

MY-LE'S BEAUTY COLLEGE, LLC

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SCHOOL CATALOG

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**FROM THE DIRECTOR
WELCOME!**

Dear Student,

Welcome to My-Le's Beauty College, LLC and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At My-Le's Beauty College, LLC, our objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our Prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as; Hair Stylist, Hair Colorist, Manicurist, and Make-up Artist or as a Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner.

The teaching and training at My-Le's Beauty College, LLC represents the spectrum of cosmetology knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields in the beauty industry.

It is a pleasure to have you join us at My-Le's Beauty College, LLC. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mr. Ben K. Co
Owner/ Director

HISTORY

My-Le's Beauty College, LLC was found by **Mr. Ben Co and Mrs. Tiffany Co** in March 2006 at its current location at 601 Terry Parkway Suite A, Gretna, Louisiana 70056. The school has been approved by the Louisiana State Board of Cosmetology to offer programs in Cosmetology, Esthetician, Manicuring, and Instructor. Our school is currently accredited by the National Accrediting Commission of Career Arts & Science (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314 Tel: (703) 600-7600

Approved courses are:

COSMETOLOGY	1500 CLOCK HOURS
ESTHETICIAN	750 CLOCK HOURS
MANICURING	600 CLOCK HOURS
INSTRUCTOR	600 CLOCK HOURS

Instructor is in residence with facilities occupancy level accommodation 100 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. My-Le's Beauty College, LLC does participate in Title IV program, mean to assist student to meet educational expense. For more information please referral to the Federal Student Aid Handbook that are available at our financial aid office or log on to www.studentaid.ed.org

- * The maximum number of student in a classroom at one time is 20
The instructor/ student ratio is 1/20

MISSION

Our mission at My-Le's Beauty College, LLC is to successfully train students for rewarding careers in the cosmetology industry, and to instill the knowledge, attitudes, and professional ethics needed to not only succeed in their careers, but in life as well. Our objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

EDUCATIONAL OBJECTIVES

At My-Le's Beauty College, LLC our objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our Prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to

function effectively in one of the many specialty area such as; Hair Stylist, Hair Colorist, Manicurist, and Make-up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner.

The daily training operation at My-Le's Beauty College, LLC is under the instructor of qualified supervisor **Mrs. Regina Blackwell Morris** who brings many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry. This experience compliments her great educational and managerial talents and expertise.

The resultant educational program at My-Le's Beauty College, LLC represents the spectrum of cosmetology knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields in the beauty industry.

The quality of My-Le's Beauty College, LLC faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtual all cosmetology, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by:

1. Spacious, well-lighted facilities, remodeled to meet functional school needs.
2. Salon-type equipment especially designed to properly enhance student training.
3. An educational philosophy that demands student's adherence to exemplary professional conduct and standards.
4. An instructional methodology that provides continual individualized instructions during complete tenure of student training.

Student will gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. My-Le's Beauty College, LLC welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

MY-LE'S BEAUTY COLLEGE, LLC

ORGANIZATION CHART

BEN KIM CO
Owner/ Director

TIFFANY CO
Owner/Financial Advisor

KIM TRAN
Financial Aid Director

VANIA DO
Registration/Administration

INSTRUCTIONAL STAFF

Mrs. REGINA BLACKWELL MORRIS
Instructional supervisor

Mrs. NITA DIXON
Cosmetology instructor

Mrs. JOSEPHINE CAIN-OUBRE
Cosmetology instructor

SUBSTITUES INSTRUCTOR

Mrs. CHRISTINE TACO

FACILITIES

My-Le's Beauty College, LLC is a spacious (4,900 sq ft.) air conditioned, modern facility with many benefits for our staff and students. Our school simulates salon to help our students "learn by doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use with facilities, eating, and rest areas. Each student uses a locker to keep his/her uniform and private articles.

HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is available at the college on the first floor only. This institution does not offer special facilities or programs for the handicapped.

STATEMENT OF NON-DISCRIMINATION

My-Le's Beauty College, LLC does not discriminate on the basis of race, color, religion, sex, handicap, and financial status, and age, ethnic of origin or residence in its admissions, instruction, or graduation policies.

HEALTH AND PHYSICAL CONSIDERATION

Generally, the professional in the beauty field must be in a good physical health for he/ she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching, and sometimes for long period of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitation or disabilities if these students believe they can fulfill training demands.

ENGLISH –AS A SECOND LANGUAGE

Our school does not provide English as a second language of instruction. All courses and programs will be taught in English.

TEXTBOOK, EQUIPMENT & SUPPLIES

On the first day of class, each student will be issued a textbook and a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. The students must learn to be responsible for the tools of their trade.

COPY WRITE INFRINGEMENT POLICIES

My-Le's Beauty College, LLC is using Milady's Fundamental Standard Text Book. ALL RIGHT RESERVED. No part of this cover by the herein may be reproduced, transmitted store, or used in any form or by any means graphic, electronic, or mechanical, including, but not limited to photocopying, recording, scanning, digitizing, taping, web distribution, information networks, or information storage and retrieving systems, excepted as permitted under section 107 or 108 of the 1976 United States Copyright Acct, without the prior written permission of the publisher.

Sanction will be prosecute by the federal law as follow:

- Prison sentence

- Fines
- Or both

CLASS SCHEDULE

Classes schedule to start on First Tuesday of every month.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of classroom lectures, demonstrations, and student practice. (REFERRAL TO SCHOOL CURRICULUM FOR DETAILS). The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass State Board examinations. From this introduction, you will learn all fundamentals that are the basis for the future and career. The hours spent in the freshman class are as follows: Cosmetology 200hrs, Esthetician 75hrs, and Manicuring 75hrs. My-Le's Beauty College, LLC considers the freshman classes to be the foundation for your future.

CONSTITUTIONAL DAY

On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. We encourage all Americans to observe this important day in our nation's history by attending local events in your area. Celebrate Constitution Day through activities, learning, parades and demonstrations of our Love for the United States of America and the Blessings of Freedom Our Founding Fathers secured for us.

In observance of the constitutional day September 17th of each year, at My-Le's Beauty College, LLC will have a celebration by having a gathering party with our staff and students to remembering our nation history.

CALENDAR/HOLIDAYS

The school is closed on Sundays and Mondays and the following holidays:

New Year 's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and Mardi Gras Day.

A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed

CURRICULUM FOR COSMETOLOGY COURSE (1500 HOURS, 50 Weeks)

The curriculum for students enrolled in a cosmetology course consists of fifteen hundred (1500) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of cosmetology. Such technical instruction and practical operation shall include:

SUBJECTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION
1. Haircutting, Finger Waves, Wiggery Pin Curls, Hair Design, Comb outs	300
2. Hairstyling	120
3. Shampoo and Rinses	170
4. Dying, Coloring, Tinning, Bleaching	240
5. Permanent Waves, Hair Relaxing	270
6. State Board Rules & Regulation	10
7. Safety Measure, Business Management Job Seeking Skills, Retailing, Client Consultation	10
8. Anatomy, Physiology, Chemistry Bacteriology, Sanitation	110
9. Skin Care, Hair Care, Facial Massage and Treatment	175
10. Basic Manicuring	95
TOTAL HOURS	<hr style="width: 10%; margin: 0 auto;"/> 1500 hrs

AUTHORITY NOTE: Promulgated in accordance with R.S.37:575(A) (7). HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (March 2005)

DESCRIPTION OF COURSE

This course covers all aspects of cosmetology, skin care, manicure and pedicure. Successful completion of this course and pass the State Board Examination will allow the Cosmetologist to perform such skills as a Hair Stylist, Esthetician and Manicurist.

INSTRUCTIONAL TECHNIQUES AND METHODS

Student will have to attend regularly theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better. Students will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, make-up applications, hair removal, manual and electrical facials, scalp and hair treatments, manicure, pedicure, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics, customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing clients- services (practical operations).

1. Theory classes (lectures and demonstrations) **2.** Theory testing (written and oral) **3.** Practical operation demonstrations, **4.** Practical operations on mannequin or other person, **5.** Complete operations performed on another person, **6.** Performance reviews (progress evaluations, see satisfactory policy).

COSMETOLOGY EDUCATIONAL GOALS

The Cosmetology course is designed to prepare students for the State License Examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students for work as a Hair Stylist, Manicurist, Pedicurist, Esthetician, Hair Colorist, Salon Manager, Salon Owner and Product Demonstrator.

COSMETOLOGY PERFORMANCE OBJECTIVE

Graduates of the Cosmetology program will qualify for the entry-level position as Cosmetologist, Hair Stylist, Make-up Artists or Beauty Salon Operator. Graduates of this program are expected to:

1. Acquire the knowledge of law and rules regulating Louisiana's cosmetology establishment's practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails
3. Acquire the knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques to cosmetology.

SKILLS TO BE DEVELOPED

1. Used of proper implements relative to all cosmetology services.
2. Learn the procedures and terminology used in performing all cosmetology services.
3. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
4. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Learn proper procedure of manicuring to include water and oil manicure and pedicure
6. Learn the application of brush-on nails, nail warps and nail tips.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to esthetician.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENTS

When the student has completed the specified minimum required hours upon the completion of the fifteen hundred (1500) hour course with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and MUST have High School Diploma. Cosmetology license will be granted by the Louisiana State Board of Cosmetology only the student has successfully completed and graduated from the esthetician course as described above and passed the State Board Exam with an overall average of 75%.

RESOURCES

Cosmetology textbook, theory workbook, practical workbook, exam review book, videos, and notes from class lectures, supplemental materials handed out in classes, school library and demonstrations.

LEARNING STRATEGY

Students will read assigned chapters of textbook, and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations, perform practical operations on another and/or a mannequin.

INSTRUCTORS

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the student's benefit.

GRADING SYSTEM

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

GRADE SCALE

100% - 90% = A = 4.0...Superior Performance
89% - 80% = B = 3.0...Above Average
79% - 70% = C = 2.0...Satisfactory Performance
69% - 60% = D = 1.0...Unsatisfactory Performance
59%- 0% = F = 0.0...Fail

COSMETOLOGY KIT LIST

CUTLERY & ELECTRICAL

DE-2000	HAIR SHAPER	1 each
DC-B160	SHAVER BLADES	1 each
SE-55	CUTTING SHEAR	1 each
96D	THINNING SHEAR	1 each
A8045	HAIR DRYER	1 each
A23965	CLIPPER KIT	1 each
BONE-10	COMB-ROLL UP SET	1 each
COMBO- 5A	5pc COMB	1 each
SNS-TBK	TINT BOWL (3 tint bowls, 3 tint brushes, 6 clips)	
185	BUTTERFLY CLAMPS	1 each
400X	STEEL CLIPS- DUAL PURPOSE	1 box
592	STEEL CLIPS-SINGLE PRONG	1 box
356-GREY	PERM RODS, GREY	1 bag
356-WHITE	PERM RODS, WHITE	1 bag
800X34BG	ROLLER BEIGE	3 doz

800X34YL	ROLLER YELLOW	3 doz
3043	SHAMPOO CAPE	1 each
3015	CHEMICAL CAPE	1 each
B13	COLORING BOTTLE	2 each
B26	8oz SPRAY BOTTLE	1 each
B26	12oz SPRAY BOTTLE	1 each
B26	16oz SPRAY BOTTLE	1 each
NY326-BK	LARGE NYLON BAG	1 each

EDUCATIONAL MATERIALS

S153-DUO	MANIKIN WITH HOLDER	1 each
ISBN: 13: 9781285769431	TEXT BOOK	1 each
ISBN: 13: 9781285769554	EXAM REVIEW BOOK	1 each
UNIFORM	UNIFORM SHOOL LOGO	1 each

THE USED COSMETOLOGY KIT IS NOT REFUNDABLE

ESTHETICIAN CURRICUMLUM COURSE (750 Hours, 25 Weeks)

The curriculum for students enrolled in a Esthetician course consists of seven hundred fifty (750) clock hours of technical instructional and practical operations covering all practices constituting the art of Esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on anther person or mannequin. Please note 170 hours are devoted to clinic/theory experience, which shall include all phases of cosmetician. Such technical instruction and practical operation shall include:

SUBJECTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION
1. Professional Practices	40
2. Bacteriology, Sterilization	50
3. Sanitation, Professional Ethics	50
4. Business Practices	40
5. Sciences	30
6. History of Skin, Dermatology	30
7. Physiology, Characteristics of Skin Nutrition and functions of Human Systems	50
8. Cosmetic, Chemistry, Anatomy	30
9. Facial Treatments	50
10. Facial Massage	50
11. Electrical	40
12. Current Facial Treatments	90
13. Other Facial Treatments	90
14. Hair Removal	40

15. Make-up	30
16. Body Treatment	30
17. State Board Rule and Regulation	10
Total Hours	<u>750 hrs</u>

Authority Note: Promulgated in accordance with R.S.37:5575(A). HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Board of Cosmetologist, LR 29:326 (March 2005)

DESCRIPTION OF COURSE

This course covers all aspects of skin care and make up. Successful completion of this course and pass the State Board Examination will allow the Esthetician to perform facials (manual & electrical), eyebrow arching and hair removal (other than by electrolysis), make-up artist and skin care product representative.

INSTRUCTIONAL TECHNIQUES AND METHODS

Students will have to attend regularly theory classes(lecture), read assigned chapters of their textbook, must take and pass assigned tests with a grade point average of 70%(C) or better. Students will learn the technical techniques and methods of performing haircuts and styling, hair, coloring, chemical applications, make-up applications, hair removal, manual and electrical facials, scalp and hair treatment, manicure, pedicure, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics customers relations and communication skill. Technical instruction will be provided to students in each skill prior to the student actually performing clients-services (practical operation)

1. Theory classes (lectures and demonstrations)
2. Theory testing (written and oral)
3. Practical operations on mannequin or a person,
5. Complete operations performed on another person,
6. Performance reviews (progress evaluations, see satisfactory policy).

ESTHETICIAN EDUCATIONAL GOALS

The Esthetician course is designed to prepare students for the State License Examination and for profitable employment as an Esthetician. The knowledge and skills will prepare licensed students for work as an Esthetician, Make-Up Artist, Salon Manager, Salon Owner and Product Demonstrator

ESTHETICIAN PERFORMANCE OBJECTIVE

Graduates of Esthetician program will qualify for entry-level positions as an esthetician, make-up Artist, Skin Care Specialist. Graduates of this program are expected to:

1. Acquire the knowledge of law and rules regulating Louisiana’s cosmetology establishment’s practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails

3. Acquire the knowledge of general theory relative to cosmetics including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques to cosmetics.

SKILLS TO BE DEVELOPED

1. Use of proper implements relative to all esthetician services.
2. Learn the procedures and terminology used in performing all cosmetology services.
3. Acquire knowledge any analyzing the skin to prior to all services to determine any disorders.
4. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Learn the proper procedure of esthetician including facials and make-up.
6. Learn the application of plain and electrical facials and make-up.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to esthetician.
2. Posses a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENT

When the student has completed the specified minimum required hours upon the completion of the seven hundred fifty (750) hour course with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and MUST have High School Diploma. An esthetician license will be granted by the Louisiana State Board of Cosmetology only the student has successfully completed and graduated from the esthetician course as described above and passed the State Board Exam with an overall average of 75%

RESOURCES

Esthetician textbook, practical workbook, theory workbook exam review book, videos, and notes from class lectures, supplemental materials handed out in classes, school library and demonstrations.

LEARNING STRATEGY

Students will be read assigned chapters of textbook, and other materials in school library, attend scheduled theory classes lectures and demonstrations, prepare written procedures on operations, perform practical operations and another and/or mannequin.

INSTRUCTORS

As in all phases of any professional each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards: instructors giving these are also posted for the student's benefits.

GRADING SYSTEM

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

GRADE SCALE

100% - 90% = A = 4.0...Superior Performance
89% - 80% = B = 3.0...Above Average
79% - 70% = C = 2.0...Satisfactory Performance
69% - 60% = D = 1.0...Unsatisfactory Performance
59% - 0% = F = 0.0...Fail

ESTHETICIAN KIT LIST

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY
FSC329	EYE PENCILS – BLACK	1 EACH
FSC331	EYE PENCILS – DARK BROWN	1 EACH
FSC347	LIP PENCILS – BERRY BROWN	1 EACH
FSC348	LIP PENCILS – REAL RED	1 EACH
FSC334	LIPSTICKS – SHIMMER PINK	1 EACH
FSC335	LIPSTICKS – LT. RED	1 EACH
FSC337	LIPSTICKS – MED. RED	1 EACH
FSC309	EYE CONCEALER	1 EACH
FSC328	MASCARA – DARK BROWN	1 EACH
FSC307	LOOSE POWDER – MEDIUM	1 EACH
FSC302	WHIPPED FOUNDATION – ALMOND	1 EACH
FSC303	WHIPPED FOUNDATION – ROSE BEIGE	1 EACH
FSC313	SHADING TINT – MAKE ME BLUSH	1 EACH
FSC314	SHADING TINT – SWISS STRAWBERRY	1 EACH
FSC226	POWDER PUFFS	3 PACKS
VV-932	NON-LATEX SPONGE	1 BAG
FSC211	MASCARA BRUSHES	1 PACK
FSC213	LIP BRUSHES	1 PACK
WX1821-B	CAMEO GIRL COSMETICS JEWEL CASE	1 EACH
FSC218	EYE SHADOW APPLICATORS	1 PACK
FSC219	2-WAY PENCIL SHARPENER	1 EACH
FSC200	COSMETIC BRUSH SET IN ROLL-UP	1 SET
AD33110	ARDELL LASHLITES – BLACK	5 EACH
AD129999	DURALASH STUDENT KIT	1 EACH
SNS-11BK	MIRROR-CONAIRPRO	1 EACH
EYE-4	EYESHADOW PALLET	1 EACH
QH-65387	MASSAGE CREAM	1 EACH
QH-65384	CLEANSING CREAM	1 EACH
FSC107	MOISTURIZER	1 EACH
FSC106	REFRESHER	1 EACH

FSC117	BOTANICAL OIL	1 EACH
MSG3	CELEBRITY MASSAGE FACE	1 EACH
QH-56577	FACIAL SCRUBS	1 EACH
TZ1130P	TWEEZERMAN	1 EACH
IN406200	INTRINSICS FACIAL CAP	1 BOX

LUGGAGE		
ATC	CITY LIGHTS MADISON ALUM TOOL CASE	1 EACH

EDUCATIONAL MATERIAL

ISBN: 13: 9781111306915	TEXT BOOK	1 EACH
ISBN: 13: 9781111306922	EXAM REVIEW BOOK	1 EACH
UNIFORM		1 EACH

THE USED OF ESTHETICIAN KIT IS NOT REFUNDABLE

CURRICULUM FOR MANICURING COURSE (600 HOURS, 20 Weeks)

The curriculum for students enrolled in a manicuring and depicting course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinic/theory experience, which shall include all phases of manicuring. Such technical instruction and practical operations shall include:

SUBJECTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION
1. Manicurist, Therapy Preparation	50
2. Bacteriology	15
3. Sterilization	20
4. Sanitation	15
5. Hygiene	15
6. Personality	20
7. Pedicuring	65
8. Bones, Muscles of Arm/Hand	50
9. Oil and Lactol Manicure	50
10. First Aid, Equipment and Supplies	85
11. Advertising, Professional Ethics, State Regulation	30
12. Salesmanship	80
13. Chemistry	40
14. Actual Practice of Manicuring	55
15. Job seeking skill	<u>10</u>

TOTAL HOURS:

600 hrs

Authority Note: Promulgated in accordance with R.S.37:5575(A). HISTORICAL NOTE: Promulgated by Office of the Governor, Division of Administration, Board of Cosmetologist, LR 29:326 (March 2005)

DESCRIPTION OF COURSE

This course covers all aspects of manicure and pedicure. Successful completion of this course and pass the State Board Examination will allow the Manicurist to perform such skills as Manicure, Pedicure, Acrylic Nails, Nail Tip application, Nail Wrap and Repair.

INSTRUCTIONAL TECHNIQUES AND METHODS

Students will have to attend regularly theory classes(lecture), read assigned chapters of their textbook, must take and pass assigned tests with a grade point average of 70%(C) or better. Students will learn the technical techniques and methods of performing manicure, pedicure, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing clients-services (practical operations)

1. Theory classes (lectures and demonstrations) 2. Theory testing (written and oral). 3. Practical operations demonstrations. Practical operations on finger or a person, 4. Complete operations performed on another person, 6. Performance reviews (progress evaluations, see satisfactory policy).

MANICURING EDUCATIONAL GOALS

The manicuring course is designed to prepare students for the State License Examination and for profitable employment as a manicurist. The knowledge and skills will prepare licensed students for work as Manicurist, Pedicurist, Salon Manager, Salon Owner and Product Demonstrator.

MANICURING PERFORMANCE OBJECTIVE

Graduates of Manicuring Program will qualify for entry-level positions as Nail Technicians, pedicure Technician, and nail Salon Operators. Graduates of this program are expected to:

1. Acquire knowledge of laws and rules regulating Louisiana's cosmetology establishments' practices
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow worker.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENT

When the student has completed the specified minimum required hours upon the completion of the six hundred (600) hour course with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and MUST have High School Diploma. A Manicuring license will be granted by the State of Louisiana only after the student has successfully completed and graduated from the Manicuring course as described above and passed the State Board Exam with an overall average of 75%.

RESOURCES

Nail Technology textbook, theory workbook, practical workbook, examination, exam review book, videos, and notes from class lectures, supplemental materials handed out in classes, school library and demonstrations.

LEARNING STRATEGY

Students will be read assigned chapters of textbook, and other materials in school library, attend scheduled theory classes lectures and demonstrations, prepare written procedures on operations, and perform practical operations.

INSTRUCTORS

As in all phases of any professional each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards: instructors giving these are also posted for the student's benefits.

GRADING SYSTEM

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

GRADE SCALE

100% - 90% = A = 4.0...Superior Performance
89% - 80% = B = 3.0...Above Average
79% - 70% = C = 2.0...Average
69% - 60% = D = 1.0...Unsatisfactory
59% - 0% = F = 0.0...Fail

SCHOOL RATIONALE FOR INCREASING MANICURING PROGRAM FROM 500 CLOCK HOURS TO 600 CLOCK HOURS

The Louisiana State Board of Cosmetology requires a minimum of 500 clock hours for the Manicuring Program. However, after carefully studied and researched, the school decided to add 100 more hours to increase it to 600 hours. The school feels that the additional 100 hours would help the students to develop their skills and knowledge more sufficiently, not just preparing students successfully to pass the State Board Exams, but also helping students to gain more confidence in finding an employment in a highly competitive nail business once the students graduated.

MANICURING KIT LIST

4	BOTTLES (2 oz. + FLIP TOP)
1	STERILIZED JAR
1	BOX IMPLEMENTS KIT
1	1 oz. ODORLESS POWDER & INSTRUCTIONS
1	2 oz. ODORLESS LIQUID
1	50 NAIL FORMS
1	.25 oz. PRIMER
2	TIP BAGS
5	PRACTICAL FINGERS
1	SCHOOL BRUSH
1	DAMPEN DISH
1	BUFFER
2	BLACK EMERY BOARD
2	ORANGE EMERY BOARD
1	TIP BAG
2	2 gm. GLUE
1	WHITE OR BLACK BUFFER
1	SILK STRIP
1	GLUE
1	TIP BAG
1	SCISSOR
1	TWEEZER
1	BUFFER
1	NAIL CLIPPER
1	NAIL NIPPER
1	PUSHER
1	TOE SEPARATOR
1	MANICURE BOWL
1	MANICURE BRUSH
2	ORANGE EMERY BOARD
1	TOP COAT
1	BASE COAT

- 3 COLOR BOTTLES
- 1 TOTE BAG
- 1 UNIFORM
- 1 TEXT BOOK ISBN- 13: 9781285080512
- 1 REVIEW EXAM ISBN-13: 9781285080543

**CURRICULUM FOR INSTRUCTOR COURSE
(600 HOURS 20 Weeks)**

The curriculum for students enrolled in an instructor trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours are devoted to clinic/theory experience, which shall include all phases of being an Instructor. Such technical instruction and practical operations shall include:

SUBJECTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION
TEACHING METHODS	
Classroom Preparation	25
Teaching Methods	25
Speech	25
EFFECTIVENESS OF INSTRUCTION	
Purpose and Types of Tests	35
Selection of Appropriate Testing Methods Test	25
Validity and Reliability of Teaching Methods	35
INSTRUCTOR QUALITIES	
Proper Conduct of Instruction	40
Classroom Supervision and Control	40
Clinical supervision	50
Clinical demonstration	50
LEARNING ENVIRONMENT	
Classroom Conditions	50
Keeping Records	50
Motivation	50
Assessing Students' Needs	50
Utilization of Safety Procedures	30
Job seeking skills	10
State Regulation	<u>10</u>

TOTAL HOURS:

600 hrs

*** A student enrolled in the instructor course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

DESCRIPTION OF COURSE

This course covers all aspects of Cosmetology, Esthetician, and Manicuring. Successfully completion of this course and pass the State Board Examination will allow the student instructor to perform such skills as Esthetician, Manicuring, and Cosmetology as an instructor.

INSTRUCTOR COURSE EDUCATIONAL GOALS

The Instructor course is designed to prepare students for the State License Examination and for profitable employment as an instructor. The knowledge and skill will prepare licensed instructor for work as Instructor Educator in the beauty industry.

PREFORMANCE OBJECTIVE

Graduates of Instructor course will qualify for the entry-level position as Cosmetology, Nail Technician, Educator and Product Demonstrator, Graduates of this program are expected to:

1. Acquire knowledge of laws and regulating Louisiana Cosmetology establishments of practices
2. Acquire the knowledge of teaching adults in diverse life styles
3. Acquire the knowledge of classroom setting
4. Acquire business management techniques common to cosmetology

INSTRUCTION TECHNIQUES AND METHODS

The Instructor course will have to attend regularly theory classes (lecture), prepare lesson plan for chapter in textbook, must take and pass assigned tests with grade point average of 70% (C) or better.

Instructor will learn the technical techniques and methods of instructing student's haircuts and styling, hair coloring, chemical, make-up applications, hair removal, manual and electrical facial, scalp and hair treatments, manicure, pedicure, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation equipments, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics, customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing clients-services (practical).

1. Theory classes (lecture and demonstrations).
 2. Theory testing (written and oral)
 3. Practical operation demonstrations,
 4. Practical operation on mannequin or the other person,
 5. Complete operations performed on another person,
 6. Performed reviews (progress evaluations, see satisfactory policy).
- And the completion of 600 hrs. 30hrs a week.

TO DEVELOP AN APPRECIATION OF:

1. The necessity for constant effort towards achievement of professional competency as a teacher.
2. The importance of developing personal characteristics that contributes to success in teaching.

SKILLS TO BE DEVELOPED

1. Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student.
3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

LICENSING REQUIREMENTS

An applicant must have a High School Diploma. An Instructor program license will be granted by the Louisiana State Board of Cosmetology only after the student has successfully completed and graduated from the Instructor course as described above and passed the State Board Exam with an overall average of 75%.

GRADING SYSTEM

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

GRADE SCALE

100% - 90% = A = 4.0...Superior Performance
89% - 80% = B = 3.0...Above Average
79% - 70% = C = 2.0...Satisfactory Performance
69% - 60% = D = 1.0...Unsatisfactory Performance
59%- 0% = F = 0.0...Fail

INSTRUCTOR KIT LIST

The Master of Educator, 3rd Ed.
ISBN13: 9781133693697
ISBN13: 9781133776598

ADMISSION REQUIREMENTS

My-Le’s Beauty College, LLC admits as regularly enrolled students only persons who:

1. Have a high school diploma or high school transcript showing a graduation date.
2. Have a recognized equivalent of a high school diploma such as a home schooled certificate by the state where the student resided during home school or a General Equivalency Diploma (GED).
3. Original foreign high school diploma will be accepted with third parties services for evaluation purposes. (fees may apply)Students who possess a foreign high school

diploma must provide evidence that verification of the high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

4. Are not currently enrolled at a primary or secondary institution.
5. Have a valid photograph ID and social security card.
6. Are at least 17 years of age.

My-Le's Beauty College, LLC does not recruit students who are already or who have admitted to another school offering a similar program of study.

Conviction for possession or sale of illegal drugs

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies on the FAFSA that he or she may be eligible for aid. My-Le's Beauty College is not required to confirm this unless there is evidence of conflicting information.

Admissions/Eligibility for Federal Aid Requirements

A conviction that was reversed, set aside or removed from the student's record does not render a student ineligible for aid, nor does a conviction that was received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year My-Le's Beauty College, LLC may award Pell grant funds for the current payment period.

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- ◇ Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- ◇ Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company

- ◇ Be administered or recognized by federal, state or local government agency or court.
- ◇ Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Incarcerated Applicants:

An applicant is considered to be incarcerated if he or she is serving a criminal sentence in a federal, state or local penitentiary, prison, jail, reformatory, work farm or similar correctional institution (whether it is operated by the government or a contractor).

An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants may be admitted to My-Le's Beauty College, LLC if the applicant who has been convicted of a felony, but is not currently incarcerated can potentially be admitted pending a review by the My-Le's Beauty College, LLC school director/owner.

Selective Services Registration:

To be eligible to receive Title IV, HEA program funds, a male student who is subject to Registration with the Selective Services must register with Selective Service (a male Student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and residency requirements:

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, a student must:

- ◇ Be a citizen or national of the United States or
- ◇ Provide evidence from the US Immigration and Naturalization Service that he or she is a permanent resident of the US or
- ◇ Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- ◇ Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.)

These students must be enrolled as regular students in an eligible program in order to Participate in Title IV.

ADMISSION PROCEDURES

To apply for admission, an applicant should contact an admission officer at the school to schedule an appointment for a personal interview and tour the school facilities. At this time the school's catalog is given to an applicant and a school's admission officer will explain to an applicant all the requirements of the program, school rules and regulations as well as the costs of the program. An applicant then will complete the application for enrollment and an enrollment

agreement. An applicant must provide a copy of his/her photographic ID, a 2x2 photo, Social Security Card, Legal U.S. Permanent Residence, A High School Diploma, Foreign High School (students who possess a foreign high school diploma must provide evidence that verification of the high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma, GED or transcript to admission. The school will then review the application and notify the applicant either in writing or by phone whether he/she has been accepted.

TRANSFER STUDENTS

The institution accepted students hours certified by the Louisiana State Board of Cosmetology provided that the hours are transferable. The institution shall evaluate the student's transcript and determine how many hours of the curriculum have been completed by the student. The institution shall then submit to Louisiana of State Board of Cosmetology for verification hours which shall included supporting data. Once, students have an approval hour transferred by the Louisiana State Board of Cosmetology. The student will then continue with the school admission screening process.

GRADUATION REQUIREMENTS

When the student has completed the specified minimum required hours upon the completion of the course hours with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1250 clocked (actual) hours

Manicuring 300, 600 clocked (actual) hours

Esthetician 375, 675 clocked (actual) hours

Instructor 300, 600 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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

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 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.

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS SCHEDULED	HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	60 Weeks	2250
Cosmetology (Part time, 16 hrs/wk) – 1500 Hours	112 Weeks	2250
Manicuring (Full time, 30 hrs/wk) - 600 Hours	22.5 Weeks	900
Manicuring (Part time, 16 hrs/wk) - 600 Hours	45 Weeks	900
Esthetician (Full time, 30 hrs/wk) – 750 Hours	28 Weeks	1125
Esthetician (Part time, 16 hrs/wk) – 750 Hours	56 Weeks	1125
Instructor (Full time, 30 hrs/wk) – 600 Hours	23 Weeks	900
Instructor (Full time, 16 hrs/wk) – 600 Hours	45 Weeks	900

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 course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

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 failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 90% = A = 4.0...Superior Performance
89% - 80% = B = 3.0...Above Average
79% - 70% = C = 2.0...Average
69% - 60% = D = 1.0...Unsatisfactory
59% - 0% = F = 0.0...Fail

DETERMINATION OF 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. 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 while 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

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 while 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 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Withdrawn students may be readmitted to the institution after waiting a period of 30 days. Readmission is not guaranteed. Students who withdraws prior to completion of the course and

re-enroll, return in the same satisfactory academic progress status at the time of withdrawal. A student who reenters into the same program he or she withdraws from within 180 days is treated as if he or she did not cease his or her attendance for purposes of determining Title IV financial aid awards for qualified students. Therefore, there would be no additional tuition charges. After 180 days, the student's tuition would be based on any new tuition charges established by the institution. The student retains his or her original eligibility for the payment period in which he/she withdrew. In calculating awards for students who re-enter after on 180 days (Title IV Financial Aid) , the institution treats the hours remaining in the program as if they are the student's entire program. Financial aid will be based on pro-rated basis on the remaining hours. All attendance figures remain the same as well —absentee hours would not be increased and actual hours would not be decreased. The student would retain all hours and grades previously accumulated.

APPEAL 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.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ATTENDANCE POLICY

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

INSTITUTIONAL REFUND POLICY

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 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.
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.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less registration fee in the amount of \$150.00.
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 student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days.
 - For students who enroll and begin classes but withdraw prior to course completion (after fifth business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION 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 students last date of attendance. Any monies due 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. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the

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

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Notes: Students are also subject to the U.S Department of Education's Refund and Return of funds Policy. For further information, inquire at the Financial Aid Department

RETURN TO TITLE IV (R2T4)

Process Overview & Applicability

The return of Title IV funds requirement is a complex process involving a great deal of interoffice cooperation and coordination. The school director is designated as the contact point for students who wish to withdraw. Inter-Office email or written memoranda may be used to communicate that information to faculty, bookkeeping, and the office of financial aid. The school's director determines the withdrawal date and reports it to other institutional offices and the Department of Education. The Office of Financial Aid calculates the return of Title IV funds using federal formulas, notifies the student of his or her obligation to repay funds if applicable, tracks the repayment, and refers overpayments to ED. It also offers the student any earned post-withdrawal disbursement and follow-up procedures and policies pertaining to this indicated in the award notification part of the manual. For students whose status changes from full-time to part-time during the payment period, the award package must be revised based on the revised enrollment status and student must be notified about the changed award amounts and status.

The date of My-Le's Beauty College, LLC determination that a student withdrew is identified through faculty input, student's failure to return from an approved leave of absence, or the student's verbal or written notification to the school.

In the event of any unofficial withdrawals, R2T4 refund must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

All enrolled students are notified through My-Le's Beauty College, LLC catalog about the withdrawal process and the student's rights and responsibilities, including how a student reports the intent to withdraw and how the student begins the withdrawal process.

Withdrawal Date

The faculty is required to take attendance and notify the school director if a student has stopped attending class without any notice for 3 (three) consecutive scheduled class days. The school director monitors attendance of all enrolled students. He will contact students via email, phone call and letter. If no response is received within 14 days, the school will assume the student has unofficially withdrawn. The school director will determine the withdrawal date which would be no later than two weeks from the last day of attendance. However, if the student responds, the

official withdrawal date will be the date on which student notifies school via any means of communication. Students who have been absent for 30 consecutive days will automatically be terminated. However all refunds due will be paid within 45 days of the student's 14th consecutive day of absence. A student who wishes to withdraw from school for compelling personal reasons should notify the Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. For all clock hours programs attendance roster is mandatory. All documentation for a withdrawn student will be kept in the student's file in the office of financial aid.

My-Le's Beauty College, LLC grants Leaves of Absence (LOA) as per federal regulations. Students who require a leave of absence from the program must do so in writing and be approved by the Director prior to leaving school. If a student does not return from his/her LOA, the student will be dropped the day following the expiration of the leave of absence, and the financial aid office will be notified. This begins the withdrawal process. The office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the manual.

Formula Calculation

My-Le's Beauty College, LLC is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent earned. The percentage of aid to be returned is determined using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan
Subsidized Federal Stafford Loan
Federal Parent (PLUS) Loan
Federal Pell Grant
Federal Supplemental Opportunity Grant
Other Title IV assistance
State Tuition Assistance Grants (if applicable)
Private and institutional aid
The student

The following is a step-by-step process that is followed in all R2T4 calculations

- Step 1:** Determine the percentage of aid earned by calculating the percentage of the scheduled hours that the student completed.
- Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid *or* determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4:** If unearned funds must be returned, determine the schools and the student's shares; *or* if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; *or* if a post-withdrawal disbursement is due, send student applicable notification.
- Step 6:** Return the institution's share and any funds repaid by the student or refer the student to ED; *or* make the post-withdrawal disbursement.

The Department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. These worksheets are used to calculate all R2T4 calculations. A copy of the worksheet in the event of manual calculation and a computer printout in the event of automated calculation is placed in the student's file for records. The office of financial aid

performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

Post-Withdrawal Disbursements

In the event a student is eligible for a post-withdrawal disbursement based on the student’s budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by ED. A school must process Title IV aid within 120 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

SCHOLARSHIPS

Our college does not award any institutional scholarships incentives.

LEAVE OF ABSENCE POLICY

Our school does not offer the Leave of Absence.

TUITION AND FEE SCHEDULE

COURSE	<u>Cosmetology</u>	<u>Manicuring</u>	<u>Instructor</u>	<u>Esthetician</u>
TUITION FEE	\$10,125.00	\$3,900.00	\$3,900.00	\$3,562.50
REGISTRATION FEE	\$150.00	\$150.00	\$150.00	\$150.00
KITS SUPPLIES	\$275.00	\$225.00	\$225.00	\$450.00
BOOKS	\$285.00	\$225.00	\$225.00	\$275.00
LAB COAT	\$25.00	\$25.00	\$25.00	\$25.00
OTHER COSTS	-	-	-	-
TOTAL CHARGES	\$10,860.00	\$4525.00	\$4525.00	\$4462.50
WEEKS	30	20	20	25

* **Please Note:** All kit prices above include books and lab coat.

* **R = REFUNDABLE** Once used, kits are not returnable or refundable due to sanitary considerations.

- **NOTE:** Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement. *Brush – up (See below)

EXTRA INSTRUCTIONAL CHARGES

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, and extra instruction charge will be made for the balance of the hours required for the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$6.75 Manicuring: \$6.50 Instructor: \$6.50 Esthetician: \$4.75**

***BRUSH-UP:** Students requiring preparation for the State Board exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$150.00. Students must furnish their own equipment.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICES WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS

METHOD OF PAYMENT: TUITION POLICIES AND FEES

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the course is paid in full prior to completion of the course.

- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.

- Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

STUDENT CLOCK HOUR POLICY

Our school is using Genesis electronic time clock system and daily sign in sheet to keep track of student hours of attendance. On the first day of the class, each student will be issued a plastic time card and student will use this card to swipe **IN** and **OUT** on the electronic time clock at the start and the end of each day. The time that the student clock **IN** and **OUT** on the electronic time clock will automatically transfer into the school office's main computer and the number of hours of attendance will accumulate daily. Daily sign in sheet will use as a back up data in case the Genesis electronic time clock failed.

NOTE: Make sure that you swipe **IN** and **OUT** at the start and the end of each day; otherwise you will lose all your hours of attendance for the day.

One clock hour is equal to 60 minutes of instruction.

SCHEDULE CHANGE

Due to any reason if the students cannot meet their schedule of attendance as they are enrolled in. Students are allowed to request change of their schedule by completing schedule change form that is available in the office. Student are only allowed to change two times during the course of they are attended.

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday – Saturday 9:00 a.m. until 5:30 p.m.
2. Student must used Genesis card to swipe in and out. Also, sign in sheet available to sign in daily to keep track of attendance. It is mandatory to sign in and out for lunch. Students must Swipe their card and sign out when leaving the building. Student fail to do so students will get their hour deducted by the instructor for the time not being in school. (Incuse the computer system is down, school will base on the sign in sheet to input manually into the system.)
3. Student should not swipe in or out for other students. This rule is strictly enforced. Genesis card must be remained in school at all times.
4. The students can NOT disrespect the owner staffs or an instructor doing so is ground for immediate termination.
5. Students should NOT sit around IDLE. Student should always work on State Board unless otherwise instructed.
6. NO loud music.
7. Students lunch time is from 12:00pm to 12:30 p.m. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. In case of illness or emergency on any day, the student must call in to the school to report his/her absence before 9:10 a.m. that morning.
9. A student who comes to school after 9:15am may not attend theory class. Students who are habitually tardy (5 times in a month) will be advised. If tardiness continues the student may be placed on probation until tardiness ceases.
10. Dress Code is ALL BLACK. Students must wear a Black lab coat, neat and clean. No tank top, mini skirt or short permitted. Closed toe and low heel shoes are required. Lab coats are to be purchased at the school ONLY, since our school logo is required and it appears on the lab coat.
11. Smoking is only allowed in designated areas "OUTSIDE" of the building.

12. No visitors are permitted in the classroom or student lounge area unless approved by the Instructors.
13. College business phones may not be used for personal calls.
14. No cell phones are allowed during any classes or on clinic floor. If your cell phone is on, you have to leave the class immediately and you not allowed coming back until the class is over. If you have been asked to leave the class 3 times in a month, you will be placed on probation.
15. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
16. Students must keep their workstations, in class or on the floor, cleaned and sanitized at all times.
17. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
18. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take patrons when assigned to them. Students who refuse to take a patron when assigned have to clock out for that day.
19. No student may leave a patron while doing a service, except in an emergency and is excused by an instructor.
20. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
21. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. Freshman students are not allowed to work on senior students and vice versa at any time. Personal services will be allowed on Tuesday through Thursday (only if all of the requirements for the day are met, and students must have the instructor permission as well.)
22. Students are responsible to return the college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
23. Students have the privilege at all times to consult with the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.

25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only. An instructor must check all works or credit will not be given. Records must be neat and clear.
26. Student must maintain an average of 70% or above in theory and in all practical subjects. Please see SAP policy.
27. Only products furnished by the college may be used unless otherwise approved by the instructor and school.
28. Students must comply with all instructions given by personnel relative to school activities. No insubordination will be tolerated.
29. Test make up for student testing is every Thursday afternoon after 1:00 pm.
30. Excuse policy is if a student is absent on any giving day must bring in an excuse slip form Doctors, obituary etc.. An unexcused absent would be if any student is absent and does not bring in a slip for being absent.
31. Notify office immediately of any address or telephone change.
32. Absence of three (3) days or more without notification shall result in a telephone call from the school to determine the cause of absence.
33. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a cosmetologist, manicurist or esthetician.

Violation of school rules may result in suspension or termination.

RE-ENTRY POLICY

Withdrawn students may be readmitted to the institution after waiting a period of 30 days. Readmission is not guaranteed. Students, who withdraw prior to completion of the course and re-enroll, return in the same satisfactory academic progress status at the time of withdrawal. A student who reenters into the same program he or she withdraws from within 180 days is treated as if he or she did not cease his or her attendance for purposes of determining Title IV financial aid awards for qualified students. Therefore, there would be no additional tuition charges. After 180 days, the student's tuition would be based on any new tuition charges established by the institution. The student retains his or her original eligibility for the payment period in which he/she withdrew. In calculating awards for students who re-enter after on 180 days (Title IV Financial Aid) , the institution treats the hours remaining in the program as if they are the student's entire program. Financial aid will be based on pro-rated basis on the remaining hours. All attendance figures remain the same as well —absentee hours would not be increased and actual hours would not be decreased. The student would retain all hours and grades previously accumulated.

CONDUCT POLICY

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of any following items may result in suspension or termination/expelled from the institution.

- A. Abusing any illegal drugs or alcohol.
- B. Cheating on school examination or time card.
- C. Destroying or damaging school property.
- D. Disrespect toward any school's staff members or instructors.

DISCLOSURE OF EDUCATION RECORDS

Students, and parents or guardians of dependent minor only have the rights to inspect, review, and challenge information contained in their educational records. The parents of tax dependent students are only allowed to access to the proof that their children are attending school for tax purposes, not the remainder of the student's records. Once the student reaches the age of 18, they became a legal adult and must give a written consent for their records to be released, even to their parents. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. The school will maintain students' files for three (3) years. Students are not entitled to inspect the financial records of their parents. Before publishing the directory information the school will give the students and the guardians of dependent minor students the chance to deny the authority to publish the directory information. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law.

POLICY REGARDING THE FAMILY EDUCATION RIGHTS AND ACT (FERPA)

1. All parents and students will be notified of their rights through annual publication in the catalog of the fact that students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personal identifiable information and to file a complaint with the U.S department of Education regarding the failure of an institution to comply with FERPA. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.
2. A parent or student must make a request in writing to review educational record.
 - B) Record will be made available in the appropriate institutional office on an appointment basis.
3. No personal identifiable information will be released to a third party without the written consent of parent or student unless it is:
 - A) to other school officials who have educational interest in the information
 - B) to officials of another school where the student seek or intends to enroll
 - C) to representatives of the Comptroller General of the United State, the secretary of Education or state and local educational authorities

- D) Relating to financial aid and is necessary to determine conditions for aid, enforce the term and conditions of aid.
 - E) to State official if required by the State statute
 - F) To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be provided to the organization will be destroyed when no longer needed for the study.
 - G) To accrediting agency to carry out accrediting functions
 - H) To parents of a dependent student
 - I) To comply with judicial order or subpoena
 - J) To meet a health or safety emergency
 - K) To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the perpetrator of the crime.
4. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
 5. Personally identifiable which is designated as directory information includes student's name addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE:

It is the policy of this school to handle complaints in the following manners:

1. Fill out the Complaint Form and list all complaints.
2. Deliver all forms to the school's instructional supervisor.
3. If you are unable to deliver the form to the instructor supervisor, you may deliver it to the school's Director/Owner, **Mr. Ben Co.**
4. The school's Director will evaluate the complaint and set up an appointment with the person within 5 days from the receipt of the form. If the complaint is an emergency, it will be addressed within 24 hours.

If you are not satisfied with the school's resolution, you may contact The National Commission of Career Arts & Sciences (NACCAS) at: 3015 Colvin Street, Alexandria, VA 22314. Tel (703) 600-7600 and/or Louisiana State Board of Cosmetology at: 1162 Sunbelt Court, Baton Rouge, LA 70809. Tel: (225) 756-3404.

Students who are experiencing personal problems both inside and outside the classroom are encouraged to discuss with the school staff members for advising and assistance. If your problems are out of our ability to help, we will refer you to outside agencies or programs for assistance. For instance, our school is not providing housing, transportation or childcare, but we can refer these services to students if needed.

CAREER ADVISING AND PERSONAL ATTENTION:

Students are advised individually, as often as necessary to review the student's satisfactory progress. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the

daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

ADVISING:

Because students are taught by the same instructor throughout their program, most student services are delivered by that instructor. Instructors are responsible for monitoring student's attendance as well as student satisfactory progress. Consequently, when student advising is required, it is the instructor who ascertains the need for such advising and renders it to the students. Student advising is documented by the instructor at the time it is conducted and placed in the student's academic file. Students who are having academic problems are assisted by the instructors through extra tutoring or additional time spent with the instructor to go over any work missed.

STUDENT SERVICES POLICY AND PROCEDURE

The system of delivering student services at My-Le's Beauty College, LLC supports and enhances the school's training programs by encouraging students' attendance and promoting students' success. We employ a method of delivering student services that requires all staff members to be part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and in making informed decisions concerning training and employment. We also provide advising and assistance to students in an attempt to address their needs outside the classroom as well as inside.

JOB PLACEMENT:

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for student to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. 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 employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduate as available.

(Please note that students must pass the written and practical examinations administered by the board before eligible for a position.)

**ADMISSION/ FINANCIAL AID/JOB PLACEMEANT
OPERATION HOURS**

For any information, please contact (504) 362-3150 fax (504)362-0682 from 9:00 A.M. to 5:30 P.M., Tuesday-Saturday.