



Centralia Beauty College
217 S. Tower Avenue
Centralia, WA 98531 360-736-2866

**“THIS DOCUMENT CONTAINS THE CURRENT ANNUAL
SECURITY REPORT INCLUDING CURRENT CRIME
STATISTICS REQUIRED UNDER THE JEANNE CLERY
DISCLOSURE OF CAMPUS CRIME STATISTICS ACT (CLERY ACT)
AS AMENDED BY THE VIOLENCE AGAINST
WOMEN REAUTHORIZATION ACT OF 2013 (VAWA).”**

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Centralia Beauty College
School Catalog & Consumer Disclosure Information

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OUR MISSION STATEMENT

Our school's mission is to provide quality educational programs in order to prepare students to pass the Washington State Department of Licensing written and practical examinations for licensure. Also, to provide opportunities for our students to gain employment within their chosen field by means of exposure to local businesses that provide employment in the beauty industry. We are committed to providing a solid educational foundation that allows our team to pursue excellence. We believe that when our students come first success will follow.

GENERAL CONSUMER INFORMATION TO ALL STUDENTS

Centralia Beauty College, hereinafter known as "Centralia Beauty College" will make available to students & employees and potential students & employees this Catalog & Information Disclosure on the website located at www.centraliabeautycollege.com. This disclosure will be update annually and will include information on financial assistance, school performance statistics (IPEDS) and the Annual Security Report. There is no Annual Fire Safety Report as, Centralia Beauty College does not offer student housing. Annually, notice will be given to all currently enrolled students that the Catalog and Information Disclosure has been updated and they will be informed where to find it online. A paper copy will be supplied upon request.

Centralia Beauty College will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all the content in the Consumer Information document and how it directly relates to federal student aid. For more general Centralia Beauty College information, you may contact Admissions, at (360)736-2866 or info@centraliabeautycollege.com.

CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION

Our Financial Aid Director and Admissions Representative is knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours: 8:30am to 5:00pm Tuesday through Saturday.

FINANCIAL AID

For financial aid information you may contact Financial Aid Officer, (FAO), at (360)736-2866 for additional questions or email at info@centraliabeautycollege.com.

SCHOOL FACILITIES

The school has a classroom, basic training area, facial and make-up room, student lounge, and clinical areas. The clinic classroom is outfitted with adequate hair dryers, shampoo and drying stations with chairs, to meet the educational needs of the student. There is a reception area set aside for clients while they await student services.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Centralia Beauty College, its staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and in assuring complete transparency, candor and accuracy in all its communications with students, accrediting agencies and the public. Further, Centralia Beauty College is using procedures and practices aimed at eliminating errors while communicating with students and the public.

ADMINISTRATION AND FACULTY

Centralia Beauty College's Faculty consists of the School Owners and Admissions Department, William Haas and Michelle Haas, each having Fifteen years experience in school ownership; Paula Brenner has been licensed in Cosmetology, Manicuring and Esthetics for 20years and as an Instructor for 19 years. She is our School Manager, Lead Instructor and FAO; Instructor Tiffany Brenner has been a licensed Cosmetologist for 14 years and as an Instructor for four years; Instructor Karen Swann has been licensed in Cosmetology, Barbering, Manicuring and Esthetics for 31 years and as an Instructor for 21 years. All of our instructors complete 12 hours of continuing education each year and along with their instructors licenses, are CTE Certified instructors through the Washington State Office of the Superintendent of Pulic Instruction. (Maximum student to instructor ratio: 20:1)

RECRUITER COMPENSATION/INCENTIVE PROGRAMS

Centralia Beauty College does not have a Recruiter Compensation program for either it's staff or any outside parties, for Admissions or Enrollment.

ACADEMIC IMPROVEMENT PLAN

Centralia Beauty College and its advisory committee have considered the feedback received from current students, graduates, and employers of graduates, as well as the school's outcome rates. Based on the information from the advisory council, Centralia Beauty College has determined that the "Meet & Greet" shows that we hold every six months have helped in finding employment and placing graduates in local salons. We will continue to schedule these very important venues. We will continue to review student test results and look at where students are having the most difficulty, and find ways to improve in those areas. We will continue to schedule hair color classes, hair cutting classes, salon management and product knowledge classes from educators in the industry.

GAINFUL EMPLOYMENT DISCLOSURE

At the time of the publication of this catalog/handbook, Centralia Beauty College did not have any data to report to the Department of Education.

REPORTING AND DISCLOSURE OF INFORMATION

This Consumer Information will be available online at www.centraliabeautycollege.com. All enrolling students will receive a copy of this disclosure. It will be updated yearly, and all students, employees, potential students and potential employees will be made aware that this information has been updated. Annual Security Reports can be found later in this document. Since Centralia Beauty College does not provide housing it does not produce an Annual Fire Safety Report.

LICENSURE/ACCREDITATION/ORGANIZATIONS

Licensing Authority/The school is licensed by the Washington State Department of Licensing and regulated via the Revised Code of Washington and the Washington Administrative Codes. The school is subject to periodic unscheduled inspections to insure compliance with the law. Any person wishing to practice Cosmetology, Manicuring and/or Instructor Cadet for pay must attend a licensed school for the required number of hours and pass a state administered examination for the profession for which they have been trained. The address is: Business and Professions Division, Cosmetology Unit, P.O. Box 9026, Olympia, WA 98507 (360) 664-6626.

Accreditation Agency/ The **National Accrediting Commission of Career Arts and Sciences (NACCAS)**, is an autonomous, independent accrediting commission constituted as a nonprofit Delaware corporation, with its main office located in Alexandria, Virginia. The Commission's origins date back to 1969, when two accrediting agencies in the field merged to form the Cosmetology Accrediting Commission (CAC). CAC changed its name to "NACCAS" in 1981. NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools. It presently accredits approximately 1,700 institutions that serve over 120,000 students. These schools offer over twenty (20) courses and programs of study that fall under NACCAS' scope of accreditation.

The address is: National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600.

Note: All licensing/accrediting/approval can be found posted at Centralia Beauty College.

2018/2019 ENROLLMENT START DATES

May 22, 2018/June 26, 2018 (New Market)/July 10, 2018/September 5, 2018/October 23, 2018/December 4, 2018
January 29, 2019/March 19, 2019/May 14, 2019/June 25, 2019 (New Market)/July 2, 2019
(Maximum of 30 students per class)

Manicuring and Instructor Cadet classes begin at the time of enrollment.

ENDING DATES OF COURSES

End dates vary depending upon student attendance.

SCHOOL INFORMATION CENTRALIA BEAUTY COLLEGE

217 S. Tower Avenue
Centralia, WA 98531
360-736-2866

SCHOOL HOURS OF OPERATION

School hours are from 8:30a.m. to 5:00p.m. Tuesday through Saturday.

The daily schedule is as follows:

8:00a.m. to 8:30a.m. Daily school set-up

8:30a.m. to 9:30a.m. Theory

9:30a.m. to 4:30p.m. Clinic floor

4:30p.m. to 5:00p.m. Disinfecting and Sanitation

Students are allowed a 10 minute rest period in the morning and afternoon as the schedule allows. These are non-creditable hours.

OFFICIAL SCHOOL HOLIDAYS

Centralia Beauty College will be closed for the following holidays:

January 1st, July 4th, December 25th, Easter, Thanksgiving and any other day that will be posted in advance. The school will also be closed for three weeks each year for student and staff vacations. Those dates for the 2018/2019 school year are: Spring Break 04/03/2018 through 04/07/2018, Summer Break 08/21/2018 through 08/25/2018 and Winter Break 12/25/2018 through 01/01/2019.

CONSTITUTION DAY

Centralia Beauty College celebrates Constitution Day on or near September 17 of each year. For more information visit [www .constitutionday.com](http://www.constitutionday.com)

ENROLLMENT/ADMISSIONS POLICY

COSMETOLOGY, MANICURING and INSTRUCTOR CADET PROGRAMS

Centralia Beauty College admits as regular students those who are 17 years of age; have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of a high school diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment, or have evidence of completion of home schooling. If attending under the training agreement with New Market Skills Center you must meet the admission requirements set out in the New Market Skills Center training agreement. Centralia Beauty College does not accept "Ability to Benefit" (ATB) students. Foreign students must provide evidence that verification of foreign 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 high school diploma. Forms and agency contact will be provided to student. Verification cost is the students' responsibility. Students must also complete an entrance interview with our school staff. INSTRUCTOR CADET must also present a valid Washington State Cosmetology or Manicure license.

Please note; after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing a (360)664-2550. You can also find further information online in the Washington State RCW 18.235.50. <http://apps.leg.wa.gov/RCW/default.aspx?cite=18.235&full=true#18.235.005>

ADMISSION PROCEDURE for NEW/TRANSFER and RE-ENTERING STUDENTS

Applications are available by request at info@centraliabeautycollege.com or in person from our Admissions Department located in our facility at 217 S. Tower Ave. Centralia, WA 98531.

Application procedures are as follows:

STEP1. SCHEDULE A CAREER PLANNING SESSION:

Call admissions office, to schedule a session and tour

Complete a FAFSA if you plan on using Financial Aid. Federal School Code: 042747

All students admitted are beyond the compulsory age of attendance

Centralia Beauty College does not admit ability-to-benefit students STEP

2. AT REGISTRATION THE FOLLOWING ARE REQUIRED:

Completed application and all necessary enrollment documents (Minimum of Valid ID and High School diploma or equivalent.)

Sign an Enrollment Agreement/Contract

Receive Orientation packet

Pay registration fee (Non Title IV students)

TRANSFERRING STUDENT

Students transferring from another school may, upon the schools' review of the students' previous records and, a written and practical review, receive credit toward completion of student learning objective and course requirements. Centralia Beauty College may accept between zero and all of the hours a student has accrued from another school. Students that started the program through New Market Skills Center will receive credit for all hours obtained through that program. The student's 1st SAP evaluation is completed at the midpoint of the program established in their contract, and the attendance rate and academic average is based on those hours and does not include the hours transferred from the students' previous school. A student coming into this institution with hours from another institution will have those hours counted towards the purposes of calculating the student's Maximum Time Frame, but those hours do NOT factor into the student's SAP attendance and academic averages. Centralia Beauty College does not and will not recruit students already attending or enrolled in another school offering similar programs of study. Washington State Department of Licensing does not recognize hours attended at schools outside of Washington State.

RE-ENTRY/INTERRUPTIONS/COURSE REPEATS

Students reentering the program require a personal interview with school administration. After reentry, the student's 1st SAP evaluation is done at the midpoint of the program established in their contract, and the attendance rate and academic average is based on those hours, continuing from the point at which the student left the program previously.

Students' who re-enter the program before a 180 day leave or drop, are placed in the same Satisfactory Academic Progress standing as when they left. If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new reenrollment contract. Students who re-enter the program between 180 days to three years from their last day of attendance are placed in the same Satisfactory Academic Progress standing as when they left. However, they will be treated as a transfer student in regard to Satisfactory Academic Progress reviews: The student's 1st SAP evaluation is completed at the midpoint of the program established in their contract, and the attendance rate and academic average is based on those hours and does not include the hours accrued from the students' previous enrollment at the school. In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet assessed. Outstanding tuition, fee, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader. Previous tuition payments will be credited to the student's balance. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable. Students will also pay a \$100.00 reentry fee. The Washington State Department of Licensing does not recognize any hours a student may have accrued in a program after three years from a student's last day of attendance in that program. Any student wanting to re-enter the program again, after that three-year mark, must repeat all hours of the program.

ATTENDANCE POLICY

As a student at Centralia Beauty College, whether you are attending through funds provided by Financial Aid, through funding of your own or on contract with the school, you are responsible to attend school in accordance with the schedule you have selected. As there is a limited amount of absences allowed in your contract, you must be certain that you can commit to your schedule before you enroll in a program. Excessive absences and tardiness are grounds for termination.

ABSENT AND TARDY

Centralia Beauty College allows a limited number of absences for each evaluation period. Centralia Beauty College considers “Excessive Absenteeism or Tardiness” for the Cosmetology program to having an unexcused absence or tardy for more than four (4) scheduled days in either of the first two evaluation periods and more than three (3) scheduled days in either of the last two evaluation periods.

Centralia Beauty College considers “Excessive Absenteeism or Tardiness” for the Manicuring program to having an unexcused absence or tardy for more than three (3) scheduled days in either of the two evaluation periods.

Only absences that are documented by a care provider or other certified official are considered “Excused”. All other absences are considered “Unexcused”. For example: Calling in sick and then arriving to school the next day without a verifiable note from a care provider or other certified official, is considered Unexcused.

Being tardy is looked upon as an absence in any circumstance and will be reflected on your attendance record as such.

SCHEDULE Upon registration with Centralia Beauty College you will establish an attendance schedule. Having a varying schedule from week to week is not allowed. Adhering to your schedule is imperative to your progress in your program. Centralia Beauty College will allow you to change your schedule only once while enrolled. The change will need to match one of our published schedules (found in our Catalog). You may adjust your schedule for work, verifiable medical issues or child care. Other functions outside of the school will not be taken into consideration when requesting a schedule change. A student must be meeting Satisfactory Academic Progress to be eligible for a schedule change. A student may not request a schedule change due to failing Attendance or Academic reasons. Before enrolling in a program, please be sure you have established with your employer, daycare provider or any other parties, a schedule that will allow uninterrupted attendance while enrolled. Absences will only be excused with documentation from a care provider or other certified official. In order to return to class, you must present the documentation to a school official.

LEAVING EARLY

Leaving early is not permitted unless there is a medical emergency to the student or a direct family member. In order to return to class after leaving for such an emergency, the student will be required to provide verifiable documentation from a care provider or other certified official. Should a student fail to return to class after a scheduled break, or is late in returning, such as lunch or afternoon break, they will be marked as absent for the remainder of the day and not be allowed to clock in for the following school day. If a student leaves early, it will be looked upon as an absence and treated as such. Habitually leaving early or returning late from a break will be cause for termination.

ARRIVING LATE

Students must call the school and speak to an instructor if they are going to be late or absent. If you are going to be late or absent you must call the school before 8:30am and speak to an instructor. If arriving late, upon arrival you will not be allowed to clock in until 9:30am, so as not to disrupt the morning Theory class. If you arrive after 10:00 am you will not be allowed to clock-in and will be considered to have an unexcused absence for the day. Excessive absences can lead to “Make-up hours” at the end of a students’ contract. See “Make-up hours” in the school catalog. Remember, any tardy is counted as an absence.

LEAVE OF ABSENCE

If an extended amount of time is required away from the school, you may be eligible for a Leave of Absence. In order to be eligible for a Leave of Absence a student must meet the requirements set forth in the Leave of Absence Policy. Please see our Leave of Absence Policy for further details.

AFFECT ON CREDIT BALANCE DISTRIBUTIONS

For students that are enrolled using Financial Aid, Absenteeism and Tardiness will also affect the rate at which funds are disbursed to your account and to you. For timely disbursement of your funds, it is essential that you attend school as scheduled. We strongly suggest that you make certain school is a priority for you before you enroll, as continued absences can be detrimental to your eligibility for enrollment. If a students’ enrollment were to be terminated, there will most likely be a balanced owed to the Department of Education, Centralia Beauty College or both. Please see our Withdrawal and Settlement Policy for further details.

WARNING AND PROBATION

As per the Satisfactory Academic Progress Policy, attendance performance is evaluated on a cumulative basis, with at least 75% of the contracted attendance scheduled for full or part-time students.

The school allows for the status of Warning for students who are not considered meeting minimum standards for satisfactory academic progress by falling below a 75% attendance rate if: a student has not achieved the minimum cumulative rate of attendance of 75% and can meet Satisfactory Progress by the next evaluation period. After the Warning period the school allows for the status of Probation. For students whose progress is evaluated and determined to be not be meeting minimum standards for satisfactory academic progress during the Warning period they may obtain a “Probation” status. In order to obtain

“Probation” status a student must prevail by appealing. The criteria for Warning, Probation and Appeals is contained in the school’s Satisfactory Academic Progress Policy, Section B.2.a-d.

MAKEUP WORK

Students will have the opportunity to “Make-up Hours” only when the student has an excused absence. (Unexcused absences are not eligible for “Make-up Hours”.) Those hours will be allowed to be made up at a time when the student is not normally scheduled to attend class. For example; A student attending part-time Tuesday through Friday, may make-up hours on a Saturday. Any “Make-up Hours” must be approved prior to being completed, by the school manager. Please, be aware that any absence or tardy will count against your allowed days of absence, whether they are excused or unexcused, and this may affect the number of hours, if any, you have left at the end of your program. Any remaining hours a student has left to attend as of their contract end date are charged at \$10.00 per hour, until the course is completed, or the student withdraws.

NON-DISCRIMINATION STATEMENT

Centralia Beauty College, in its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school 's manager, Paula Brenner (designated to coordinate Centralia Beauty College compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).), in person or by calling (360)736-2866, or by mail at 217 S. Tower Ave. Centralia, WA 98531, immediately so appropriate action can be taken.

All service members of the armed services will not be denied admissions, based on reasons related to their service.

STUDENTS RIGHT TO KNOW/JOB PLACEMENT/PERFORMANCE STATISTICS

Centralia Beauty College maintains contacts in the Cosmetology, Manicure and Instructor Cadet professions to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted at www.centraliabeautycollege.com. While Centralia Beauty College cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. However, Centralia Beauty College does follow-up on graduates to help us prepare new students for future job placement.

Centralia Beauty College must also prepare the completion and graduation rate of its certificate seeking, first time, full-time undergraduate students each year. The annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution’s catalog. These rates are generated from the school student record management system.

NACCAS Annual Report Rates from 2015

Graduation	Placement	Licensure
60%	66.677%	87.5%

Occupational Employment Statistics for Hairdressers, Hairstylist, and Cosmetologist in the surrounding areas from May 2016:

Area name	Employment	Hourly means Wage	Annual means Wage	Annual median Wage
Washington	9160	\$18.34	\$38,160	\$30,460
Oregon	2900	\$14.16	\$29,460	\$24,390
Idaho	1570	\$12.03	\$25,020	\$19,910

(1) Estimated for detailed occupations do not sum to the totals because the totals include occupations not show separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wages by 2,080 hours; where an hourly mean wage is not published, the annual wage has been directly calculated from the reported survey data.

NACCAS' 2016 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2016. NACCAS' graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2015. The scheduled graduation date is a student's most recent contract end date (i. e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2017. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2017.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2016. Students may be excluded from the calculation if they fall into one of the categories listed. In 2015, the school excluded the following number of students* based on each of the following categories:

The graduate is deceased 0

The graduate is permanently disabled 0

The graduate is deployed for military service/duty 0

The graduate studied under a student visa and is ineligible for employment in the U.S. 0

The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students based on each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

SERVICES TO STUDENTS WITH DISABILITIES

Centralia Beauty College will provide reasonable accommodations to any student with a disability. The student should discuss the disability with a Facilitator prior to enrollment. The student should explain in writing what accommodations are required, and the Facilitator and owner will develop and implement a plan to accommodate the student. All facilities at Centralia Beauty College are handicap accessible.

VACCINATION POLICY

Centralia Beauty College does not require vaccination records for admittance to school. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

VOTER REGISTRATION

In compliance with the DOE, voter registration applications can be downloaded at: www.sos.wa.gov/elections/register.aspx. You can also find a link to voter registration on our website at www.centraliabeautycollege.com

SAFETY REQUIREMENTS

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

PHYSICAL DEMANDS PLACED ON THE BODY

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may CAUSE irritation so protective clothing, facemasks, and gloves should be worn.

LICENSING REQUIREMENTS

Students graduating from Cosmetology, Manicuring, and Instructor Cadet Course(s) may take the licensing exam to receive a license in Washington after completion of the course enrolled and payment of the required examination fee. All applicants for licensure must be 17 years or older and have completed the minimum number of hours required by state law when applying for a license. Please note; after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing at (360)664-2550. More information can be found at www.dol.wa.gov/business/cosmetology.

EMPLOYMENT ASSISTANCE

Our school is in contact with the professional community as to its requirements for licensed Cosmetologists and Manicurists. Through these contacts we are able to recommend students to the perspective employers based on the student's abilities and desires. Students will also participate in our school "Meet & Greet" two times per year. During the event students will perform a make-over on a model of their choice and then present their model to various members of the beauty industry, that are invited locally and throughout our region. All job information will be available to graduates but the school makes no guarantee written or implied, of job availability upon any student completing our course and becoming licensed.

COURSES OFFERED, HOURS TO COMPLETION, FEES FOR TUITION & TEXTBOOK/KITS

Schedules

Courses	Hours	Weeks	FT/PT	Schedule	Hours per Week
Cosmetology	1640	48	FT	8:30-4:00 Tues-Sat	34
Cosmetology	1640	55	PT	8:30-4:30 Tues- Friday or Wed -Sat	30
Cosmetology	1640	69	PT	8:30-3:00 Tues-Fri or Wed-Sat	24
Cosmetology	1640	69	PT	3-day block at 8 hours per day	24
Manicuring	600	18	FT	8:30-4:00 Tues-Sat	34
Manicuring	600	20	PT	8:30-4:30 Tues- Friday or Wed -Sat	30
Manicuring	600	25	PT	8:30-3:00 Tues-Fri or Wed-Sat	24
Manicuring	600	91	PT	3-day block at 8 hours per day	24
Instructor Cadet	500	15	FT	8:30-4:00 Tues-Sat	34
Instructor Cadet	500	17	PT	8:30-4:30 Tues-Fri	30
Instructor Cadet	500	21	PT	3-day block at 8 hours per day	24

**Students not clocked in by 8:30 will not be allowed in school until 9:30. If not clocked in by 10:00 student will be sent home for the day.*

COURSE DESCRIPTIONS

All courses are taught in the English language.

Cosmetology / 1640 Hours

The curriculum involves 1640 hours to satisfy Washington State Department of Licensing requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, skin care, styling and shampooing, artificial hair, scalp treatments, chemical relaxers, first aid, diseases and disorders, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

*Instructional methods used are: Demonstrations, discussions, inter-active lectures, problem solving, question and answer sessions, student and classroom presentations, and presentations from practitioners, individualized instruction, labs and student salon activities.

* *Students are prepared to be entry level Cosmetologist.*

**COMPENTENCIES AND SEQUENCES
COSMETOLOGY (1640 HOURS)
SERVICE REQUIREMENTS AND HOURS**

Manicuring/Pedicures	100	Chemical Relaxers	5
Skin Care	100	Hair Color	120
Haircutting	310	Theory	285
Hair styling & Shampooing	320	Disinfecting & Safety	130
Artificial Hair	10	First Aid/Diseases and Disorders	30
Scalp Treatments	20	Additional Hours	40
Permanent Waves	170		

Cosmetology Pre-Clinic Class (Basic) The first 240 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

Cosmetology Clinic Floor The remaining 1400 hours are spent in the clinic area where practical experience is gained and in the classroom for remaining theory education.

Manicuring / 600 Hours

The curriculum involves 600 hours to satisfy Washington State Department of Licensing requirements. The course includes extensive instruction and practical experience in manicuring, pedicuring, artificial nail application, first aid, diseases and disorders, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

*Instructional methods used are: Demonstrations, discussions, inter-active lectures, problem solving, question and answer sessions, student and classroom presentations, and presentations from practitioners, individualized instruction, labs and student salon activities.

* *Students are prepared to be entry level Manicurists.*

**COMPENTENCIES AND SEQUENCES
MANICURING (600 HOURS)
SERVICE REQUIREMENTS AND HOURS**

Manicuring	86	Disinfecting & Safety	70
Artificial Nails	186	Disease & Disorders	40
Pedicures	30	First Aid	8
Theory	180		

Manicuring Pre-Clinic Class (Basic) The first 100 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

Manicuring Clinic Floor The remaining 500 hours are spent in the clinic area where practical experience is gained and in the classroom for remaining theory education.

Instructor Cadet / 500 Hours

The curriculum involves 500 hours to satisfy Washington State Department of Licensing requirements. The course includes extensive instruction and practical experience in the preparation of classroom activities such as; teaching methods, classroom set-up, subject matter, student assignments, materials & supplies, and recordkeeping. The course will also include instruction in presentation of information through demonstrations, lectures, Question & Answer sessions, project methods and discussions. The application of the practices will be instructed through clinic supervision, classroom management, and client relations. Students will be evaluated on their communication skills and through written and practical assessment.

*Instructional methods used are: Demonstrations, discussions, inter-active lectures, problem solving, question and answer sessions, student and classroom presentations, individualized instruction and labs.

* *Students are prepared to be entry level Cosmetology Instructors*

**COMPENTENCIES AND SEQUENCES
INSTRUCTOR CADET (500 Hours)
SERVICE REQUIREMENTS AND HOURS**

Preparation of Classroom Activities 50 (Teaching methods/Class set-up/ Subject matter)		Presentation of Information 50 (Project methods and Discussions)	
Preparation of Classroom Activities 50 (Student assignments/Materials & supplies/Recordkeeping)		Application of Practice 200 (Clinic Supervision /Classroom Management / Client relations)	
Presentation of Information 50 (Lectures/Demonstrations/Q&A)		Application of Practice 100 (Clinic Supervision/Classroom Management / Client relations)	

Instructor Cadet Pre-Clinic Class (Basic) The first 100 hours is devoted to classroom observations and participation, technical information, and professional practices as an instructor.

Instructor Cadet Clinic Floor The remaining 400 hours are spent in the clinic area assisting and guiding students with their work. They will also assist with theory and learn to develop lesson plans.

TUITION

Courses	Registration Fee	Textbooks & Kits	Tuition	Total
Cosmetology	\$100.00	\$1,300.00	\$14,350.00	\$15,750.00
Manicuring	\$100.00	\$1000.00	\$5250	\$6350.00
Instructor Cadet	\$100.00	\$535.00	\$2200.00	\$2835.00

Upon completing of any of the above courses, the student will receive a Certificate of Completion and will be eligible to take the State exams.

Cosmetology and Manicuring are eligible for Title IV funding. Instructor Cadet is not eligible for Title IV funding.

PAYMENT METHOD AND TERMS

Costs are subject to change with licensing authority notification. Any price changes will be sent to State Licensing. The books and equipment are proportionately equal from one class to another. But the school reserves the right to make amendments as necessary due to the availability of some items. Ownership to the books and equipment will pass to the student upon satisfaction of their financial obligation to the school. The school makes no refunds on books, equipment or consumed fees. The course cost may be paid in the following manner:

1. Cash payment plan-Full payment of all costs.

2. Time payment plan-Payment of a down payment to be agreed upon by the school (minimum \$2000.00) and student and monthly payments to include a 12.9% interest on the unpaid balance must be paid prior to graduation.
3. Financial Aid-Costs are paid by the organization sponsoring training. i.e.: Department of Vocational Rehabilitation, Department of Education, New Market Skills Center, etc. Students will be responsible for all costs not covered by the agency and the cost will be due and payable in full prior to graduation.
4. Monthly installments are due on the first business day of each month and are considered late if not paid in full by closing of the third business day of that month. If tuition is not paid current by the third day of the month, late fees will be assessed on the unpaid balance at the rate of \$5.00 per day until balance is paid in full.
5. If the full installment has not been received by the tenth business day of the month the student may not be allowed to attend school unless other arrangements have been made. Late fees will be assessed.

TEXTBOOK AND KIT POLICIES

Centralia Beauty College textbook and kit items are available through suppliers that sell to licensed professionals: barbering/cosmetology/esthetics/manicuring/massage therapy and teacher training academies. Centralia Beauty College pays wholesale costs for these textbook and kit items and then passes those savings along to the student. Kits may not be removed without permission to prevent students from leaving items at home.

The textbook and kit items are non-refundable once issued. The costs for the textbook and kit items includes shipping and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective, Centralia Beauty College will warranty the item for 30 days from the date the student received the item. The textbooks and kits provided are to be used on Centralia Beauty College guests and/or models as assigned to develop required skills and speed. To keep learning materials current, Centralia Beauty College, from time to time, may change textbook and kit items. The student is responsible for any additional textbook and kit costs. The replacement kit items can be purchased from the Admissions Office. Borrowing or loaning equipment is not allowed.

Course	Publisher	Item Type	ISBN#	Cost
Cosmetology	Milady	Bundle	ISBN#9781305706033	\$276.95
Manicuring	Milady	Bundle	ISBN#9781305625204	\$237.95
Instructor Cadet	Milady	Bundle	ISBN#9781285713762	\$222.95

TEXTBOOK AND KIT DISBURSEMENT POLICY

Centralia Beauty College has payment options available for the purchase of textbooks and kit items. For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges and funds will be disbursed by the payment period. The textbook and kit costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only. **NOTE:** The Student using Title IV funds (financial aid) only receives Title IV funds if the Student is making satisfactory progress or has been placed on financial aid warning. Students also have the option to purchase the kit items and books with Title IV funding. These funds will be made available to students if requested at the time of enrollment. A complete Kit list can be requested from administration. For those students that are on a cash payment plan, a down payment is required, which used toward tuition, plus books, kit and fees is paid prior to the first day of class and the remaining balance is paid as agreed upon prior to signing enrollment agreement. The textbook and kit items are nonrefundable once issued.

ADDITIONAL COSTS

N.S.F. CHECK FEE \$30.00

Any check returned due to non-sufficient funds will require replacement by cash or cashier's check for the original amount plus \$30.00. The Beauty College will continue to honor checks from the account holder however, if another check is returned for NSF, the account holder will no longer have the privilege of using a check as a form of payment.

Copies of Name Tag or Student ID Card.... \$5.00

One student name tag and one Student ID Card will be issued to each student. There is a \$5.00 replacement fee for each card.

Termination Fee.... \$100.00

Should a student terminate their enrollment early or have their enrollment cancelled due to disciplinary reasons or for financial Reasons, a Termination fee will be assessed to that students account.

Late Fee...\$5.00 per day See make Up Work on page 10.

Copies of Completion Certificates \$10.00

All students are provided one copy of their completion Certificate at no charge. There is a \$10.00 fee for any additional copies.

Reentry Fee.... \$100.00

Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

Copy Fee.... \$00.25

Copies of all records can be requested at \$0.25 per page.

Uniform Fee

Centralia Beauty College requires students to wear a black smock and black pants. These items are purchased by the student, outside of the school. Prices may vary.

Students are responsible for paying all fees related to testing and licensure.

Student books and kit are a required purchase by the student from Centralia Beauty College. Students provide their own stationary Centralia Beauty College supplies. Students will be given an apparel code for their program and must adhere to the guidelines.

DRESS CODE

Upon clocking in for the day you will be expected to be dressed according to the following dress code. Many employers will expect you to dress in a professional manner while representing their business, as does Centralia Beauty College. Your attire will be inspected by instructors at any time, before or after you clock in for the day. If, for some reason you are not dressed appropriately, you will be given the opportunity to clock out and change. If you do not have clothes to change into that meet dress code, you will be asked to clock out and come back when you are in dress code. Students must wear a black smock or lab jacket.

Students must wear solid black from waist down, with a clean, professional top that does not expose the armpit or midriff. Skirts or dresses must be worn below the knee. No sweats of any kind and no yoga pants. If you wear leggings your lab jacket must cover your back side and front side.

No baseball shirts, no sweat shirts or hooded sweat shirts, and no see-through shirts. No T-shirts with pictures or logos that could be considered inappropriate or unprofessional for a school/business setting.

Shoes must be solid black. They must be clean and closed toed. You may accessorize with any color. No "Uggs" or slippers of any kind. No moccasins. A professional type shoe is preferred. If you choose to wear a tennis shoe, it must be solid black, including the sole. We are expecting you to portray a professional appearance.

Your hair is to be styled and if you wear make-up, it is to be applied before you clock in for the day. No personal hair styling or applying personal make-up is allowed while you are clocked in and earning hours.

Instructors will occasionally announce a casual day or a themed-dress day. They will outline the dress code for that day at that time.

STANDARDS FOR GRADUATION

The school has set forth minimum standards of completion for our programs.

1. Satisfaction of admission requirements stated herein.
2. Completing a program with a minimum of 1640 hours for Cosmetology, 600 hours for Manicuring, and 500 hours for Instructor Cadet.
3. In depth coverage of the curriculum as set forth by the school.
4. Satisfactory completion of all practical experience requirements and academic assignment established by the school.
5. Complete payment of all tuition and fees in accordance with the terms of the contract.
6. Exit interview with each student prior to graduation.
7. Successful completion of all the schools written and practical examinations and successful completion of the schools offered mock practical testing.
8. Upon completion of either the Cosmetology, Manicuring or Instructor Cadet program, students will receive a diploma from Centralia Beauty College.

Centralia Beauty College reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. The school will not release an official transcript until all graduation requirements are met. A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

STUDENT CONDUCT

Admission to Centralia Beauty College carries with it the assumption that the student is committed to a course of study which carries certain rights and responsibilities.

These are as follows;

- Assume the major responsibility for self-directed learning.
- Complete, in a predetermined order, a sequence of practical and theory courses, taken concurrently.
- Retain and use beginning knowledge with subsequent learning.
- Achieve the program objectives within the given time length.
- Retain all course materials and textbooks for reference throughout the entire program.
- Share information obtained during a client consultation with instructor prior to performing services.
- Act as professionals while representing the beauty college and the Cosmetology industry. Misbehavior reflects on all students, staff and the school.
- Participate and attend classes regularly in order to complete the programs curriculum, competencies and required hours in a timely manner.

STUDENT RULES AND REGULATIONS

1. Each student shall be in the classroom with Theory book, paper and pencil prior to roll call. Wearing specified uniform and clean shoes. Students with soiled shoes or uniforms, or improper uniforms may be excused until the problem is rectified. No time will be received by students for this time lost.
2. No student will be allowed to enter the classroom after roll call.
3. If an absence is necessary, call the college by 8:30am stating their reason for the absence and when you will return.
4. Classes must be attended regularly, lessons prepared, all duties performed pertaining to the Cosmetology and Manicuring and/or Instructor Cadet field. Poor attendance, improper conduct, or failure to maintain satisfactory scholastic achievements may lead to suspension and/or expulsion.
5. No food or drink is allowed on the clinic floor!
6. You have a half-hour for lunch so please schedule your break appropriately as you may have a request appointment when you return.
7. All breaks and lunches are non-creditable hours and must be approved by an instructor prior to the break.
8. Students will accept all appointments given to them, except when a communicable disease is present. Students are expected to act in a professional manner at all times when in view of the public.
9. Students are eligible for services unless they have not completed the previous week's requirements sheet. Ask an instructor before performing service on another student or having a service performed on you.
10. Visitors are permitted in the reception area only. No visitors are permitted at your station.
11. When in doubt of a procedure, ask an instructor, not another student.
12. Have all work on the floor checked before proceeding to another service. Upon completion of service, escort client to the front desk.
13. Sweep up hair before getting an instructor for a haircut check.
14. Remove hair from brushes before placing them in the dispensary.
15. Time cards must be completed by the end of each day.

16. Students are required to work on class projects or requirements when not attending to patrons. No credit will be given for reading magazines, letter writing, etc. Students too ill to work will be clocked out for the day and must leave the building.
17. No parking behind the school. These spaces are reserved for employees and customers.
18. Keep your station; chair, mirror and locker clean at all times. Students will be allowed two personal pictures on mirrors only. (1) 5x7 or (2) wallet size. Pictures are subject to display upon instructors' approval.
19. Any student not completing the course enrolled in the designated contract time will be charged an additional \$10.00 per hour to complete course, as stated in contract.
20. Each student is expected to keep their own work station clean and disinfected and to clean, disinfect and return supplies to proper place. i.e.: Perm rods, shampoo and conditioners etc.
21. Any excused absence for a Saturday must be made 5 days prior to that day.
22. Basic students may not receive personal services either on the floor or as a model until they have passed the basic class floor test.
23. Any equipment damaged by a student will be charged a nominal fee for replacement or repair.
24. Students shall limit the number of personal calls to emergencies only.
25. The customer service ticket must be clipped on the right-hand corner of mirror or on the station at all times and must be signed by an instructor before the client leaves the building.
26. Cell phones are to be used only at designated times and in designated areas. This is outlined in the Electronic Devices Policy.
27. No boyfriends, girlfriends, family or friends allowed in the break room at any time.
28. No smoking allowed in the building. No smoking allowed for under age 18. NO SMOKING ALLOWED AT ALL BY THE NEW MARKET STUDENTS.
29. THE SCHOOL IS NOT RESPONSIBLE FOR TRANSPORTATION.
30. THE SCHOOL IS NOT RESPONSIBLE FOR PARKING.
31. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

TERMINATION

If a student that violates school policies and regulations, is boisterous, obscene, vulgar, discourteous, or comes to school under the influence of alcohol or drugs will be terminated for unsatisfactory conduct. Excessive absenteeism places a student in a probationary status. Students that are placed in a probationary status have 30 days to correct their attendance or they will be terminated for unsatisfactory attendance. Excessive tardiness will be looked upon the same as absenteeism because of its effect on classroom activities and scheduling of appointments. If a student wishes to withdraw from school, they are required to complete the official withdrawal procedure. If the procedure is not followed completely, formal termination will be based on the monitoring of participation, determined by the school. The following methods of determination will be used; the monitoring of attendance, class work and completion of requirements. The student will be charged the \$100.00 Termination Fee. The following procedure applies: Complete a Withdrawal Form. If turned in and not complete, withdrawal may be delayed. The official withdrawal date is the date the completed form is received by the school administration. The form must be signed. Once the student has turned in the completed form, there will be an exit interview and the student will be advised of any financial obligations.

STUDENT DISCIPLINE POLICY

At Centralia Beauty College our main focus is the education of our students. For many, Cosmetology will be a lifelong career and we are proud to be part of the educational process that will help reach the goals you desire. Sometimes students will lose sight of their goals and will forget that rules are in place to keep order and training at maximum levels. For those students who do fail to follow the rules as described in their student handbooks and various handouts, the following actions are taken in order to allow those students to refocus and continue with their education with as little interruption to the process as possible.

Excessive absenteeism or consistently not following school rules, places a student in a probationary status. On the first offense the student will receive an oral warning. (Documented in student file.) On the second offense the student will receive a written warning which will be placed in their school file. The student and instructor will

establish a plan to resolve the situation. On the third offense the student will receive a written warning which will be placed in their school file. The student will be sent home for the day. On the fourth offense the student will be removed from the program. Suspensions will be treated as absences and will be subject to Make Up Hours.

CAREER OPPORTUNITIES

There are many opportunities open to Licensed Barbers, Cosmetologists, Estheticians, Massage Therapists, and Manicurist. Centralia Beauty College prepares all graduates for the licensing exam and entry-level positions for employment in their specific field. Additional industry experience could lead to employment as a manufacturer/sales facilitator, a distributor sales consultant, as well as in teaching, admissions and financial aid positions academies.

COMPENSATION EXPECTED

The U.S. Department of Labor provides current (May 2015) job information at <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

BUREAU OF LABOR STATISTICS:

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

UNITED STATES DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS OCCUPATIONAL EMPLOYMENT STATISTICS OCCUPATIONAL EMPLOYMENT AND WAGES MAY 2013

39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS <http://www.bls.gov/oes/current/oes395012.htm>

39-5092 MANICURISTS AND PEDICURISTS <http://www.bls.gov/oes/current/oes395092.htm>

25-1194 VOCATIONAL EDUCATION TEACHERS, POSTSECONDARY: <http://www.bls.gov/oes/current/oes251194.htm>

O*NET RESOURCE CENTER

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET CODES COSMETOLOGY:

<http://www.onetonline.org/link/summary/39-5012.00>

MANICURING:

<http://www.onetonline.org/link/summary/39-5092.00> VOCATIONAL

EDUCATION TEACHER TRAINING, POSTSECONDARY:

<http://www.onetonline.org/link/summary/25-1194.00>

IPED STATISTICS

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective student's information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

Male / Female

Self-identified members of a major racial or ethnic group

Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure,

graduation and placement rates. Centralia Beauty College will be listed on College Navigator starting in September of 2018.

NATIONAL CENTER FOR EDUCATION STATISTICS (CIP CODE 2010)

COSMETOLOGY:

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87771>

MANICURING:

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87272> TEACHER

TRAINING

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87275>

**STATE DEPARTMENT OF LABOR & INDUSTRY CAREER RESOURCE NETWORK
RESEARCH & ANALYSIS BUREAU COSMETOLOGISTS:**

Provider here is a link to employment and wage statistic for the U.S. and Washington State.

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm#tab-1>

In the state of Washington, Barbering, Barbering Supplemental, Cosmetology, Esthetic, Manicuring, Massage Therapists and Teacher Training graduates can earn minimum wage or greater paid from hourly or from salary and gratuities in an **entry-level position** depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of several months. Retail commission is also common. Some salons / spas now offer benefits resulting in higher earnings.

STUDENT BODY DIVERSITY

Full Time active students during academic year 2015 (January1, 2015 through December 31, 2015)

	Female	Male
African American	0	0
American Indian or Alaskan Native	1	0
Asian	1	0
Caucasian	18	0
Hispanic	0	0
Native Hawaiian or Other Pacific Islander	0	0
Two or More Races	0	0
Unknown	0	0
Unduplicated Head Count	20	0
Pell Grant Recipients	0	0

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. Centralia Beauty College strictly prohibits all the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution’s computer system and network.

Centralia Beauty College respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Centralia Beauty College to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Centralia Beauty College will follow the legal doctrine of fair use currently a part of the copyright law. Centralia Beauty College’s students and faculty will not make unauthorized copies of copyrighted material on or using Centralia Beauty College computer system, network or storage media. Also, Centralia Beauty

College’s faculty and students will not store unauthorized copies of copyrighted works using Centralia Beauty College’s system, network and/or storage media. Centralia Beauty College’s faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Centralia Beauty College’s computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Centralia Beauty College reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, Centralia Beauty College reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

Centralia Beauty College is committed to providing safety to all its students, faculty, and staff. If a crime happens to the student or the student’s property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

Centralia Beauty College will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including Centralia Beauty College parking lot and adjacent streets. At any time, statistics can be accessed from Centralia Beauty College Admissions Office. Although Centralia Beauty College does not employ security Officers, Centralia Beauty College has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

CAMPUS SECURITY AUTHORITIES

William Haas, President CEO and owner of Centralia Beauty College is responsible the Campus Safety and Security Compliance. Contact Info: (360)736-2866 email: billhaas@centraliabeautycollege.com.

Office Responsible:	President, CEO and Owner
Area Information is Located:	www.centraliabeautycollege.com / Paper copy upon request
Date Document was last updated:	08/14/2017
Date Policies and Procedures last updated:	08/14/2017

Command Decision Team, (CDT) are responsible CDT Members consisting of:

- William Haas and Michelle Haas /owners
- William Haas/Financials
- Paula Brenner/Aid Officer
- William Haas/Admissions Personnel
- Michelle Haas/Administrative Specialist

CDT Team Leader: William Haas

Emergency Phone Numbers:

Immediate Help (Fire, Police, Rescue Squad)

9-1-1

Administrative Offices	(360)736-2866
Fire Department	9-1-1 or (360)736-3975
Ambulance Department	(360)736-9881
Police Department	9-1-1 or (360)330-7680
Sheriff Department	9-1-1 or (360)748-9286
City-County Health Department	(360)740-1223
Mental Health agencies:	
Cascade Mental Health	(360)330-9044
Lewis County Mental Health Wellness Recovery Center	(360)740-1430
Families in Transition /Reliable Enterprises	(360)736-9558 Counseling
/Cascade Mental Health	(360)330-9044
Hospital:	
Providence Hospital	(360)736-2803
Steck Memorial Clinic	(360)736-1965 Lewis
County Emergency Management	(360)740-1151
State government offices related to emergency management (hazards):	
FEMA, Regional 10 Office	(425)487-4600
U.S. Department of Homeland Security Region 3	(800)375-5283
American Red Cross of Washington	(360)748-4607
Salvation Army	(360)-736-4339
United Way	(360)748-8100
Lewis County Shelter Program	(360)736-5140

TIMELY WARNING

If a situation arises, or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through Centralia Beauty College by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to staff, students and guests. If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures.

Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (360)736-2866 or in person at Centralia Beauty College at 217 S. Tower Ave Centralia, WA 98531.

MISSING PERSON POLICY

If a member of the Centralia Beauty College community has reason to believe that a student who attends a course here is missing, he or she should immediately notify the Centralia Police Department at (360)330-7680.

DRUG FREE CAMPUS

The Drug Prevention Policy and its effectiveness are reviewed yearly by Centralia Beauty College. If changes are necessary, faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

Centralia Beauty College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any Centralia Beauty College activities.

In some cases, conviction of drug-related offenses could result in the student’s ineligibility of Title IV funding or other forms of financial assistance.

Centralia Beauty College will expel students and terminate faculty involved in unlawful possession, use or distribution of illicit drugs and alcohol on Centralia Beauty College premises and will refer such cases to the proper authorities for prosecution.

Faculty and students may be reinstated upon completion of an appropriate rehabilitation program. If an arrest for drug or alcohol related incidences occurs off site, the student/faculty is required to inform Centralia Beauty College, so Centralia Beauty College can assist with providing resources to aid the student/faculty member. As a condition of

employment, faculty must notify Centralia Beauty College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Centralia Beauty College policy supports and enforces state underage drinking and illicit drug laws.

The Biennial Review method of distribution for newly enrolling students is during the orientation process. To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student's return.

The facilitator will take an attendance role call during class to determine missing students.

The Biennial Review distribution for faculty is annually during a faculty meeting. Absent CDT Members will be given a copy upon their return.

If new faculty joins after the annual distribution, all drug related material will be given as part of the new hire program.

DRUG AND ALCOHOL ABUSE PREVENTION

Centralia Beauty College will immediately contact law enforcement officials to report all unlawful activity. The health risks of illicit drugs and alcohol abuse requires Centralia Beauty College to provide education and referrals for faculty and students. Centralia Beauty College provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

FEDERAL DRUG TRAFFICKING PENALTIES

The full Drug and Alcohol Policy / Abuse / Prevention information can be found in this document.

The Federal Drug Trafficking Penalties are as follows:

Criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, destruction, damage, or vandalism to property, arson, hate crimes including crimes involving bodily injury reported to Centralia Police Department agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.

DRUG POSSESSION PENALTIES IN Washington

The applicable Washington laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance is found respectively in RCW 69.50.4013 which states:

RCW 69.50.4013

Possession of controlled substance—Penalty—Possession of useable marijuana, marijuana concentrates, or marijuana-infused products.

*** CHANGE IN 2017 *** (SEE [5131-S.SL](#)) ***

(1) It is unlawful for any person to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice, or except as otherwise authorized by this chapter.

(2) Except as provided in RCW [69.50.4014](#), any person who violates this section is guilty of a class C felony punishable under chapter [9A.20](#) RCW.

(3)(a) The possession, by a person twenty-one years of age or older, of useable marijuana, marijuana concentrates, or marijuana-infused products in amounts that do not exceed those set forth in RCW [69.50.360](#)(3) is not a violation of this section, this chapter, or any other provision of Washington state law.

(b) The possession of marijuana, useable marijuana, marijuana concentrates, and marijuana-infused products being physically transported or delivered within the state, in amounts not exceeding those that may be established under RCW [69.50.385](#)(3), by a licensed employee of a common carrier when performing the duties authorized in accordance with RCW [69.50.382](#) and [69.50.385](#), is not a violation of this section, this chapter, or any other provision of Washington state law.

(4) No person under twenty-one years of age may possess, manufacture, sell, or distribute marijuana, marijuana-infused products, or marijuana concentrates, regardless of THC concentration. This does not include qualifying patients with a valid authorization.

(5) The possession by a qualifying patient or designated provider of marijuana concentrates, useable marijuana, marijuana-infused products, or plants in accordance with chapter [69.51A](#) RCW is not a violation of this section, this chapter, or any other provision of Washington state law.

SEX OFFENSES

Please contact The Centralia Police Department to report any sex offenses immediately. The seriousness of this offense makes it vital to preserve evidence for proof of the criminal offense. Centralia Beauty College will provide assistance in any way possible. Information on counseling or referrals centers is released to faculty and students upon request. If a sex offense happens where both the accused and the accuser attend Centralia Beauty College, both the accuser and the accused:

Are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of Centralia Beauty College's final determination of any Centralia Beauty College disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and the dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or no-forcible sex offenses.

Centralia Beauty College will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) If the change is requested by the victim and the change is reasonably available.

Centralia Beauty College does not provide any programs on campus regarding sexual assault prevention. If students or faculty wishes to learn more about the prevention of sexual assault, contact the Centralia Police Department. Individuals wishing to learn additional information about registered sex offenders may check website information for Lewis County, including Centralia, WA at <http://lewiscountywa.gov/sheriff/sexoffenders> .

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by Centralia Beauty College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students and guests are to remain calm and do not leave Centralia Beauty College.

Code Evacuate Front: Indicates a need to evacuate Centralia Beauty College immediately and exit through a front entrance only.

Code Evacuate Back: Indicates a need to evacuate through the back entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside Centralia Beauty College and no one is allowed to leave Centralia Beauty College.

Code Hostage: A hostage, criminal or terrorist threat / situation.

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its faculty, students, guests and community neighbors.

The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications.

The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate.

In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action to protect the entire Centralia Beauty College population.

CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary, a member of the CDT will notify the radio and local television stations.

The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

Centralia Beauty College will provide the Fire Department and the Police Department with a floor plan of the building.

The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds faculty and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually Centralia Police Department will speak on practicing safety for faculty and student members. Faculty and students complete a tour of Centralia Beauty College, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students has been accounted for at the time of the emergency.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Centralia Beauty College does not employ security officers, but does have a direct working relationship with the Centralia Police Department. Centralia Police Department provides prompt service and is able to support Centralia Beauty College with any crime issues. We encourage accurate and prompt reporting of all crimes to the Centralia Police Department.

If for inclusion in the annual disclosure of crime statics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, Centralia Beauty College collects and reviews crime statistics from:

Centralia Beauty College's Crime Log

Police Department State

Police

UNIFORM CRIME REPORTS

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics.

FBI- Federal Bureau of Investigation <http://www.fbi.gov>

Centralia Crime Statistics/ Resource: FBI URC Report 2015

Population	Violent Crimes	Murder/Manslaughter	Rape	Robbery	Aggravated Assault
16,632	63	1	14	22	26
Property Crime	Burglary	Larceny-Theft	Motor Vehicle Theft	Arson	
830	145	622	63	4	

THE DAILY CRIME LOG

Centralia Beauty College updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the school owners’ office for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, “pending”, “judicial”, “referral “or “criminal arrest”. Sample:

Daily Crime Log					
Nature	Reported By:	Date/ Time Reported	Date/ Time Occurred	General Location	Disposition

EMERGENCY RESPONSE AND EVACUATION PROCEDURES Prior to Preparing for an Emergency

Emergency Kit: Centralia Beauty College does not supply the complete “BASIC EMERGENCY KIT” as listed below: While we have most of the items, we do not store food or water.

Make a communication plan:

Centralia Beauty College communicates through verbal communications; intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary, a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of faculty and students occurring on the campus.

Basic Emergency Kit

A basic emergency supply kit could include the following recommended items:

Water, one gallon of water per person per day for at least three days, for drinking and sanitation

Food, at least a three-day supply of non-perishable food

Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both

Flashlight and extra batteries

First aid kit

Whistle to signal for help

Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter

Moist towelettes, garbage bags and plastic ties for personal sanitation
Wrench or pliers to turn off utilities
Local maps
Cell phone with chargers, inverter or solar charger

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation if you have a car, keep a full tank of gas in it if an evacuation seems likely.

Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.

Become familiar with alternate routes and other means of transportation out of your area.

Leave early enough to avoid being trapped by severe weather.

Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

Be alert for road hazards such as washed-out roads or bridges and downed power lines.

Do not drive into flooded areas.

If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

Call or email your family.

Secure Centralia Beauty College by closing and locking doors.

Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Centralia Beauty College and you are instructed to do so, shut off water, gas and electricity before leaving.

Leave a note telling others when you left and where you are going.

Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case of Serious Accident or Illness

Call 9-1-1 Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva. Stay with the victim and reassure her/him that help is on the way.

Power Failure

Remain calm

Do not move

Await instructions from CDT If instructed to evacuate, use designated emergency exits ONLY.

CRIME STATISTICS/ANNUAL SECURITY REPORT Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA). Centralia Beauty College is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics

Centralia Beauty College agrees to comply and provide all faculty and students a copy of the campus security report at the beginning of each calendar year and to all prospective students' enrolling at Centralia Beauty College. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

CRIME LOG REPORT AND CLERY ACT ANNUAL SECURITY REPORT STATISTICS / .01MILE RADIUS OF SCHOOL

Crime Categories	Calendar Year Statistics		
	2014	2015	2016
Primary Crimes			
Criminal Homicide: Murder & Non-negligent manslaughter Negligent manslaughter			
Sex Offenses: Rape Fondling Incest Statutory Rape			
Robbery			
Aggravated Assault			
Simple Assault			1
Intimidation			
Burglary			
Motor Vehicle Theft			
Larceny-Theft	1		3
Destruction, damage or vandalism to property			
Any other crime involving bodily injury			
Arson			
Hate Crimes			
Hate Crimes Related to Any of the Above Crimes Based On: Race Gender Religion Sexual Orientation Ethnicity Disability			
ARRESTS AND REFERRALS			
Liquor/Drug/Illegal Weapons Violations: Arrests for liquor violations, drug law violations, and illegal weapons possession Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions			
VAWA CRIMES			
Domestic Violence			1
Dating Violence			
Stalking			

CRIME DEFINITIONS

The definitions listed below are used by Centralia Beauty College to classify the criminal offenses listed in the above reported statistics:

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the afore mentioned. **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Criminal Homicide Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another. Negligent manslaughter: The killing of another person through gross negligence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Destruction, Damage or Vandalism to Property To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law

Domestic Violence: A felony or misdemeanor crime of violence committed (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common, (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (D) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Law Violation: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Hate Crimes A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft (except for motor vehicle theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. **Liquor Law**

Violation: The violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

☐ Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs. And informed by research or assessed for value, effectiveness, or outcome; and Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault An offense that meets the definition of rape, fondling, incest or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Sexual Violence: Any physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Simple Assault/Battery: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness

Stalking Engaging in a course of conduct directed at a specific person that would cause a reasonable person To - (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress. For the purposes of this definition— (A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s Property, (B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim, and (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Weapon Law Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require Centralia Beauty College to report on the additional crime categories of Dating Violence, Domestic Violence and Stalking as part of our annual Clery Act crime statistics to the U.S. Department of Education and in this Annual Security Report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWA crimes as well as primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. This Annual Security Report has also been updated to reflect these recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women’s shelters were established in localities, and state and local laws had changed. However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

HOTLINES

- National Domestic Violence Hotline 1-800-799-SAFE (7233)
- National Sexual Assault Hotline 1-800-656-HOPE (4673) National
- Teen Dating Abuse Helpline 1-866-331-9474

I. SEXUAL HARASSMENT AND VIOLENCE POLICY SUMMARY

The Clery Act, as amended by VAWA, requires Centralia Beauty College to include crimes of domestic violence, dating violence and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires Centralia Beauty College to provide the definitions of dating violence, domestic violence, stalking and consent under Washington state law. Those definitions are listed below:

STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING AND CONSENT

Partners and family members include parents, children, and siblings related by blood, marriage, or adoption; spouses, former spouses, people who have children together, and people of the opposite sex who are dating or who have dated. Defined below in RCW 26.50.010.

RCW 26.50.010 Definitions.

As used in this chapter, the following terms shall have the meanings given them:

- (1) "Court" includes the superior, district, and municipal courts of the state of Washington.
- (2) "Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.
- (3) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW [9A.46.110](#) of one family or household member by another family or household member.
- (4) "Electronic monitoring" has the same meaning as in RCW [9.94A.030](#).
- (5) "Essential personal effects" means those items necessary for a person's immediate health, welfare, and livelihood. "Essential personal effects" includes but is not limited to clothing, cribs, bedding, documents, medications, and personal hygiene items.
- (6) "Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.
- (7) "Judicial day" does not include Saturdays, Sundays, or legal holidays.

Partner or Family Member Assault

In Washington, a person commits the crime of partner or family member assault (also called domestic violence) by:
☐causing bodily injury negligently causing bodily injury with a weapon, or creating reasonable apprehension of
☐bodily injury against a partner or family member.

☐
People act negligently when they fail to be aware of or consider the risk their behavior poses to others. Negligent behavior is always a gross departure from how a reasonable person would act. For example, firing a gun inside your house and hitting your boyfriend would be negligent and would be considered domestic violence. Other examples of domestic violence include hitting your child and threatening to hit your wife if the threat creates a reasonable fear of injury.

RCW 10.99.020 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

- (1) "Agency" means a general authority Washington law enforcement agency as defined in RCW [10.93.020](#).
- (2) "Association" means the Washington association of sheriffs and police chiefs.

(3) "Family or household members" means spouses, former spouses, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(4) "Dating relationship" has the same meaning as in RCW [26.50.010](#).

(5) "Domestic violence" includes but is not limited to any of the following crimes when committed by one family or household member against another:

(a) Assault in the first degree (RCW [9A.36.011](#));

(b) Assault in the second degree (RCW [9A.36.021](#));

(d) Assault in the fourth degree (RCW [9A.36.041](#));

(e) Drive-by shooting (RCW [9A.36.045](#));

(f) Reckless endangerment (RCW [9A.36.050](#));

(g) Coercion (RCW [9A.36.070](#));

(h) Burglary in the first degree (RCW [9A.52.020](#));

(i) Burglary in the second degree (RCW [9A.52.030](#));

(j) Criminal trespass in the first degree (RCW [9A.52.070](#));

(k) Criminal trespass in the second degree (RCW [9A.52.080](#));

(l) Malicious mischief in the first degree (RCW [9A.48.070](#));

(m) Malicious mischief in the second degree (RCW [9A.48.080](#));

(n) Malicious mischief in the third degree (RCW [9A.48.090](#));

(o) Kidnapping in the first degree (RCW [9A.40.020](#));

(p) Kidnapping in the second degree (RCW [9A.40.030](#));

(q) Unlawful imprisonment (RCW [9A.40.040](#));

(r) Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location

(RCW [10.99.040](#), [10.99.050](#), [26.09.300](#), [26.10.220](#), [26.26.138](#), [26.44.063](#), [26.44.150](#), [26.50.060](#), [26.50.070](#), [26.50.130](#), [26.52.070](#), or [74.34.145](#));

(s) Rape in the first degree (RCW [9A.44.040](#));

(t) Rape in the second degree (RCW [9A.44.050](#));

(u) Residential burglary (RCW [9A.52.025](#));

(v) Stalking (RCW [9A.46.110](#)); and

(w) Interference with the reporting of domestic violence (RCW [9A.36.150](#)).

(6) "Employee" means any person currently employed with an agency.

(7) "Sworn employee" means a general authority Washington peace officer as defined in RCW [10.93.020](#), any person appointed under RCW [35.21.333](#), and any person appointed or elected to carry out the duties of the sheriff under chapter [36.28](#) RCW.

(8) "Victim" means a family or household member who has been subjected to domestic violence.

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Centralia Beauty College will respond to reports of any such conduct in accordance with this policy.

Sexual harassment may include incidents between any members of the Centralia Beauty College community, including faculty or other staff, student employees, students, coaches, interns, and non-student or non-employee participants in programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to Centralia Beauty College programs or activities that the person is effectively denied equal access to Centralia Beauty College's resources and opportunities.

Centralia Beauty College is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that Centralia Beauty College prohibits sexual harassment and sexual violence, and that such behavior violates both law and Centralia Beauty College policy. Centralia Beauty College will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy. This policy applies to all employees and students. This policy furthers Centralia Beauty College's commitment to compliance with the law.

II. POLICY TEXT A. General

Centralia Beauty College prohibits sexual harassment and sexual violence. Such behavior violates both law and Centralia Beauty College policy. Centralia Beauty College will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

B. Prohibited Acts

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment.

C. Consensual Relationships

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Centralia Beauty College community are not subject to this policy. **D. Gender Identity, Gender Expression, or Sexual Orientation Discrimination**

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by the Centralia Beauty College's nondiscrimination policy if it denies or limits a person's ability to participate in or benefit from the school's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Centralia Beauty College may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender- stereotyping, or sexual orientation. **E. Retaliation**

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

F. Dissemination of the Policy, Educational Programs, and Employee Training

As part of Centralia Beauty College's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the Centralia Beauty College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Centralia Beauty College makes preventive educational materials available to all members of the community to promote compliance with this policy and familiarity with Centralia Beauty College procedures. Centralia Beauty College has designated an employee responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees. The Centralia Beauty College's Title IX Coordinator is: Owner, William Haas.

In addition, the school provides annual training to the Title IX Coordinator and all staff involved as investigators and hearing officers in sexual harassment and sexual violence disciplinary procedures.

G. Reporting Sexual Harassment or Sexual Violence

Any member of the Centralia Beauty College community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Centralia Beauty College has designated the Title IX Coordinator as the person to whom members of the Centralia Beauty College community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate Centralia Beauty College response; however, such requests will be considered in the dual contexts of Centralia Beauty College's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under Centralia Beauty College's grievance procedure.

H. Response to Reports of Sexual Harassment or Sexual Violence

Centralia Beauty College shall provide prompt and effective response to reports of sexual harassment or sexual violence, which may include early resolution, formal investigation and/or targeted prevention training or educational programs.

If an individual reports to Centralia Beauty College that the individual has been a victim of domestic violence, dating violence, sexual assault, he/she will be provided with a written explanation of the individual's rights and options whether the offense occurred on-off campus.

Upon a finding of sexual harassment or sexual violence, Centralia Beauty College may offer remedies to the individual or individuals harmed by the harassment and/or violence, consistent with applicable resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations.

Any member of the Centralia Beauty College community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable Centralia Beauty College disciplinary procedure or other Centralia Beauty College policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

III. PROCEDURES A. Centralia Beauty College Responsibilities

In accordance with state and federal law, Centralia Beauty College shall:

Offer sexual harassment prevention training and education to the Centralia Beauty College community, and provide sexual harassment prevention training and education to each supervisory employee;

Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the Centralia Beauty College community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information; Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or conducting hearings;

Provide all members of the Centralia Beauty College community with a process for reporting sexual harassment or sexual violence in accordance with the policy;

Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services;

Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy;

Provide written notification of this policy; and

Designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the Centralia Beauty College community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Title IX Coordinator

Centralia Beauty College has designated a single Title IX Coordinator: The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

B. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of the Centralia Beauty College community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable Centralia Beauty College to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede Centralia Beauty College's ability to conduct an investigation and/or to take appropriate remedial actions.

1. Required Notifications for Reports of Sexual Violence

The school will provide a written explanation of available rights and options, including procedures to follow, when the school receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any Centralia Beauty College program. The written information shall include:

- (a) To whom the alleged offense should be reported;
- (b) options for reporting to law enforcement and campus authorities, including the option to notify local or on-campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities;
- (c) the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and Centralia Beauty College's responsibilities regarding such orders; (d

- the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order;
- (e) existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services;
 - (f) options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
 - (g) Any applicable procedures for institutional disciplinary action.

2. Options for Resolution

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable Centralia Beauty College complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this policy. The school shall respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

3. Procedures for Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. Centralia Beauty College utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third-party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While Centralia Beauty College encourages Early Resolution of a complaint, Centralia Beauty College does not require that parties participate in Early Resolution prior to Centralia Beauty College's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. Centralia Beauty College will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. Procedures for Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, Centralia Beauty College may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

(a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:

i. The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and

ii. The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.

(b) If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.

(c) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation. (d) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy.

(e) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable Centralia Beauty College policy or collective bargaining agreement.

(f) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate Centralia Beauty College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.

- (g) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated Centralia Beauty College official.
- (h) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated Centralia Beauty College official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- (i) The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with Centralia Beauty College policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.
- (j) The complainant and the accused may request a copy of the investigative report pursuant to Centralia Beauty College policy governing privacy and access to personal information. However, in accordance with Centralia Beauty College policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- (k) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of:
- i. The outcome of any SCHOOL disciplinary proceeding;
 - ii. The SCHOOL's procedures for appealing the results of the proceeding;
 - iii. Any change to the results that occur prior to the time that such results become final;
 - iv. When results become final.

C. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in *Appendix I: Centralia Beauty College Complaint Resolution and Grievance Procedures*. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

D. Remedies and Referral to Disciplinary Procedures

Findings of policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

E. Privacy

Centralia Beauty College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and Centralia Beauty College policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Centralia Beauty College community. While such information is considered confidential, Centralia Beauty College policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether Centralia Beauty College concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

F. Confidentiality of Reports of Sexual Harassment and Sexual Violence

Centralia Beauty College does not employ professional or pastoral counselors. Centralia Beauty College notifies the Centralia Beauty College community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of Centralia Beauty College's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although Centralia Beauty College will comply with requests for confidentiality to the extent possible.

G. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with Centralia Beauty College's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by Centralia Beauty College. Academies are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Academies may charge a fee for copies.

- Parents or eligible students have the right to request that Centralia Beauty College correct records which they believe to be inaccurate or misleading. If Centralia Beauty College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Centralia Beauty College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

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

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

Family Policy Compliance Office U.S.
 Department of Education
 400 Maryland Avenue, SWCCAS Washington
 DC 20202-5920

HEALTH & SAFETY EXEMPTION REQUIREMENT

Centralia Beauty College adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Centralia Beauty College is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

EMERGENCY PREPAREDNESS AND SUPPORT

List of housing resources:

Homeless Shelters:	Housing Resource Center	(360)736-5140
	Lewis County Shelter Program	(360)736-5140
Supportive Housing:	Virginia Station Apartments	(360)736-7864
Halfway Housing:	Sober Living Halfway Houses	(888)737-0761
Transitional Housing:	Housing Resource Center	(360)736-5140
Day Shelters:	Lewis County Shelter Program	(360)736-5140

Low Income Housing:	Virginia Station Apartments	(360)736-7864
	South Creek Apartments	(360)736-0248
	Brindlewood Apartments	(360)736-2388
Residential Alcohol and Drug Treatment Centers:		
	Eugenia Center	(360)740-9767
	Addiction Recovery Center	(360)748-4357
	New Directions Counseling	(360)740-4380
Community Volunteer Work	Hub City Mission	(360)748-0119
Consumer Credit Counseling Services of Lewis County		
	Consumer Credit Counseling	(800)718-3344
	Awareness Counseling	(360)330-2832

Centralia Beauty College is dedicated to serving the homeless and low-income. We have listed the shelters and low-cost housing services in the Centralia/Chehalis area. This list has homeless shelters, halfway houses, affordable housing, etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing. To offer food, clothing, shelter, and spiritual guidance to homeless men, women and children in need:

Types of Shelters and Service Information

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all-day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters both provide short term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

Shared Housing Programs helps bring low income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose-built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout www.shelterlistings.org.

Transitional housing is affordable low cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities vary, from substance abuse treatment, to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low-cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

SAFETY PROCEDURES

First Aid: A first aid kit is located in the dispensary and the educators' office.

Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.

Cuts requiring stitches: The student should be transported to the emergency room by the most expedient way possible.

Dangerous Situations, Alerting Faculty, Students, Guests and/or Neighbors

Are brought to the attention of Command Decision Team (CDT) and if confirmed, will alert and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the City County Health Department. Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

Extreme Weather Conditions Procedures

Are issued from the Local Weather Service, Centralia Beauty College offices are closed, and classes are cancelled. Once the weather conditions are diminished, the CDT will alert the faculty and students when classes will resume.

Winter Storms and Extreme Cold Before

To prepare for a winter storm you should do the following:

☑ Before winter approaches, add the following supplies to your automobile.

- Sand to improve traction.
- Snow shovels and other snow removal equipment.
- Sufficient heating fuel.
- Adequate clothing and blankets to keep you warm.

During

Centralia Beauty College will notify the traveling student if a winter storm and extreme cold is expected. If the student is traveling long distances, the student will be advised to leave early or not to travel at all. If the winter storm and extreme cold happens while faculty, students and guests are in attendance, the following will apply: Stay indoors during the storm.

Walk carefully on snowy, icy, walkways.

Let someone know your destination, your route, and when you expect to arrive.

After

If Centralia Beauty College loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in Centralia Beauty College, you may want to go to a designated public shelter if you can get there safely. Text **SHELTER** + your **ZIP code** to **43362** (4FEMA) to find the nearest shelter in your area (e.g., SHELTER20472)

Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat.

Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms & Lightning Procedures Before

To prepare for a thunderstorm, you should do the following:

Secure outdoor objects that could blow away or cause damage.

Get inside the school, or an automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.

Rubber-soled shoes and rubber tires provide NO protection from lightning.

Close window blinds, shades or curtains.

Unplug any electronic equipment well before the storm arrives.

During

If thunderstorm and lightning are occurring in your area, you should:

Avoid contact with corded phones and devices including those plugged into electrical outlets for recharging.

Cordless and wireless phones not connected to wall outlets are OK to use.

Avoid contact with electrical equipment or cords.

Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.

Avoid contact with plumbing.

Do not wash your hands and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.

Stay away from windows and doors.

Do not lie on concrete floors and do not lean against concrete walls.

Take shelter in a sturdy building.

Avoid isolated sheds or other small structures in open areas.

Avoid contact with anything metal—motorcycles and bicycles.

If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of lightning: Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation. Heartbeat - if the heart has stopped, administer CPR.

Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also, be alert for nervous system damage, broken bones and loss of hearing and eyesight.

After

Never drive through a flooded roadway. Turn around, don't drown!

Stay away from downed power lines and report them immediately.

Plan for a Pandemic

Get involved in your community as it works to prepare for an influenza pandemic.

Limit the Spread of Germs and Prevent Infection

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

If possible, stay home.

Cover your mouth and nose with a tissue when coughing or sneezing.

Washing your hands often will help protect you from germs.

Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth. **Utility Shut Off**

Natural gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all faculty know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for any guidance on preparations and response regarding gas service to Centralia Beauty College.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can, and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all faculty members learn how to shut off the water.

Locate the shut-off valve for the water line that enters Centralia Beauty College and label this valve with a tag for easy identification.

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible faculty where and how to shut off the electricity.

Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure

If you smell smoke or see fire, report it immediately to a facilitator.

Proceed as follows:

Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.

After exiting Centralia Beauty College, proceed safely away from the school and locate in the parking lot behind the school.

Faculty will help guests in reception area out the front doors.

Proceed to safety away from Centralia Beauty College.

Familiarize yourself with your evacuation route and the location of all emergency and regular exits.

The evacuation route illustration is found in the class room, lunch room, clinic floor, esthetics room and next to each exit door. Fire extinguishers are located in the class room, lunch room and on the clinic floor.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

FLOOD Before

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

"Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

Secure Centralia Beauty College

Turn off utilities at the main switches or valves if instructed to do so.

Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you must leave Centralia Beauty College, remember these evacuation tips:

Do not walk through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof. Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

Use local alerts and warning systems to get information and expert informed advice as soon as available.

Avoid moving water.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.

Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.

Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.

Return home only when authorities indicate it is safe.

Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.

If you must walk or drive in areas that have been flooded;

Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.

Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.

Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

Stay out of any building if it is surrounded by floodwaters.

Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

Earthquake Before

Every attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe if indoors Drop to your hands and knees.

Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

HOLD ON to any sturdy shelter until the shaking stops.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.

Stay inside until the shaking stops and it is safe to go outside. Do not exit the school during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside Centralia Beauty College or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

Do not light a match.

Do not move about or kick up dust.

Cover your mouth with a handkerchief or clothing.

Tap on a pipe or wall so rescuers can locate you.

Use a whistle if one is available. Shout only as a last resort.

Shouting can cause you to inhale dangerous amounts of dust.

When the Shaking Stops

When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit Centralia Beauty College.

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.

Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely. Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.

Use the telephone only for emergency calls.

Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

Be careful when driving after an earthquake and anticipate traffic light outages.

After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.

Leave the area if you smell gas or fumes from other chemicals.

Inspect utilities. (Follow the Utility Shut Off)

Bomb Threats

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Faculty and students are to act quickly, but remain calm and obtain as much information as possible and write it down.

If a bomb threat is received by phone remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.

Listen carefully. Be polite and show interest.

Try to keep the caller talking to learn more information.

If possible, write a note to a faculty member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.

If your phone has a display, copy the number and/or letters on the window display.

Write down as much detail as you can remember. Try to get exact words.

Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions.

If A Bomb Threat Is Received by Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible

If A Bomb Threat Is Received by Email

- Call 911
- Do not delete the message.

Signs of a Suspicious Package

- No return address • Poorly handwritten • Excessive postage • Misspelled words • Stains • Incorrect titles • Strange odor • Foreign postage • Strange sounds • Restrictive notes • Unexpected delivery

Do Not

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate the school until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist

Who to Contact (select one)

- Follow your local guidelines

- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411) • 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat | Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

Explosion Before

The following are things you can do to protect yourself, in the event of an explosion.

Knowing your community's warning systems and disaster plans, including evacuation routes.

During

Get under a sturdy table.

Exit Centralia Beauty College as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.

Check for fire and other hazards.

Once you are out, attempt to meet at designated areas.

Move away from sidewalks or streets to be used by emergency officials or others still exiting Centralia Beauty College.

Tap on a pipe or wall so rescuers can hear where you are.

If possible, use a whistle to signal rescuers.

Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

Avoid unnecessary movement so you don't kick up dust.

Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack: There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So, employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.

Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.

Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.

Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.

Centralia Beauty College may be closed.

Centralia Beauty College may have to evacuate, avoiding blocked roads for your safety. Clean-up may take many months.

STUDENT HOUSING/FIRE SAFETY REPORT

Since Centralia Beauty College does not provide or offer any student housing it does not produce an Annual Fire Safety Report. Information on access to housing in the local Centralia/Chehalis area can be found on the bulletin board in the student lounge or can be obtained from the administration.

TERRORIST ATTACKS

Centralia Beauty College does not want to dismiss or diminish the possibility to terrorism; however, we believe the risk is low in relationship to Threat/Hazards.

Based on: Small faculty, less than 15; Small student body, less than 100; Building has no significant interest or location; Building does not store or contains hazardous chemicals; No luggage is stored or kept on premise; No underground parking.

POLICIES Policy: Preparation of Disclosure of Crime Statistics

PERSON/STAFF, CEO and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at www.centraliabautycollege.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Centralia Beauty College accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty receives similar notification at our faculty meetings and Professional Development. All prospective faculty, potential students may obtain copies of the report at Centralia Beauty College in the Admissions Office or by calling (360)736-2866.

Policy: How to Report Criminal Offenses To

report a crime on or off campus:

Contact Police Department at (360)736-7680 (non-emergencies),

Dial 9-1-1- (emergencies only). Additionally, you may report a crime to the following areas:

Centralia Beauty College Command Decision Team (CDT)

Admissions Office (360)736-2866

CEO Office (360)736-2866

Facilitator's Office (360)736-2866

Financial Aid Office (360)736-2866

Front Desk (360)736-2866

Policy: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within Centralia Beauty College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Centralia Beauty College can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Centralia Beauty College prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

Policy: Limited Voluntary Confidential Reporting

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Crime Stoppers at (800)222-8477.

Statement: Institution That Has a Memorandum of Understanding, (MOU)

Centralia Beauty College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of Centralia Beauty College. All persons on the campus are subject to these laws and rules at all times. While Centralia Beauty College is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering Centralia Beauty College. CDT is recognized by the Police Department. CDT enjoys an especially good relationship with the Police. The response time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a "memorandum of understanding" (MOU) between Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, Police Department is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone. Centralia Beauty College relies on the telephone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Centralia Police. Annually, Centralia Beauty College receives an email report of all crimes committed on the campus from the Police Department.

Policy: Encouragement of Accurate and Prompt Crime Reporting

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to Centralia Beauty College in a timely manner. To report a crime or emergency on Centralia Beauty College, call the CDT Team Leader.

CDT will investigate a report when it is deemed appropriate.

If assistance is required from the Police Department or the Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, faculty on the scene, including CDT, will offer the victim a wide variety of services.

Policy: Counselors and Confidential Crime Reporting

Centralia Beauty College does not employ professional or pastoral counselors. All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, to Centralia Beauty College CDT leader for review.

Policy: Security Awareness Programs for Faculty and students

Prior to course start, orientation is held. Students are informed that Centralia Beauty College does not have campus police. Students are informed about the campus security policies and procedures contained in this report and about crime awareness on Centralia Beauty College and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage faculty and students to be aware of their responsibility for their own security and the security of others.

Policy: Security of and Access to Campus Facilities: Centralia Beauty College has four entrances/exits equipped with locks. They are located on the North side, East side, and West side of the building. The front entrance (East side) and side entrance (North side) are monitored by the front desk staff when Centralia Beauty College is open for business from 8:30am to 5pm Tuesday through Saturday The Classroom door (East side) remains locked at all times. This door is unable to be opened from the outside but can be opened at any time from the inside. The rear

Door (West side) is monitored by Centralia Beauty College administration. Students' and the public have no access to this door unless there is an emergency situation. All faculty members have keys to all outside doors. Students 'only have access to enter the building by the North side and East side (main entrances) doors and are monitored by the front desk staff.

Policy: Crime Prevention Programs for Faculty and students

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation. To enhance personal safety, and especially after dark, walk with friends or colleagues from Centralia Beauty College to your destination.

Policy: Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the Centralia Beauty College campus is prohibited. Centralia Beauty College has been designated "Drug free" and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Centralia Beauty College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of Centralia Beauty College. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Police.

Policy: Illegal Drug Possession

Centralia Beauty College has been designated "Drug free" and under no circumstances is the possession, use, or sale of illegal drugs permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. The possession, use or sale of illegal drugs on the campus is a violation of the Centralia Beauty College Illegal Drug Possession Policy.

Policy: Medical Marijuana

Although Washington permits the use, possession, and cultivation of medical/personal use marijuana by individuals possessing lawfully issued medical marijuana cards, federal law prohibits use, possession, or cultivation in educational institutions and other recipients of federal funds. Therefore, the use, possession, and/or cultivation are prohibited at Centralia Beauty College, including on campus, on Centralia Beauty College's property, or at events sponsored by Centralia Beauty College. Even if a student, faculty, or staff member possesses the appropriate documentation permitting the use, possession, and/or cultivation of medical marijuana, these activities are prohibited and are subject to disciplinary action. The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

Policy: Substance Abuse Education

Centralia Beauty College has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by faculty and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs and counseling services.

Policy: Campus Safety

All reported incidents are reviewed, and applicable information is collected and presented to the proper authority. **In order to ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.** Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it.

Policy: Bullying & Harassment Policy

Bullying or implied threat, intimidation, sexual harassment and violence will not be tolerated at Centralia Beauty College.

Weapons of any kind are not permitted on campus; this includes the Centralia Beauty College building and surrounding parking lot.

Centralia Beauty College will address issues involving harassment or bullying in any form; student to student; student to faculty member(s); faculty member(s) to student; or faculty member to faculty member. All faculty members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or faculty that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individuals academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, destruction of Centralia Beauty College or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

Harassment is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, or employee's work performance; has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; has the effect of substantially disrupting the orderly operation of Centralia Beauty College.

Sexual Harassment is defined as intimidating, bullying, threatening or coercion of unwanted sexual advances either physically or verbally including by means of social media and / or technological devices. Sexual harassment can also include an inappropriate promise for sexual favors. Sexual harassment can take the form of crude language of sexual nature, mild annoyances / transgressions to actual sexual assault or sexual abuse.

Sex Offender Registry: Individuals wishing to learn additional information about registered sex offenders may check website information for Lewis County.

<http://lewiscountywa.gov/sheriff/sexoffenders>

If bullying or harassment in any form occurs in Centralia Beauty College, contact any member of the faculty of Centralia Beauty College or contact the Police Department to file a report immediately. Centralia Beauty College will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence of the criminal offense. Information regarding area counseling centers will be provided upon request by a student or faculty member. If an offense happens where both the accused and the accuser attend Centralia Beauty College, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of Centralia Beauty College's final determination of any Centralia Beauty College disciplinary proceeding with respect to the alleged offense and any sanction that is imposed against the accused. Dismissal may occur following a final determination of said proceedings. Centralia Beauty College will work with students to change their situation (i.e., allowing the student to take a leave of absence or enroll in a later course) if a change is requested by the victim and the change is reasonably available.

PERSONAL IDENTIFIABLE INFORMATION (PII) - SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

All student financial records are kept in a locked cabinet which is located in the Financial Aid Office.

The Financial Aid Office is locked when unoccupied.

The CEO, Admission, and Financial Aid Officer and school owners are the only persons who have keys to the student files. No other employees have keys to the file cabinets.

SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

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Student records are maintained on a computer software system called Genesis. This is a live, on line system with a daily back up. All data is stored off site at their location.

FINANCIAL AID CODE OF CONDUCT

This policy applies to Centralia Beauty College employees and owners, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of Centralia Beauty College commitment to the highest ethical standards and conduct by its employees.

Centralia Beauty College expects the highest levels of professionalism and ethical behavior from all employees whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 87(a) (25)].

SCHOOL RESPONSIBILITIES

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

1. Refrain from taking any action for his or her personal interest or benefit;
2. Refrain from awarding financial aid to themselves or their immediate family members.
3. Have a designated person in the institution, handle financial aid for immediate family members, to avoid the appearance of a conflict.
4. Refrain from compiling a preferred lender list.
5. Be transparent, complete, and accurate, do not auto-assign to any particular lenders.
6. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves;
7. Do not deny, impede, or unnecessarily delay the borrower's choice of lender.
8. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain;
9. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid;
10. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity; and
11. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
12. Award notifications and/or other materials shall have a breakdown of cost of attendance, all potential billable charges, identification of each award, standard terminology and definitions, as well as, renewal requirements for each award.
13. All this consumer information will be in a prominent location on our website.
14. Financial aid professional's need to let the institution know of potential conflict of interest with any of the institutions business relationships.

RESPONSIBILITIES OF SCHOOL EMPLOYEES

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. Our members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism. We take great pride in our essential task of helping our students and families determine the best ways to meet their educational expenses.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need free of charge.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Adhere to all applicable laws and regulations.
5. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
6. Always deal with others honestly and fairly, and always act in a manner that creates trust and confidence.
7. Educate students and families through quality consumer information and teach them to responsibly manage expenses and debt.
8. Educate students and their families through quality information that includes transparency and full disclosure on award notices.
9. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
10. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
11. Will inform all entities of any changes in financial aid programs that could affect student aid eligibility.
12. Provide services that do not discriminate based on race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
13. Private information provided to the financial aid office by the applicant is protected in accordance with FERPA and the higher education act, section 483 (a) (3) (20 U.S.C. 1090) and state and federal statutes and regulations.
14. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
15. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
16. FAFSA information is only used for the application, award, and administration of financial aid awarded under title IV of the higher Education Act.
17. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

REPORTING VIOLATIONS OF THIS POLICY

Centralia Beauty College expects officers and employees covered by this policy to report violations of this policy to the Financial Aid Officer. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

TITLE IV FUNDING – GENERAL INFORMATION

Centralia Beauty College educates students and/or parents in all options of financial aid available to those who qualify. We understand that all students/family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs and living expenses for their daughter/son. Centralia Beauty College encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan.

TYPES OF FINANCIAL AID AVAILABLE Federal Pell Grant (Need Based Aid)

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward

the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

William D. Ford Direct Stafford Loans (Need & Non-Need Based Aid)

Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the US Department of Education. You must be enrolled at least as a half-time student to be eligible for a loan. Direct Loans include the following: **Direct Stafford Loans**

Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods. Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.

Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

G.I. Bill

If you have spent time in the military, you are eligible to use your G.I. Bill toward your education, or the G.I. Bill can be transferred to your spouse or children. The G.I. Bill was specifically designed for college or vocational education certified by State Approving Agency for Veterans' Educational Benefits. *These approvals are state and Centralia Beauty College specific and may not apply to all institutions. To apply go to www.gibill.va.gov. Bring your specific certificate of eligibility to the FAO Office to begin enrollment certification with VA.

ELIGIBILITY OF TITLE IV AID

To be eligible for Title IV Aid, the student must:

- have a high school diploma, GED or equivalent
- complete the FAFSA for each financial aid year the student is eligible for aid
- comply with Centralia Beauty College Satisfactory Academic Progress Policy
- not be in default on previous student loans
- not owe repayment on an adjusted Pell Grant
- not exceed the annual and aggregate loan limits
- have remaining eligibility if the student is a transfer student
- be enrolled in an eligible program
- be enrolled at least half time
- have ISIR Social Security match successful or comment code indicates successful
- INS match
- if male, ages 18-25 have registered with the Selective Service
- be a citizen or eligible non-citizen
- have resolved any drug convictions

STEPS TO APPLY FOR TITLE IV AID

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at www.fafsa.ed.gov. To complete a web FAFSA, the student will need an electronic pin number. This can be obtained at www.pin.ed.gov. This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the students' signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.
2. Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Enter the Code, 042747, for Centralia Beauty College, Centralia, Washington & 98531-4016. This will allow disclosure of information from the FAFSA to Centralia Beauty College chosen by entering Centralia Beauty College code. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the students FAFSA.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized loan funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). Centralia Beauty College will be sent an ISIR (Institutional Student Information Record) for all students who list the Centralia Beauty College code.

All verification and/or corrections must be completed prior to qualifying for aid.

5. If a student's FAFSA is selected for verification, the student will receive Centralia Beauty College's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is

a dependent, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need based aid, Stafford Subsidized Loans and Pell Grants.

6. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
7. Centralia Beauty College utilizes the information presented on the student's ISIR and the NSLDS (**National Student Loan Data System**) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
8. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at www.studentloans.gov
9. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Driver's License or State ID.
10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov
11. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Officer.
12. Accepted aid will be listed on the student's award letter.
13. Students are required to notify Centralia Beauty College's Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

SPECIAL CIRCUMSTANCES – DEPENDENCY OVERRIDE & PROFESSIONAL JUDGMENT

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to Centralia Beauty College's Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as "unusual circumstances" or that do not merit a dependency override**. These circumstances are as follows:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency.

Students with special circumstances should contact Centralia Beauty College's Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counselor, etc.)

Professional Judgment – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgment form and may be requested to supply supporting documentation of said circumstances.

VERIFICATION

Students selected by CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parent’s financial & household information to the Financial Aid Office. The verification procedures will be conducted as follows:

1. When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office within 14 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 14-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student’s eligibility for federal student aid has been established.
3. The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. The Financial Aid Office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student’s financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at Centralia Beauty College. Please log on to www.nslds.ed.gov to find your current loan servicer and to find out more details on “in-school deferment”.

COST OF ATTENDANCE (COA)

Cost of Attendance falls into two categories, Cost of Attendance for “Dependent” students living at home and “All Others” (Dependent students living in an apartment, and Independent students) It is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Below is the budget for each course.

Cosmetology (Effective date: 03/05/2018)						
1 st Academic Year (900 hours)	Full Time		¾ Time		½ Time	
Number of Weeks	26		30		38	
Tuition	\$7875.00		\$7875.00		\$7875.00	
Book/Supplies	\$1300.00		\$1300.00		\$1300.00	
Registration Fee	\$100.00		\$100.00		\$100.00	
	Dependent	All Others	Dependent	All Others	Dependent	All Others
Other: Loan Fees	\$56.00	\$100.00	\$56.00	TBD	\$56.00	\$100.00
Room & Board	\$5148.00	\$5526.00	\$6006.00	TBD	\$7722.00	\$8289.00
Personal	\$2202.00	\$984.00	\$2569.00	TBD	\$3303.00	\$1476.00
Transportation	\$1200.00	\$2628.00	\$1400.00	TBD	\$1800.00	\$3942.00
Total	\$17,881.00	\$18,513.00	\$19,306.00	TBD	\$22,156.00	\$23,082.00
2 nd Academic Year (740 hours)	Full Time		¾ Time		½ Time	
Number of Weeks	22		25		31	
Tuition	\$6475.00		\$6475.00		\$6475.00	
Book/Supplies	\$0		\$0		\$0	
Registration Fee	\$0		\$0		\$0	
	Dependent	All Others	Dependent	All Others	Dependent	All Others

Other: Loan Fees	\$54.00	\$90.00	\$54.00	TBD	\$54.00	\$90.00
Room & Board	\$4290.00	\$4605.00	\$5148.00	TBD	\$6006.00	\$6447.00
Personal	\$1835.00	\$820.00	\$2202.00	TBD	\$2569.00	\$1148.00
Transportation	\$1000.00	\$2190.00	\$1200.00	TBD	\$1400.00	\$3066.00
Total	\$13,654.00	\$14,180.00	\$15,079.00	TBD	\$16,504.00	\$17,226.00

Manicuring (Effective date: 10/31/2017)						
Academic Year (600 hours)	Full Time		¾ Time		½ Time	
Number of Weeks	18		20		25	
Tuition	\$5250.00		\$5250.00		\$5250.00	
Book/Supplies	\$1000.00		\$1000.00		\$1000.00	
Registration Fee	\$100.00		\$100.00		\$100.00	
	Dependent	All Others	Dependent	All Others	Dependent	All Others
Other: Loan Fees	\$38.00	\$66.00	\$38.00	TBD	\$38.00	\$66.00
Room & Board	\$3432.00	\$3684.00	\$4290.00	TBD	\$5148.00	\$5526.00
Personal	\$800.00	\$656.00	\$1000.00	TBD	\$1200.00	\$984.00
Transportation	\$1468.00	\$1752.00	\$1835.00	TBD	\$2202.00	\$2628.00
Total	\$12,088.00	\$12,508.00	\$13,513.00	TBD	\$14,938.00	\$15,554.00

HOW FUNDS WILL BE DISBURSED:

In order to receive their Pell Grant/Direct Loan Disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 70%. This figure is arrived at by averaging grades from the following areas: classroom work, projects, and styling area performance, as well as a 75% or higher attendance requirement. First disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans.

Course	Disbursement Schedules (hours)					
	0 (Pell Grant and 2 nd Loan)	30 Days	300	450	900	1270
Cosmetology	X			X	X	X
Manicuring	X		X			

At the time of disbursement, the student will sign a line receipt acknowledging the disbursement and the status of their account.

DISBURSEMENT OF CREDIT BALANCE REFUND SUMMARY

If the student has financial aid that exceeds his or her tuition and fee charges for the academic year in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

A CREDIT BALANCE REFUND WILL BE GIVEN TO THE PARENT IF:

The amount of the PLUS loan is greater than the student's tuition and fees charges for the academic year in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

EFFECTS OF STUDENT LOANS

- If the student receives other forms of financial assistance such as scholarships it may reduce the student's or the student's parent eligibility for Federal Aid.

- Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- If a student does not return from a maximum of 180 day Leave of Absence, the student’s loans immediately enter repayment.
- Failure to repay a student loan will leave a negative mar on the borrower’s credit.
- Over borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

LOAN DISCLOSURES

☑ Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.

☑ NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and Centralia Beauty College determined to be authorized users of the data system.

PRIVATE LOAN DISCLOSURES

Centralia Beauty College does offer educational/institutional loans.

Annual Percentage Rate: 12.9%. Late Charges: Monthly installments are due on the first business day of each month and are considered late if not paid in full by closing of the third business day of that month. If tuition is not paid current by the third business day of the month, late fees will be assessed at the rate of \$5.00 per day until the balance is paid in full. If the full installment is not paid by the tenth business day of the month the student may not be allowed to attend school unless other arrangements have been made. Late fees will be assessed. Prepayment: If you pay off the balance early you may be entitled to a refund of part of the finance charge. Buyer is entitled to pay in advance the remaining unpaid balance due hereunder and receive a pro rata refund of the finance charge computed in accordance with the "Rule of 78". Notice: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. Notice to the Buyer: (1) Do not sign this agreement before you read, understand and accept the terms herein or if there are blank spaces to be filled in; (2) You are entitled to a completely filled-in copy of this agreement; (3) You can repay the full amount due under this agreement at any time and obtain a partial refund of the finance charged if it is \$1 or more. (4) if you desire to pay the full amount due in advance the amount of the refund you are entitled to, if any, will be furnished upon request.

This Note is subject to the terms and conditions contained in the enrollment agreement and the "Disclosure Statement", which are incorporated herein by reference as though set forth in full. Should default be made in any payment when due, the whole sum of principal and interest shall immediately become due and payable at the option of the holder of this Note. Principal and Interest is payable in lawful money of the United States. If action is instituted on the Note, I/We, the Buyer and/or the Guarantor, jointly and severally promise to pay such sum as the court may fix as attorney’s fees and court costs. I/We have read and accept the conditions listed herein and have received a copy of this agreement.

ANNUAL AND AGGREGATE LOAN LIMITS FOR DIRECT STAFFORD LOANS

(3rd yr. and beyond and maximum total debt from direct Stafford loans when you graduate can be found in the “Your Federal Student Loans” guide in the FA Office)

Year	Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)	Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)
First Year	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans.
Third Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans.

Terms and Conditions

Loan Program	Eligibility	Fixed annual	interest rate	Annual loan	limit
Direct Subsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2011 and before July 1, 2013: 3.4% For loans first disbursed on or after July 1, 2013 and before July 1, 2014: 3.86% For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$3,500 - \$8,500, depending on year in school	Undergraduate students: \$23,000	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.
Direct Unsubsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$5,500- \$20,500 (less any subsidized Amount received for the same period) depending on year in school and dependency status	Dependent undergraduate students: \$31,000 (no more than \$23,000 of this amount may be in subsidized loans) Independent undergraduate students: \$57,500 (no more than \$23,000 of this amount may be subsidized loans)	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.
Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	7.21%	The student's cost of attendance (determined by the school) minus any other financial aid received	No aggregate limit for PLUS loans	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).

STUDENT (BORROWER'S) RIGHTS

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from Centralia Beauty College, lender or the Direct Loan Servicing Center:

The full amount of the loan and the current interest rate;

The date you must start repayment;

A complete list of any charges you must pay (loan fees) and information on how those charges are collected;

Information about the yearly and total amounts you can borrow;

Information about the maximum repayment periods and the minimum repayment amount;

An explanation of default and its consequences; and

An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave Centralia Beauty College, you will receive the following information about your loan (as part of exit counseling) from Centralia Beauty College, lender or the Direct Loan Servicing Center:

A current description of your loans, including average anticipated monthly payments.

The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;

If you have FFELSM Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions;

If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center;

An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default;

A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.

A description of applicable deferment, forbearance and discharge (cancellation) provisions;

Repayment options and advice about debt management that will help you in making your payments;

Notification that you must provide your expected permanent address and the name and address of your expected employer; and

Notification that you must also provide any corrections to your school's records concerning your name, Social Security number, references and driver's license number (if you have one).

If you are attending Centralia Beauty College at least half-time, you have a set period of time after you graduate, leave Centralia Beauty College or drop below half-time status before you must begin repayment on a Stafford or Perkins Loan. This period of time is called a grace period.

You will receive a grace period before your repayment period begins on a Stafford or Perkins Loan.

Your grace period will be six or nine months depending on the type of loan.

PLUS Loans do not have a grace period. For more information, see "When do parents, graduate and professional degree students begin repaying a PLUS Loan?"

If you are in active military duty for more than 30 days, the grace period will be delayed.

Your Centralia Beauty College, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

When your first payment is due;

The number and frequency of payments; and The amount of each payment.

If you or your parents borrow under the FFEL Program, you (or your parents, or graduate and professional degree students for PLUS Loans) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender must provide this notification. You must be given:

The identity of the new lender or agency holding the loan; and

The address where you or your parents must send payments, and the telephone numbers of both the old and new lender or agency.

STUDENT (BORROWER) RESPONSIBILITIES

1. **Borrower** – it is the responsibility of the student to:

Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.

Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter. Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you didn't like the education that you received. You can do this online at www.studentloans.gov. This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.

Make payments on time: you are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.

Continue to pay your loans while waiting for deferment or forbearance approval.

Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from Centralia Beauty College, drop below half-time status, change your name, address, or social security number; or transfer to another school.

2. Entrance Counseling: First-time borrowers must complete an entrance counseling session before your first loan disbursement. This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education’s entrance counseling online at www.studentloans.gov.

Review deferment

Importance of keeping financial aid papers

Reinforce the importance of repayment

Importance that loan repayment is required even if the student does not finish their education

Default and its consequences

How to use the MPN or E-MPN

Explain interest and capitalization

Provide sample monthly repayment amounts and the importance of not over borrowing

NSLDS and how to access the system

Contact information for questions

Notification of change of name or address

Withdrawal from the program and how the withdrawal will affect the student

3. Exit Counseling: Students must complete exit counseling before you leave Centralia Beauty College to make sure you understand your rights and responsibilities as a borrower. The exit counseling interview will be scheduled no sooner than 1 week after the student completes the course hours. Each student will complete the Department of Education’s exit counseling online at www.nsls.ed.gov and www.studentloans.gov, as well as discuss the following during your personal appointment with the FAO:

Review information concerning loans from entrance interview

Review repayment options including seriousness and importance

Review average debt of student borrowers and anticipated monthly repayment amount

Provide information on loan consolidation (pros and cons)

Discuss how to contact the party servicing the student borrower’s direct loans

Discuss debt management strategies

Provide information on forbearance, deferment and cancellation options

Describe the likely consequences of default

How to access the NSLDS website and availability of FSA Ombudsman’s Office

Help the borrower understand their rights and responsibilities concerning loan repayment

Collect updated personal contact information for the borrower

4. Repayment of Loans: There is a set time period after a student graduates, leaves Centralia Beauty College or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Stafford loan is six months. PLUS Loans do not have a grace period. Depending on the type of loan a student receives, and the repayment plan chosen, the student may have from 10-25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period and repayment plan chosen. For more information, go online to www.studentaid.ed.gov/repaying.

Sample of Schedule of Repayment				
Total Monthly Payments at Various Interest Rates				
Amount Owed	6%	6.8%	7.5%	8.25%
\$1000.00	\$50	\$50	\$50	\$50
\$2000.00	\$50	\$50	\$50	\$50
\$3000.00	\$50	\$50	\$50	\$50
\$4000.00	\$50	\$50	\$50	\$50
\$5000.00	\$56	\$58	\$59	\$61

\$6000.00	\$67	\$69	\$71	\$74
\$7000.00	\$78	\$81	\$83	\$86
\$8000.00	\$89	\$92	\$95	\$98
\$9000.00	\$100	\$104	\$107	\$110
\$10,000.00	\$111	\$115	\$119	\$123
\$15,000.00	\$167	\$173	\$178	\$184
\$20,000.00	\$222	\$230	\$237	\$245
\$25,000.00	\$278	\$288	\$297	\$307
\$30,000.00	\$333	\$345	\$356	\$368
\$35,000.00	\$389	\$403	\$415	\$429
\$40,000.00	\$444	\$460	\$475	\$491
\$45,000.00	\$500	\$518	\$534	\$552
\$50,000.00	\$555	\$575	\$594	\$613

This chart is intended to show monthly payments at various debt and interest rates. This chart is for a standard ten-year repayment plan. The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten-year cycle may be smaller than the amount listed above.

INTERNAL GRIEVANCE PROCEDURE POLICY

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint. In accordance with Centralia Beauty College's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Centralia Beauty College will receive and process complaints that state facts that reasonably suggest that Centralia Beauty College may not be in compliance with the Federal, State, or NACCAS standards and criteria. Evidence of final resolution of all complaints will be retained in Centralia Beauty College's files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school owner.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

8. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note(E-MPN) at www.studentloans.gov

FOR ALL STUDENTS PARTICIPATING IN CONSUMER LOANS OR FEDERAL FINANCIAL AID PREFERRED LENDER LIST/ARRANGEMENTS

Private educational/institutional loans are offered by Centralia Beauty College. All students attending Centralia Beauty College may choose to use a lender not on Centralia Beauty College's preferred lender list and Centralia Beauty College is required to process loan documents for any eligible lender selected by students.

Students are not required to use any federal or private lender recommended by Centralia Beauty College and may select any lender of the student's choice.

Terms offered by preferred lenders are equally available to all of Centralia Beauty College's eligible students. Centralia Beauty College's financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months and make changes when appropriate.

Centralia Beauty College's primary goal is to assist students in achieving the educational career goals by providing appropriate financial resources. The Financial Aid Office is committed to:

- Making every effort to assist students and families with their financial need
- Inform students and remove financial barriers for those desiring to further their education
- Educating students and families concerning all consumer information and aid available for those who qualify
- Protecting and respecting the privacy of students
- Ensuring the confidentiality of student records and personal circumstances
- Performing a needs analysis for each student desiring to apply for financial assistance with all needs analysis performed in a consistent manner
- Providing services that do not discriminate based on race, gender, religion, age, economic status, ethnicity or sexual orientation
- Attending training seminars after approved for Title IV funding to stay current with all DOE regulations
- Remaining at the highest level of ethical behavior
- No Co-branding or sharing of logos with the lender(s)

Centralia Beauty College Office is expected to always maintain ideal standards of professionalism in relation to interacting with students and families while carrying out the responsibilities of their position. All Centralia Beauty College Faculty involved will:

- Remain objective in making decisions and advising in relation to the student's financial aid
- Provide accurate information without any personal bias
- Abstain from taking any actions for personal benefit
- After approved for Federal funding, follow the Title IV laws and regulations
- Will keep the best interest of the student and families first and foremost
- Refrain from soliciting or accepting gifts from loan agencies, or any government agency

CODE OF CONDUCT / SCHOOL ETHICS

- Federal Reserve Board and Department of Education final rules for private education loans and Title IV Funding
- Replaces prior special rules for student credit extension.

The Federal Reserve Board (FRB) regulates required disclosures on private education loans and defines certain key terms. The Department of Education (ED) regulates the required disclosures on Title IV Aid, HEA loans and private education loans.

- **The Higher Education Opportunity Act (HEOA) defines:**

- An Institution-affiliated organization is an entity directly or indirectly related to a covered institution that recommends, promotes, or endorses education loans.

- Lender-an eligible private education lender or any other person engaged in the business of securing, making or extending education loans on behalf of the lender.

Private education loan-is a non-Title IV loan provided by a private educational lender expressly for post-secondary educational expenses and does not include an extension of credit under an open-end consumer credit plan or secured by real property.

- Centralia Beauty College is not considered a private lender if the extension of credit is 90 days or less and interest will not be applied to the credit balance and the term is one year or less, even if payable in more than 4 payments.

Preferred lender arrangement is an arrangement or agreement between a lender and covered institution in which a lender provides education loans to students/families and the covered institution recommend, promotes or endorses the education loan products of the lender.

Includes arrangements between a lender and an institution-affiliated organization

- Does not include:
Direct Loan Program Loans through the DOE,
Education funds covered by Centralia Beauty College 's own funds
Funds by donor-directed contributions

State funded financial aid programs if the terms and conditions of the loan include a loan forgiveness option for public service

An Education loan is a Direct Loan, or a private education loan Preferred Lender Arrangement (PLA) – Centralia Beauty College will provide disclosures annually for each type of education loan offered pursuant to the PLA before a student

borrowers.

Informational materials-publications, mailings or electronic messaging will be distributed to prospective and current students describing the available financial assistance opportunities. The disclosure will not include any co-branding and must conspicuously disclose that Centralia Beauty College does not endorse the product in question.

CODE OF CONDUCT REQUIREMENTS FOR SCHOOL – AFFILIATED ORGANIZATIONS

Centralia Beauty College will administer, enforce, and review the Code of Conduct for all Centralia Beauty College faculty involved annually.

Lenders are also required to enforce and review the same Code of Conduct with the affiliate's agents annually. Centralia Beauty College prohibits a conflict of interest between Centralia Beauty College FAO and the preferred lenders.

Centralia Beauty College does not promote any lender during the Entrance/Exit Interview process.

Centralia Beauty College does not promise any loan volume to any preferred lender.

The Code of Conduct prohibits revenue-sharing arrangements with any lender.

- Centralia Beauty College will not collect a fee in exchange for promoting a lender nor collect any revenue or profit sharing.

• The Financial Aid Department or Officer or Owner will not receive gifts from any preferred lender "Gifts" include: gratuity, favor, discount, entertainment, hospitality, loan, services, transportation, lodging, meal, or other items deemed as a "gift".

The term "Gift" does not include: food or refreshments during a professional training session meant to improve service and does not include favorable terms to student, standard marketing material, and philanthropic contributions from a lender in exchange for advantages to related loans, or any state aid.

Centralia Beauty College will utilize marketing materials advantageous to the applicant from the lender(s) to counsel, aid in financial literacy and debt management as long as the lender discloses that the lender prepared the provided materials.

Centralia Beauty College does not hire any consultants contracted by any private lender.

Centralia Beauty College does not have any affiliates of lenders serve on their Advisory Board.

Centralia Beauty College owners/faculty will not participate on any affiliated lenders Advisory Board.

Centralia Beauty College's Financial Aid/Assistance Office is prohibited from directing borrowers to certain lenders or delaying loan certifications. Centralia Beauty College does not assign lenders to any student's aid award package and does not refuse, or delay loan certification based on the borrower's choice of lender.

Centralia Beauty College is not involved in payment to any lenders, whether directly or indirectly, in exchange for points, premiums, or interest of financial support in exchange for extending credit to a student.

ACADEMIES OFFERING FEDERAL AID UNDER THE PROGRAM PARTICIPATION AGREEMENT WILL:

- ☑ Develop, publish, and administer and enforce the code of conduct with respect to loans guaranteed under the Title IV programs or Higher Education Act (HEA) loan programs.
- ☑ Compile yearly, maintain, and make available to all students, a list of lenders for loans issued or guaranteed under the Title IV programs or HEA loan programs.
- ☑ Centralia Beauty College, upon request from a student or prospective student, must provide a Department of Education/FRB self-certification form and information needed to complete the form.
- ☑ Self-certification form must contain disclosures stating the applicant may qualify for Federal, State, or Centralia Beauty College aid. The applicant will be encouraged to discuss available options with the Financial Aid Officer and that private education loans may affect the applicant’s eligibility for Federal, State, or S Centralia Beauty College aid. Centralia Beauty College will aid the applicant in reviewing what information the applicant must provide on the self- certification form obtained in Centralia Beauty College Financial Aid Office. Information reviewed with applicant will include Cost of Attendance (COA), the student’s Estimated Financial Assistance (EFA), and the difference between the two. The lender may provide to the applicant a pre-filled self-certification form. This self-certification form must be signed by the applicant. The lender must obtain the signed self-certification form before consummation of the loan. Lender may receive the self-certification from the applicant or Centralia Beauty College.

ADMINISTRATIVE CAPABILITY

When the PPA is originally signed and upon continuing to participate in Title IV aid or HEA programs, Centralia Beauty College will:

- Report annually to The Department of Education any “reasonable reimbursements” in accordance with State or Federal reimbursement policies that are paid by any private education lenders to any Centralia Beauty College employee in the Financial Aid Office who is responsible for education loans.

RIGHT TO CANCEL

The applicant may cancel within 3 business days of receipt of the lenders final disclosure form. Funds will not be disbursed until the cancellation period expires.

INSTITUTIONAL REFUND POLICY

- A. This policy applies to all terminations for any reason by either party, including student decision, student expulsion, course or program cancellation or school closure.
- B. On all cancellations the cancellation date will be determined by the postmark on written notifications or the date the information is delivered to the school administrator in person.
- C. An applicant not accepted or rejected by the school shall be entitled to refund of all monies paid.
- D. If a student (or in the case of a student under legal age, their parent or guardian) cancels their enrollment and request their money back in writing within three business days of signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless whether or not the student has actually started training.
- E. If a student cancels their enrollment after the three business days after signing but prior to entering classes, they shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00.
- F. A student on an approved Leave of Absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- G. For students who enroll in and begin classes, the following schedule of tuition adjustment will determine the refund, if any, upon cancellation of the students’ contract:

Percentage Length of	Amount of Total Tuition Owed to the school	Scheduled Hours
0.01% to 4.9%		20%
5% to 9.9%		30%
10% to 14.9%		40%
15% to 24.9%		45%
25% to 49.9%		70%
50%		100%

Refund calculations are based on Percentage Length of Scheduled Hours completed. Percentage Length of Scheduled Hours are defined as all calendar days included in the contract from the students' actual start date to the students actual last day of attendance. If the student drops, withdraws, fails to return from Leave of Absence scheduled or is formally terminated by the school, any contract balance or student charges owed to the school at the time are due and payable immediately. Any balance owed to the applicant or student will be paid within 45 days of a determination that a student has withdrawn, either officially or unofficially. Termination fee; Any student terminating their training by dropping, withdrawing, not returning from a scheduled absence or non-compliance of a school policy will be charged a \$100.00 termination fee.

- H. Any student failing to attend or contact the school in writing for 10 (14 calendar days) or more days will be dropped from enrollment. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 10 (10) days.
- I. When situations of mitigating circumstance are in evidence, the school may provide a refund which exceeds this policy.
- J. If the school is permanently closed and no longer offering instruction, after a student has enrolled the student shall be entitled to a pro-rated refund of tuition.
- K. If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.
- L. If a course is cancelled and instruction is no longer offered after students have enrolled and instruction has begun, the school shall provide a full refund of all monies paid.
- M. The school makes no refunds on books or equipment once issued to the student. These items are not included in the tuition adjustment computations.
- N. Veterans Only. The Amount charged to the Student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. Refunds will be made within 30 days after the last class attended, or the effective date of the withdrawal or termination. This policy is in compliance with the requirements of Title 38 CFR 21.4255.

RETURN OF TITLE IV FUNDS

The law specifies how your Centralia Beauty College must determine the amount of Title IV program assistance that you earn if you withdraw from Centralia Beauty College. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your Centralia Beauty College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Centralia Beauty College and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you

earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Centralia Beauty College may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, and fees (as contracted with Centralia Beauty College). Centralia Beauty College needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow Centralia Beauty College to keep the funds to reduce your debt at Centralia Beauty College.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to Centralia Beauty College to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that Centralia Beauty College was required to return.

PAYMENT OF A REFUND OR RETURN OF TITLE IV, HEA PROGRAM FUNDS TO THE SECRETARY

By applying for a Direct Loan, a borrower authorizes Centralia Beauty College to pay directly to the Secretary that portion of a refund or return to title IV, HEA program funds from the school that is allocable to the loan.

Centralia Beauty College:

Must pay that portion of the student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan to the Secretary; and

Must provide simultaneous written notice to the borrower if the school pays a refund or return of title IV, HEA program funds to the Secretary on behalf of that student.

- Determination, allocation, and payment of a refund or return of title IV HEA program funds. In determining the portion of a student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan, the school must follow the procedures established in 34 CFR 668.22 for allocating and paying a refund or return of title IV, HEA program funds that is due.

RETURN OF TITLE IV FUNDS BY SCHOOL

Centralia Beauty College must return the unearned aid for which Centralia Beauty College is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

TITLE IV PROGRAMS

Unsubsidized /Direct Stafford Loan

Subsidized /Direct Stafford Loan

Pell Grant

Parent Plus

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Policy: To establish criteria and procedure for the implementation of objective standards by which students are evaluated to determine if they are making satisfactory progress within the categories of attendance and academics while enrolled in school; A structure and resulting actions to inform students falling below standards; A process by which a student measured to be below standards can appeal the school's decision.

Satisfactory progress is necessary for a student to continue enrollment, and in applicable cases, for a student to maintain eligibility for Financial Aid. This policy is applicable to all students enrolled in our NACCAS approved

programs, full or part time, regardless of their means of payment and is provided to all applicants prior to enrollment.

PROCEDURE AND DEFINITIONS

- A. Students are evaluated for Satisfactory Academic Progress as follows: Cosmetology 450, 900 and 1270 (actual) hours Manicuring 300 (actual) hours. Instructor Cadet 250 (actual) hours.

Transfer students will be evaluated at the midpoint of their contracted hours.

Students are given a copy of each report and copies of all reports are stored in the students' permanent files.

Satisfactory Progress is defined as a student meeting the minimum requirements for attendance and academics until their next evaluation period.

1. **Academic progress** is as follows:

- a. A minimum cumulative Theory grade average of 70% on all written tests administered. Theory is graded through tests and quizzes on each chapter of the text and work books provided to each student. Our school uses the Milady standard text series for each of our programs.
- b. A minimum cumulative practical/clinic grade average of 70%. Practical and clinical work is graded by a signature on the students' practical worksheet, called "Weekly Requirements". A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score, which means one or more of the practical grading elements was not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Full time students are assigned 25 procedures on their "Weekly Requirement" sheets and part time are assigned 17 per week. "Weekly Requirement Sheets" are worth 100 points each week. Full time students that do not complete assignments will be marked down 5 points for each missed assignment and part time students will be marked down 6 points for each missed assignment.

SCHOOL GRADING SYSTEM

A=.....93-100% B=.....80-92% C=.....70-79% Failing=.....69% OR LESS

In order to determine whether a student meets the academic requirements for Satisfactory Progress, theory and practical grades are averaged together to give a cumulative academic grade of 70% or higher.

- c. A student that does not achieve the minimum standards as stated in this policy is no longer eligible for Title IV, HEA program funding, unless the student is on Warning or has prevailed upon appeal of the determination of the status of probation, as stated in this policy.
- d. Failed written and practical grades can be made up in accordance with the school's academic policy.

- 2. **Attendance performance** is evaluated on a cumulative basis, with at least 75% of the contracted attendance schedule for full or part-time students.
- 3. Evaluations will be presented to the student within 7 business days of the evaluation. All student evaluations are maintained in the student file. Students will be informed if any evaluation impacts their eligibility for financial aid.
- 4. A Student with approved Leave of Absence, withdrawal, or official school interruption, will not be required to meet A1 or A2 above, for the period of their absence, upon reentering the program and will maintain the same level as Satisfactory Progress as when their absence began.

- B. 1. The school allows for the status of **Warning** for students who are not considered meeting minimum standards for satisfactory academic progress if; A student has not achieved the minimum

cumulative GPA of 70% and/or has not successfully completed at least a cumulative rate of attendance of 75%, as stated in A1 and A2 above, and can meet Satisfactory Progress by the next evaluation period.

2. After the Warning period the school allows for the status of **Probation** for students whose progress is evaluated and determined to be not be meeting minimum standards for satisfactory academic progress during the Warning period if;

- a. A student has not achieved the minimum cumulative GPA of 70% and/or has not successfully completed at least a cumulative rate of attendance of 75%, as stated in A1 and A2 above, and can meet Satisfactory Progress by the next evaluation period; and
- b. The student prevails upon appeal of a negative determination prior to being placed on probation; and
- c. The school determines that satisfactory academic standards can be met by the end of the subsequent evaluation period; or
- d. The school will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

- C. Unsatisfactory progress is defined as: A student failing to meet A1 or A2 for two evaluation periods in succession. Students will be notified in writing if an unsatisfactory progress report affects their financial aid eligibility.
- D. Students must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of the course in order to be considered making satisfactory progress as of the midpoint of the course.
- E. Incomplete’s, withdrawals, repetitions, or remedial work have no effect on the institutions Satisfactory Academic Progress standards.
- F. **Maximum Time Frame:** To remain eligible for continued enrollment students must complete their program within a specified time frame. The program Time Frames for our courses are as follows:

Course Name	Length	Scheduled Hours		Maximum Time Frame
		Full Time	Part Time	
FT/PT				
Cosmetology	1640 Hours	48 weeks	69 weeks	2181
Manicuring	600 Hours	18 weeks	25 weeks	798
Instructor Cadet	500 Hours	17 weeks	21 weeks	665

(Other time frames may be agreed upon in student’s contract. Not to exceed 133% of NACCAS approved program length.)

If a student surpasses the Maximum Time Frame of their course and have not earned all course completion requirements set forth in this policy and in the school catalog, by the expiration date of their contract, they agree to pay the rate of \$10.00 per hour of enrollment until their course is completed or they withdraw from school.

- G. If a student is approved for a Leave of Absence their contract end date and Maximum Time Frame will be extended by the same number of days as the Leave of Absence. A Leave of Absence may be granted only in cases of three or more days and must be made in advance of time off. Any arrangement for an absence is at the permission of the school management, and is granted by the sole authority of the school management. This privilege of granted leave is only available to a “student in good standing”. See the Leave of Absence Policy at the end of this policy.
- H. Reinstatement of a student in good standing status and of financial aid eligibility: Students who have lost the status in good standing or their eligibility for financial aid can be reinstated accordingly by improving their academic, and/or attendance to the designated standards of satisfactory progress.
- I. **Appeals:** Appealing an unsatisfactory progress report;
 - 1. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented on or attached to an Appeal Form.

2. The student may obtain an Appeal Form from the Lead Instructor or Record Keeper. The form must include documentation of why the student failed to make Satisfactory Academic Progress and what has changed in the students' situation that will allow the achievement of Satisfactory Academic Progress at the students' next evaluation. Once the Appeal Form has been completed by the student it must be returned to the Record Keeper. If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as, changing schedules. If the appeal is granted the student will be placed on Probation for one evaluation period. If at the end of the Probation period, the student has not met both academic and attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.
 3. For students who are not meeting academic requirements the school's educational team will develop an academic plan that will assist the student in meeting the school's academic requirements by the next evaluation period.
 4. Results of all Appeals are recorded on an Appeal Results form and a copy is placed in the students file.
- J. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer students will be evaluated on Satisfactory Academic Progress in equal increments, based on actual contracted hours.

LEAVE OF ABSENCE POLICY

- A student may take a Leave of Absence if they are going to be out of school for an extended amount of time. A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period of non-attendance.
 - No Leave of Absence will be granted for more than 180 days. If more than the allotted 180 days is needed or if a student does not return by the agreed upon date, formal withdrawal procedures must be followed.
 - Only one Leave of Absence will be granted during the duration of a student's contract and it will not interrupt the student's satisfactory progress. If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
 - The student is required to follow the school's policy in requesting the LOA. When requesting a Leave of Absence, the student must state the reason for the leave in writing and it must be signed by the student, at least three days prior to the leave, unless unforeseen circumstances prevent the student from doing so. In the case of unforeseen circumstances, if the school grants an LOA the school will document the reason for its decision and collect the request from the student at a later date.
 - For the Leave of Absence to be granted there must be a reasonable expectation that the student will return from the leave.
 - Any agreed upon duration of Leave of Absence will extend the end date of the student's contract by the same amount of time.
 - The school does not grant an LOA which does not meet the conditions of an approved LOA for Title IV purposes (for example, for academic reasons); the school considers this a withdrawal for Title IV purposes.
 - No additional charges will be assessed due to a student taking a Leave of Absence, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
 - LOA timeframe does not involve any additional charges from Centralia Beauty College.
 - A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
 - For the purpose of calculating a refund is always student's last day of attendance.
- A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the student should be informed that the last day of physical attendance is used for the purpose of calculating the Return of Title IV funds.

- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.
- Student's on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following:
loan obligations, possible revisions in his/her aid package, deferment options, notification to lending institutions, deferments may be canceled, if veteran-benefits may be affected, grace periods exhausted, consequences of not returning to Centralia Beauty College at the expiration of the LOA.

TUITION WAIVER POLICY

Persons that are being considered for a position as an instructor for Centralia Beauty College, either as a full-time, part-time or substitute, may be eligible for a tuition waiver for the Instructor Cadet program. In order to apply for a tuition waiver, the student must first complete the admissions and enrollment process according to Centralia Beauty College policy and procedures. The student must also complete the registration process with an advisor and complete the "Tuition Waiver" form at the time of registration.

This waiver is authorized for students who meet the eligibility requirements listed below.

1. Student must be an invited applicant of Centralia Beauty College for the Instructor Cadet program.
2. The Instructor Cadet program applicant must have a minimum of two year's experience in a salon/shop environment.
3. The Instructor Cadet program applicant must have a current license, issued by the Washington Sate Department of Licensing, in either Cosmetology, Manicuring or both.

Once awarded, the tuition and fees will be waived. The student will be responsible for the cost of the Instructor Cadet kit, books and uniform fees.