensions Artificial Lashes/Extensions	4	2
10. Salon Operations & Communication Skills Salon operation & Management (Sales/Consultation/Career Development/Professional Image) Communication Skills (Listening Skills/Products & Service Education/Consultation)	20	10
11. Cosmetology Laws & Rules Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement Continuing Education/Policies & Procedures Human Trafficking (1 hour)	10	5
Minimum Total Hours	300	150
Flexible Learning Hours New Student Orientation (School Policies/Procedures) Employment Assistance (Professionalism, Resume Development/Interview Preparation/Job Search Skills) Internship Additional Theory or Clinic Time in Subjects of Interest		150

ADVANCED MANICURIST PROGRAM OUTLINE

DESCRIPTION: The Advanced Manicurist Program is a combination of the basic and advanced manicurist programs and is longer than the hours required by the Ohio State Board of Cosmetology. The additional hours allow for additional theory and practical work to better prepare graduates for employment. The program is designed to train the student in the basic and advanced manipulative skills, safety judgments, proper work habits, business skills and desirable attitudes necessary to obtain licensure and for competency in positions in Nail Technology or a related career field.

OBJECTIVES: Upon completion of the course requirements, a 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 co-workers, management and clients.
4. Respect the need to deliver a worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of nail analysis, basic and advanced manicures and pedicures, artificial nail applications and nail art.
6. Apply the theory, technical information and related matter to make sound judgments and decisions when performing procedures.

REFERENCES: A comprehensive library of references, periodicals, books, texts, DVDs and web-based materials are available to support 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 which address specific tasks necessary for state board preparation, graduation and entry level job skills. Equipment, implements, supplies 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. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of discussion, question and answer, demonstrations, cooperative learning, problem solving, interactive lecture, individualized instruction. Audio-visual aids, guest speakers, field trips, projects, activities, experiments, presentations and other related learning methods are used in the program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory learning. Students are assigned theory learning and a minimum number of practical experiences. Theory learning is evaluated during each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must pass all required subject with a minimum of 75% in both the theory and practical grades. Students must make up failed or missed tests and incomplete assignments. The following grading scale is used for all programs:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
74% and below	D	Unsatisfactory

430 HOUR ADVANCED MANICURIST CURRICULUM

SUBJECT AREA	CLINIC	THEORY
1. Infection Control & Principles/Practices and Public Health & Safety Bacteriology, Contagious & Communicable Disease Control Dispensary Requirements & Operations Sanitation/Sterilization Practices & Procedures Salon Operations & Procedures Consumer & Product Safety	35	17.50
2. Anatomy Basic & Advanced Study of Bones, Muscles & Systems Joints, Cartilage & Ligaments of the Hand, Arm, Foot & Leg Study of Skin	6	3
3. Massage Client Health Issues & Pre-screening Preparation Basic and Advanced Manipulations Relaxation Treatments	6	3
4. Nail Care Procedures & Practices Safety Precautions Basic & Advanced Manicures & Pedicures Polish Application Techniques Structure of the Nail Diseases/Disorders/Conditions	29.50	13.75
5. Chemistry Compounds and Mixtures Nail Enhancement Composition Ingredients Cosmetics	5	2.50
6. Nail Enhancements Application Procedures Artificial Nail Structure Preparation/Application/Removal/Nail Repairs	17.50	8.75
7. Specialized Equipment Curing Methods Drills/Advanced Tools Safety & Effects	6	4
8. Salon Operations & Communication Skills Salon Operation, Supervision & Management (Sales/Consultation/Career Development/Professional Image) Communication Skills (Listening Skills/Products & Service Education/Consultation)	15	7.50
9. Cosmetology Laws & Rules Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement License and Permit Policy and Procedures Continuing Education/Policies & Procedures Human Trafficking (1 hour)	30	15
Minimum Total Hours	150	75
Flexible Learning Hours New Student Orientation (School Policies/Procedures) Employment Assistance (Professionalism, Resume Development/Interview Preparation/Job Search Skills) Internship Additional Theory or Clinic Time in Subjects of Interest		205

RULES, CONDUCT, AND GROUNDS FOR TERMINATION

1. Students will arrive ready for class or student salon assignments in appropriate attire, with hair and makeup done, and with all supplies needed for that day.
*Any student not complying with these requirements will not be allowed to clock in/will be clocked out and will be given the opportunity to return to school when in compliance.
2. Phone calls/texting is not permitted in class or while in the student salon. Cell phones, tablets and/or laptops may be used in class/student salon to research school related material **ONLY**. If you must take an **emergency** call while in class/student salon, you must go outside or to the break room. Non-emergency calls need to be taken care of outside of school hours or while you are **clocked out**.
3. Students must comply with all current OAC Chapter 4713-15 laws regarding Sanitation & Communicable Diseases (see addendum). Repeated violations may result in suspension or termination.
4. Smoking and the use of electronic smoking devices are prohibited anywhere inside the school & school vehicle.
5. Inappropriate language and/or discussions are not permitted inside the building (even if you are clocked out).
6. Any student who refuses to perform a student salon service will be clocked out. Two offenses will result in a one week suspension. Further offenses may lead to termination.
7. Any student who is disruptive in class or the student salon will be clocked out. Two offenses will result in a one week suspension. Further offenses may lead to termination.
8. Any student found to be falsifying hours will receive a one week suspension for the first offense and termination for the second offense. All falsified time will be taken away.
9. Any student who impedes the school's ability to conduct business on the clinic floor, or exerts a negative influence concerning National Beauty College over any current student or prospective student, intentionally or unintentionally, will receive either a one week suspension or termination depending on the seriousness of the offense. Any repeat offense will result in termination.
10. Disrespect toward, and/or violation of the Confidentiality Policy concerning any person involved with the school will result in a one week suspension. Further offenses may lead to termination.
11. Threats and/or physical assault to any person on school property, inside the building or outside, or at a school function off school property, will result in immediate termination. Threats made off school property that imply harm while a student is in the school are subject to this rule.
12. Possession of a firearm, deadly weapon, or dangerous ordinance anywhere on school property, inside the building or outside, will result in immediate termination.
13. Possession of illegal drugs or alcoholic beverages anywhere on school property, inside the building or outside will result in immediate termination.
14. Theft and/or intentional damage of school property or the property of any person at the school will result in immediate termination.
15. Failure to make monthly payments within 30 days from due date may result in termination.
16. Students who do not complete the graduation requirements for their contracted program by their maximum time frame date (figured when the scheduled hours reach 117% of the contracted hours), will be terminated. Graduation requirements are on page 7.

GRIEVANCE PROCEDURES

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files. The following procedure outlines the steps of the process:

1. The student must register the complaint on a Student Grievance Form.
2. The Student Grievance Form will be given to the school Administrator.
3. The complaint will be reviewed by management and a response will be discussed orally with the student within 7 days of receiving the complaint. The initial response may not provide the final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. 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.
5. In the case of extreme conflict, an informal hearing may be necessary. If necessary, management will appoint a committee consisting of one member selected by the school who has had no part in the dispute, another member who may not be related to the student filing the complaint or another student in school and another member who may not be employed by the school or related to school owners. The hearing will occur within 7 days of committee appointment. The student will present his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 7 days of the hearing, the committee will prepare a recommended resolution for the dispute. School management shall consider the recommendation and either accept, reject or modify the recommendations of the committee.
6. Students do not have to exhaust the institution's internal complaint process before submitting the complaint to the accrediting agency:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin St Alexandria, VA 22314

VOICE FORMS

Voice forms allow students to share an idea, give compliments or offer suggestions for the betterment of their education. Voice Forms are available in the time clock area and should be turned in to the Administrator or Director.

CONFIDENTIALITY POLICY

Students will respect anything of a personal nature of which they may become aware concerning anyone associated with the school, including but not limited to, fellow students, staff members and clients, by not repeating the information to anyone. Students will not take and/or use photos or videos of anyone associated with the school without that person's written permission.

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, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of the date of determination of withdrawal either by official cancellation or withdrawal whether official or unofficial. Unofficial withdrawals shall occur when a student has not contacted the school within 14 calendar days from the last date of attendance and is not on an approved leave of absence. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant is entitled to a refund of all monies paid.
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, minus the \$100.00 non-refundable application fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing, but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the \$100.00 non-refundable application fee.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal 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 does not continue past the Trial Enrollment Period. In this case, student is entitled to a refund of all money paid to the school less the \$100.00 non-refundable application fee.
7. A student is terminated by the school.

In situations 2-5 above, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Refund calculations are based on the scheduled hours between the day classes begin and the student's last date of attendance. Mitigating circumstances may be considered when performing the refund calculation.

All fees will be listed on the contract and can be found on page 5 in the catalog. **The student supplies are non-refundable and the student is liable for the costs of these items upon receiving them.**

REFUND POLICY CONTINUED

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall, at its option, provide a full refund of all monies paid; or provide completion of the course.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option, provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course and/or program, or participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school shall, at its option, provide a pro-rata refund, or, participate in a Teach-Out Agreement.

For students receiving Title IV funds, a separate refund calculation will be completed which will determine if Title IV funds must be returned. Any returned funds will be figured in the student's refund calculation.

Tuition charges are divided into payment periods. Once a student has completed the hours in a payment period, 100% of the tuition charges for that period are owed. The following are the payment periods by program.

	Payment Period 1	Payment Period 2	Payment Period 3
Cosmetology -	0-500.00 Hours	500.25-1000.00 Hours	1000.25-1500.00 Hours
Esthetics -	0-300.00 Hours	300.25-600.00 Hours	
Advanced Mani -	0-215.00 Hours	215.25-430.00 Hours	

The following Tuition Adjustment Schedule will be used in the refund calculation to determine the amount of tuition owed for the payment period at the time of withdrawal/termination. Students who withdraw after being accepted as regular students (attend after the Trial Enrollment Period) will be charged tuition for the entire period of attendance, including hours scheduled during the Trial Enrollment Period.

Tuition Adjustment Schedule

Percentage of scheduled hours to total hours in the payment period =	Amount of tuition by payment period owed to the school =
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

A refund calculation will be completed and a copy sent to the student within 14 days of the date the school determines that the student's training is terminated.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy applies to all students enrolled in any program at this school, for all schedules and is provided prior to enrollment. All students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Those students receiving Title IV funds are required to maintain satisfactory academic progress throughout their training to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation point) to maintain eligibility for federal student financial assistance funds. This school operates on a clock-hour basis with continual enrollment throughout the year, therefore there are not separate fall, winter, spring or summer terms.

ATTENDANCE STANDARD

Students must attend at least 85% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of the evaluation point}}{\text{Cumulative clock hours of scheduled attendance as of the evaluation point}}$$

For example, a student who is enrolled for 37.5 clock hours per week for 16 weeks would have a cumulative scheduled attendance of 600 clock hours. If the student attended 510 of the 600 scheduled hours, his/her attendance pace would be 85.0% (510/600) and would be meeting the attendance requirement of this policy.

ACADEMIC STANDARD

All theory and practical assignments will be graded using the following scale:

95% - 100%	A	4	Excellent
85% - 94%	B	3	Above Average
75% - 84%	C	2	Satisfactory
Below 75%	D	1	Unsatisfactory

Students must maintain an academic average of at least 75% or GPA of 2.0 or higher on a cumulative basis as of the evaluation point to meet the academic standards of this policy and be considered as making satisfactory academic progress. GPA is calculated by averaging the corresponding point value of all subject areas.

REVIEW AND EVALUATION PERIODS

Students are considered to be making satisfactory academic progress during their initial evaluation period. Student progress will be reviewed by the institution on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each financial aid payment period. Evaluations will be mailed to the student within 7 school business days of the student completing the required hours. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. Any student who does not achieve the minimum standards is no longer eligible for HEA, Title IV federal student financial assistance. At this time, the student will have to make payments to remain in school. Students are not permitted to appeal a financial aid suspension.

Evaluations will be performed according to the following schedule:

	Hours Completed		
Cosmetology	500	1000	1500
Esthetics	300	600	
Advanced Manicurist	215	430	

REINSTATEMENT OF FEDERAL FINANCIAL AID

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory academic progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period.

WITHDRAWALS AND RE-ENROLLMENT

Students do not enroll in separate courses and therefore cannot withdraw from separate courses. If a student withdraws from a program of study and re-enrolls in the same program within 180 calendar days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who re-enrolls in a program after more than 180 calendar days have elapsed since withdrawal may be eligible for federal aid for the remaining hours the student must complete. All students who are re-enrolling are reinstated under the same SAP status as they had prior to their departure.

ENROLLMENT IN A SECOND PROGRAM

If a student enrolls in a second program and does not transfer any hours from a previous program both quantitative (attendance) and qualitative (academic) standards will be calculated from the beginning of the second program. If a student enrolls in a second program and transfers hours from a previously enrolled program, the hours transferred count as both attempted and completed for quantitative (attendance) standard calculations. All grades received from the classes which are being used for transfer hours will be calculated in the qualitative (academic) standard for the second program.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

The institution does not offer grades of "incomplete", course repetitions, or non-credit remedial courses. Therefore, the school has no policies regarding these, and they have no impact on SAP.

MAXIMUM TIME FRAME

The normal time frames and maximum time frames required for program completion are listed below in scheduled hours. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame. Students who do not complete all requirements for graduation by their maximum time frame will be terminated from school. Re-enrollment will be necessary to complete program requirements. Any periods where a student does not receive Title IV aid will count toward the student's maximum time frame.

	Normal Time Frame 100% of contracted hrs	Maximum Time Frame 117% of contracted hrs
Cosmetology - Part Day	75 weeks - 1500 hours	88 weeks - 1755 hours
Esthetics - Part Day	30 weeks - 600 hours	35 weeks - 702 hours
Advanced Manicurist - Part Day	22 weeks - 430 hours	25 weeks - 503 hours

TRANSFER STUDENTS

Transfer hours from another institution or from another program at this institution that are accepted toward the student's program are counted as both attempted and completed hours for the purpose of determining the maximum time frame period. SAP evaluation periods are based on actual contracted hours at this institution. If the number of hours to be completed is greater than 1000, the student will be evaluated at 500 hours, 1000 hours, and upon completion of the remainder of hours. If the number of hours to be completed is less than 1000, the student will be evaluated at the midpoint, and upon completion of his/her hours. Grades for classes which apply to the new program will be used in the Academic calculation for SAP.

LEAVE OF ABSENCE (LOA)

A leave of absence is a temporary interruption in a student's program of study, and refers to a specific time period during a program when a student is not in attendance. If the student has a medical condition which will require an absence from school for a minimum of 14 calendar days, the student may request a LOA.

A request for a LOA must be submitted in advance, in writing, with documentation, unless unforeseen circumstances prevent the student from doing so. If a student needs time off school for personal reasons other than medical, the Administrative staff will review the LOA request and determine whether or not a LOA will be granted.

The student must reasonably expect to return from the LOA. If the student does not return by the expiration of an approved LOA, the student will be terminated, with the withdrawal date being the student's last day of attendance. This could affect the student's grace period if the student has received federal student loans. The student's contract period and maximum time frame will be extended by the same number of days taken in the LOA. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12 month period.

A student must be certified in all subjects before moving to the student salon portion of his/her training. A student may be placed on an administrative LOA to re-align the student with class schedules based on what subject(s) the student needs to complete.

A student who is granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The institution may not assess the student any additional charges as a result of a LOA. Financial aid will not be disbursed during a LOA, and any pending disbursements will be extended by the length of the LOA.

EMERGENCY SCHOOL CLOSINGS

Students will be notified of school delays or closing due to circumstance such as weather, power outages, etc. by opting-in to receive messages via text, phone or email, or by the following:

Facebook:

Be sure to like us!

Radio Stations:

News-Talk 1480 AM

Websites:

mix941.com, cantonrep.com

SCHOOL CLOSING SCHEDULE

Thursday, July 4, 2019 - Independence Day
Monday, September 2, 2019 - Labor Day
Monday, October 7, 2019 - Premiere Columbus Beauty Show
Wednesday, November 27, 2019 - Close at 5:30pm
Thursday, November 28, 2019 - Thanksgiving
December 24-26, 2019 - Christmas Break
Tuesday, December 31, 2019 - Close at 5:30pm
Wednesday, January 1, 2020 - New Year's Day
Saturday, March 7, 2020 - Rock the Runway Fashion Show
Monday, April 13, 2020 - Spring Break Day
Monday, May 25, 2020 - Memorial Day
Saturday, July 4, 2020 - Independence Day

PROGRAMS, HOUR REQUIREMENTS, & PROGRAM FEES

Prices are effective 07/1/19 – 6/30/20 - Prices are subject to change.

Course	Clock Hours	Course Weeks	Non-refundable Application Fee	Basic Student Supplies	Tuition	TOTAL
Cosmetology	1500	75	\$100	\$2000	\$16,500	\$18,600
Esthetics	600	30	\$100	\$950	\$7350	\$8400
Advanced Manicurist	430	22	\$100	\$550	\$2300	\$2950

Cosmetology Add-On Kits

Make-Up Designory (MUD) Beauty Essentials Kit/Class \$825.00

Make-Up Designory (MUD) Airbrush Kit/Class \$600.00

OPI Nail Professional Kit \$300.00

Esthetics Add-On Kits

Make-Up Designory (MUD) Beauty Essentials Kit/Class \$825.00

Make-Up Designory (MUD) Airbrush Kit/Class \$600.00

ENROLLMENT DATES

Completion of all enrollment requirements and payment of the \$100.00 non-refundable application fee is needed to reserve a space. Classes may be cancelled prior to the start date if minimum enrollment is not met or closed if maximum enrollment is met.

PART DAY COSMETOLOGY Mon-Fri 9:30am-1:30pm

July 22, 2019
August 26, 2019
September 23, 2019
October 28, 2019
December 2, 2019

PART DAY ESTHETICS Mon-Fri 9:30am - 1:30pm

August 26, 2019
December 2, 2019

PART DAY ADVANCED MANICURIST Mon-Fri 9:30am - 1:30pm

September 23, 2019
October 28, 2019

CONSUMER INFORMATION ADDENDUM FOR 2018-2019

SEXUAL OFFENSE POLICY

Definition of Sexual Assault

Sexual assault, including rape, occurs when a person is forced or coerced physically, verbally or by deception into any type of sexual conduct with another person whether the assailant is a friend, acquaintance or stranger. Sexual offenses, as defined in the Ohio Revised Code Chapter 2907 include rape, sexual battery, gross sexual imposition and felonious sexual penetration.

Sexual Assault Prevention

Sexual assault classes, including prevention, will be presented by the Domestic Violence Project, Inc. on at least an annual basis. Information on registered sex offenders can be located online at www.nsopw.gov.

What to do if a sex offense occurs

The victim should find a safe place and seek medical treatment. To preserve evidence of the assault the victim should avoid showering, bathing, changing clothes, washing hands, going to the toilet or brushing teeth. If clothes are changed, place each item of clothing in a separate paper bag. Avoid disturbing anything in the area where the assault occurred. File a report and seek support and counseling. Victim's are encouraged to file a report with the local police department, and the staff at the school will assist with this procedure should the victim request assistance.

To file a complaint of sexual misconduct against another individual within the school, you must submit your complaint in writing to the school's Director. Your written complaint must contain detailed information on the date, time, incident, persons involved, witnesses and any other information you feel would be pertinent. If the victim requests changes in his/her academic situation, the school will accommodate these requests if reasonable. If an arrest is made, the accused will be placed on an administrative leave of absence until charges are dropped or a conviction occurs. Conviction of the accused will result in immediate termination.

The Ohio Revised Code requires the reporting to local police of all felony crimes, which includes most cases of sexual assault.

Post assault assistance and counseling

Canton City Police	911 or 330-489-3100
American Red Cross Rape Crisis Center	330-452-1111 (24 Hours)
Victim Assistance Program	330-451-7452
National Sexual Assault Hotline	1-800-656-HOPE (4673)
Emergency	911
Aultman Hospital	330-452-9911
Mercy Medical Center	330-489-1000

CONCEALED WEAPONS POLICY

The use, possession or carrying of a firearm or other weapon on property owned or leased by the school, by any person other than a qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law. Pursuant to Ohio Revised Code Section 2923.126 (B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the school ONLY if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.

Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or dismissal for students. Any person violating this policy may be subject to arrest or criminal prosecution.

DRUG AND ALCOHOL ABUSE PREVENTION

College Sanctions

The unlawful use, possession, sales, manufacture or distribution of drugs and alcohol anywhere on school property, inside the building and outside, will result in immediate termination. Any student or staff member violating this policy or otherwise engaging in illegal conduct will also be referred for criminal prosecution.

Support And Resources

Twelve Step programs are self-help groups based on the spiritual concepts of Alcoholics Anonymous. They are often used as inpatient and outpatient treatment aftercare.

Some Twelve Step Programs available - Adult Children of Alcoholics, Cocaine Anonymous, Alcoholics Anonymous, Narcotics Anonymous, Co-dependency Anonymous, Overeater Anonymous

These local information and referral agencies can give you information about assessment, treatment and support services:

Alcohol and Drug Assistance	330-491-1989
Cocaine Helpline & Treatment	1-866-569-7080
Crisis Intervention Center	330-454-2347
Narcotics Anonymous	1-800-587-4232
One Step Counseling	330-499-1338
Mental Health & Recovery Service	330-455-6644
Quest Recovery and Prevention Services	330-453-8252

Health risks and sanctions related to various types of drugs and alcohol

Alcohol

Effects of Occasional and Extended Use - Impotence and infertility: high blood pressure: heart attacks: strokes: cirrhosis of the liver: cancer of the liver, stomach, esophagus or larynx: stomach ulcers; colitis, fetal alcohol syndrome; premature aging: birth defects: slowed reaction: slurred speech: unconsciousness.

Criminal Sanctions/Penalties

Purchase under 21: Maximum fine of \$1,000

Possess or consume under 21: Maximum fine of \$100

Open container violation: Maximum fine of \$1,000

Consumption in a motor vehicle: Maximum confinement of 30 days

Marijuana

Effects of Occasional and Extended Use - Chronic lung cancer, brain damage, high blood pressure, diminished immunity, premature aging, impairment of memory, diminished motor skills, birth defects, fetal alcohol syndrome, mood swings, loss of ambition, increased apathy, decline in school and work performance.

Criminal Sanctions/Penalties

Unlawful possession of use: Maximum penalties, depending on amount, may result in fine of \$5,000 and/or maximum confinement of 10 years.

Sell, offer to sell, or distribute for sale: Maximum fine of \$7,500 and/or maximum confinement of 25 years.

Narcotics: Cocaine, Crack Cocaine

Effects of Occasional and Extended Use - Seizures, stroke, cardiac or respiratory arrest, convulsions, delirium, paranoia, insomnia, anxiety; irritability, nasal problems, powerful addiction, disorientation.

Criminal Sanctions/Penalties

Possession or use: ranges from rehab programs to substantial years of confinement and fines.

Sell, offer to sell and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

Narcotics: Heroin, Opium, Morphine

Effects of Occasional and Extended Use - Cardiac arrest, vein inflammation, insomnia, serum hepatitis, convulsions, skin abscesses, death, physical dependence, difficulty breathing, nausea, constricted pupils, panic.

Criminal Sanctions/Penalties

Possession or use : Ranges from rehabilitation programs to substantial years of confinement and fines.

Sell, offer to sell and distribute for sale: Penalty determined by the amount of the substance with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

Narcotics: Other Controlled Substances (Lsd, Pcp)

Effects of Occasional and Extended Use - Hallucinations, distortion of senses, memory loss, disruption of motor skills, permanent cognitive damage, bizarre behavior, severe disorientation.

Criminal Sanctions/Penalties

Possession of use: Ranges from rehab programs to substantial years of confinement and fines.

Sell, offer the sell and distribute for sale: Penalties determined by amount of substance with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

Narcotics: Depressants (Barbiturates And Tranquilizers)

Effects of Occasional and Extended Use - Death, coma, altered perception, physical dependence, dangerous withdrawal symptoms, staggered walk, difficulty breathing, slurred speech, psychological dependence.

Criminal Sanctions/Penalties

Possession or use: Ranges from rehab programs to substantial years of confinement and fines.

Sell, offer for sale and distribute for sale: Penalty determined by the amount of substance with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

Note: Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular for the same offenses. Trafficking in drugs can result of forfeiture of property including motor vehicles, vessels, money, real property and other personal property.

POLICY ON COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. Students who infringe on copyright law using the school's information technology system may be subject to disciplinary action ranging from suspension up to termination from the program.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

CAMPUS SECURITY

This report is prepared by October 1st each year to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Crime and Emergency Response and Reporting

Students who observe or are involved in any type of crime or emergency situation which takes place at National Beauty College including the building, parking lot or area surrounding the building should notify a staff member immediately. If the victim wants the matter to be kept confidential and does not want to file charges, the school will abide by the victim's wishes as long as the situation does not affect the safety of other students and staff.

Staff members who observe or are involved in or who receive report of any type of crime or emergency situation which takes place at National Beauty College including the building, parking lot or area surrounding the building should notify the school's Director or other administrative staff member. If the Director or other administrative staff is not available, use professional judgment to determine if the situation warrants calling 911. The Director should be notified of any crime occurrence as soon as possible.

The school's Director will review each crime on a case by case basis with other administrative staff and local or state law enforcement (if applicable) to determine if it is necessary to issue a warning notice of the crime to the students and staff. If it is decided that a warning is required, this warning will be issued by the Director in person to the staff and students. A message will also be sent to students and staff through the time clock system. The Director will also determine if the crime falls under the reporting requirements for the Campus Crime Report.

When a significant emergency or dangerous situation occurs on campus, the situation will be assessed by the school's Director or other administrative staff and a determination will be made whether students, staff and clients will be evacuated or directed to protected areas of the building. If the police or fire department are needed, 911 will be called.

In the event that the school should need to delay or cancel classes due to an emergency or inclement weather, students and staff should check the sources noted below for official notifications. Notifications indicating "closed" will represent the cancellation of both day and evening classes, unless otherwise specified in the notification, i.e., day classes cancelled.

Cancellation notifications will be posted via:

TV Stations:	Channel 3, Channel 5
Radio Stations:	News-Talk 1480 AM
Websites:	wkyc.com, WEWS.com, whbc.com, mix941.com, cantonrep.com

The names and titles of the persons responsible for this process are:

Cheryl Hall, Administrator
Kristin Worley, Director
Jodie Bragg,Carolynn Snyder, Student Salon Coordinators

National Beauty College does not maintain a procedure for allowing victims or witnesses of a crime to report the crime on a voluntary, confidential basis. Major offenses such as rape, aggravated assault, robbery, and auto theft are reported to the local police who are deployed to solve and prosecute for these serious felony crimes.

Evacuation Plan

Diagrams are posted in each area and classroom of the school which will guide you to safety in the case of emergencies. Familiarize yourself with doors, exits and severe weather shelter areas. If you have a client, please make sure he/she is assisted to a safe area.

In the event an evacuation is necessary, remain calm, quiet and assembled and proceed to the nearest exit. To allow access to emergency personal and account for students, staff and customers, a centralized meeting place has been established the rear (east) parking lot of the building. Severe weather conditions may result in the need to take shelter. Shelter areas are located on the west side of the bottom level of the building.

Testing of emergency response and evacuation procedures, either announced or unannounced, will be performed at least annually and documented.

School Access and Security Awareness

Students should use the side entrance to enter and exit the school. This entrance requires a code to access the school. This code is changed periodically and should not be given to anyone. There is video and audio surveillance throughout the school and in the student/staff parking area. These cameras are there for the safety of students, staff and clients. All personal items should be kept locked in your locker. The school is not responsible for any lost or stolen property. A power point presentation on the prevention of crimes will be given during the first week of classes.

Dissemination of Information

The annual security report will be made available by October 1st each year and will be given to current students and staff via mail files/boxes, and reviewed in class. Information about major crimes or any type of activity that may threaten safety or security of property which happen during the year will also be made available using the students and staff via mail files/boxes. The school will keep a record of criminal violations in the Administration Offices, which may be viewed by anyone upon request.