



**ACADEMY CATALOG  
2019-2020**

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## **MISSION STATEMENT**

At KORBEAUTYACADEMY our mission is to graduate students with the knowledge and skills necessary to pass the State Board of Cosmetology examination and enter the profession of Cosmetology.

## **COURSE TRAINING**

The cosmetology program that is offered requires 1600 clocked hours of training. Upon successful completion of the course exam, required practical and theory hours, and passing the Arizona State Board of Cosmetology exam, the student will be licensed to work as a cosmetologist. The course training at KORBEAUTYACADEMY is only provided in English.

## **ADMISSION POLICY AND PROCEDURE**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, disability or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology program must:

- Complete an application for enrollment
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion
- Proof of U.S. Citizenship (passport, social security card or visa)

The school only admits those students with a high school diploma or equivalent General Education Diploma (GED). In lieu of this requirement, per Arizona State Law 32-511, a student must submit evidence that provides proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

Should an enrolling student provide a foreign high school diploma, the academy will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

If the students is enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth above.

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- Meet the state requirements for admission (complete 10th grade and be 16 years of age)
  - Proof of completion of 10th grade can be shown through high school transcripts
  - Proof of age can be shown through a driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which they are enrolled
- Successfully complete the pre-enrollment evaluation

## **VA BENEFICARY TRASCRPT POLICY**

KORBEAUTYACADEMY will inquire in regards to veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate. Student transcripts and records are located in locked filing cabinet; they can be obtained by student at any time, with the request verbal or written to a staff member.

Any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

KORBEAUTYACADEMY will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **RE-ENROLLMENT**

In the event a student discontinues the course in good standing and requests to re-enroll to complete the program, the student will do so under the academy's discretion. The registration fee of \$100.00 and re-enrollment fee of \$175.00 will be charged to the student. In addition, a new enrollment agreement will be executed which indicates the new course period completion date. The student will be charged a pro-rated tuition cost based hours needed to complete the program.

## **TRANSFER HOURS**

The academy accepts transfer students from other cosmetology schools upon presentation of a transcript of proper clock hours from their prior school. After a practical and written assessment, our academy will only accept a minimum of 75% of verified hours from prior schools. We will pro-rate the tuition cost based on current the KORBEAUTYACADEMY tuition cost. Program hours, timing, and contract pricing will be calculated for each transfer student and presented as part of the initial enrollment process with KORBEAUTYACADEMY. All transfer students and accepted clock hours from other institutions will be added to the completion and maximum time frame of the program. Students wishing to transfer to another institution must pay all monies owed to the academy and all applicable academic requirements must be met for the hours to be released. If a student does not complete the program within their contract end date, the student will be charged \$11 per hour based on scheduled hours.

## **TRANSCRIPT REQUESTS**

Students will receive an official transcript within seven days of their written official withdrawal from the program. A student that has a balance owed to academy will receive an unofficial transcript until balance is paid in full.

## **OUR STAFF**

Tammy Fuller	Administrator/Director/Instructor
Lauren Fuller	Executive Director
Ariel Ford	Financial Aid Director
Heather Barker	Director of Education/Instructor
Monica Arreola-Varela	Instructor

## **SCHOOL FACILITIES**

The academy is located on the ground level, with free parking around the building. All classrooms are air conditioned and well-lit for the comfort and convenience of the students and staff. The academy is equipped with salon chairs for the salon floors and the clients, shampoo bowl for clients and student and one for handicap client or student, desks and chairs for the class rooms for the students to have a comfortable area to study, computers to demonstrate and show the curriculum and to bring up dated information for the student preparation in the industry. The equipment's that are in the school are updated equipment and state of the art equipment for the student success in this industry.

## **LATE FEES**

All payments are due on the fifteen (15) of each month. Student's will incur a late fee of \$25.00 if payments are not made by this date. Payment arrangements must be approved by the school's director in advance.

The payment and late fee charge must be paid within thirty (30) days or the student will not be able to attend school until the payment and any fees are paid. The unpaid balance shall immediately become payable and attendance may be held in abeyance at the option of the school until the balance is paid in full.

## **EXTRA COSTS**

After the completion of senior theory, students must purchase the following additional supplies:

- Senior State Board Bag (approximate cost \$35.00 to \$150.00);
- Passport photo (approximate cost \$20.00);
- Money order for \$70.00 for Arizona State Board of Cosmetology (2-year license fee for new applications non-refundable), and;
- \$177.00 by credit card to PCSHQ.com for both the written and practical exam.

## **ADVISING**

Our instructors, administrative staff and director are available for student advisement in all areas including the education program, student progress and career placement. Students are encouraged to contact the director regarding any issues related to the student's training or future success.

## **LEAVE OF ABSENCE POLICY (LOA)**

KORBEAUTYACADEMY does have a Leave of Absence Policy (LOA). The policy states that all leave of absence must be requested in advance by the student in writing and must specify the reason for the leave of absence. Should a student have unforeseen circumstances to come in to sign the request, an email would be accepted. It is required that students follow the intuitions LOA policy as stated below.

All LOA request will be reviewed by KORBEAUTYACADEMY'S director for approval. The academy will also consider LOA for medical reasons (disclosed or non-disclosed).

- a. The request must be in writing, email, text, or direct message;
- b. The request must include the student's reason for LOA with reasonable belief that student will return upon completion of LOA; and
- c. The LOA request must include the student's signature. Upon an email request, student must state "electronic signature".

KORBEAUTYACADEMY may grant the LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- a. The institution documents the reason for its decision;
- b. The institution collects the request from the student at a later date; and;
- c. The institution establishes the start date of the approved LOA as the first date student was unable to attend.
- d. KORBEAUTYACADEMY will document the reason(s) why LOA is or is not granted, but a reason must be provided from the student, for the request.

The student will not be assessed any additional charges as a result of a requested LOA. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in a 12-month period. A granted LOA is not considered a withdrawn and no refund calculation is required. A student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must:

- a. Any changes to the enrollment agreement will be initialed by all parties; or
- b. An addendum to the enrollment agreement must be signed by all parties.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating a refund, will be the students last date of attendance.

## **IN SERVICE DAYS**

The school will close for in service days, three (3) times a year: March 18, 2020; August 24, 2020 and October 23, 2020. In service will commence at 9:00 a.m.

## **GRADUATION REQUIREMENTS**

To graduate, every student must complete the following requirements:

1. Satisfactorily complete the required training hours (1600);
2. Completion of all worksheets and workbooks;
3. Pass the 300-hour floor exam and all final exams;
4. All tests must be completed with freshman 75% (before entering the salon floor) and senior 75% (before graduation and papers are sent to AZSBOC);
5. Pay all fees for state board testing (\$247.00 written and practical);
6. Submit passport photo;
7. Fulfill all financial obligations to the school; and,

After completing all the above requirements, the student will receive a certificate of completion from KORBEAUTYACADEMY.

## **STUDENT CONDUCT**

Each student is given an option of a printed catalog prior to enrollment or a copy can be retrieved from the website [WWW.KORBEAUTYACADEMY.ORG](http://WWW.KORBEAUTYACADEMY.ORG) Orientation of the rules and regulations are personally reviewed and acknowledged with the student on their first day of school. Any breach of these rules and regulations will subject the student to probation or suspension. Further infractions may subject the student to dismissal. The school reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory.

## **STUDENT GRIEVANCE PROCEDURE**

In accordance with the academy's mission statement, KORBEAUTYACADEMY will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the academy's director.
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 academy 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 academy, and another member who may



not be employed by the school or related to the academy 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 academy'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. KORBEAUTYACADEMY 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 academy's accrediting agency, if applicable.

*Please see the form below:*



**STUDENT GRIEVANCE FORM**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Student ID # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

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2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant \_\_\_\_\_

Date \_\_\_\_\_

## **INTERNAL STUDENT COMPLAINT PROCEDURES**

From time to time a student, instructor or other interested party may find the need to file a complaint regarding some aspect of school operations. A copy of the complaint form can be obtained from the director of the school. The complaint must be in writing and submitted to the school manager or director, who will render a decision within five (5) days. If the matter is still not resolved, the student may file a written complaint to either or both of the following regulatory agencies. Please note agencies require that internal steps:

*Arizona State Board of  
Cosmetology*  
1740 W. Adams St. Suite 4400  
Phoenix, AZ 85007  
Telephone: 480-784-4539

*NACCAS*  
3015 Colvin Street  
Alexandria, Virginia 22314  
Telephone: 703-600-7600

*U.S. Department of Education*  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **CAMPUS CRIME & SECURITY INFORMATION**

A handout detailing campus crime and security procedures are available upon request from the director's office. KORBEAUTYACADEMY is not liable or responsible for any stolen items. Any student caught stealing or under the influence of any illegal substance will be terminated.

## **OWNERSHIP**

KORBEAUTYACADEMY is under the ownership of KORBEAUTYACADEMY, Inc.

## **MISCELLANEOUS INFORMATION**

KORBEAUTYACADEMY complies with all city and state ordinances applicable to the school including those pertaining to fire, safety, building and sanitation. KORBEAUTYACADEMY is financially sound and capable of fulfilling its training commitment. KORBEAUTYACADEMY is licensed and bonded with various State and Federal Licensing Authorities. All instructors are licensed by the Arizona State Board of Cosmetology, 1740 W. Adams, Suite 4400, Phoenix, Arizona, 85007, Telephone: 480-784-4539.

## **TRAINING AIDS**

Training aids include a library for instructors and students to review. Advanced class video tapes/DVD purchased from outside sources make up our growing video/DVD library. Pivot Point PowerPoint and video demonstrations are also available.

## **CAREER OPPORTUNITIES**

Many opportunities exist for licensed Cosmetologists. Most employment in the industry is secured by personal appointments and inquiries at salons. The school offers job leads and helps give advice to students for their employment opportunities. The school receives faxes, phone calls and mailings for employment information and this information is placed on the school's message board when received. If a student is interested in the employment opportunities, the student may set up time and date to see and visit the salon and meet with

the manager. The school provides students career counseling and employment leads at no charge but does not guarantee employment. KORBEAUTYACADEMY provides a bulletin board with a list of salons, addresses, contact names, phone numbers and types of positions available. The school also helps the student develop resumes and training in filling out job applications and completing salon observation reports. The school also brings in employers to talk to students regarding job opportunities with their companies.

### **TYPES OF JOBS IN THE BEAUTY INDUSTRY:**

Hair Stylist	Instructor
Nail Technician	Product Representative
Salon Educator	Platform Artist
Make-Up Consultant	School Manager/Owner
Independent Contract Research	Cosmetologist Salon Manager/Owner
	Eyelash Technician

### **CAREER COMPENSATION**

In this industry, there are a variety of positions offered. As an independent contractor, a station may be rented from a salon for a flat monthly rate. As an independent contractor, you are responsible for scheduling appointments, supplies, paying taxes, health insurance, etc. With a salaried position, you earn an hourly wage from \$7.00 to \$22.00 per hour. The stylist would be paid an hourly wage, with the employer withholding and paying Social Security and payroll taxes. On a commission position, you would receive a commission or percentage of the earnings for services performed on clientele. The percentage depends on the owner and employee agreement. In this situation, the employer usually withholds and pays Social Security and Income Tax. Always have a clear understanding of this matter prior to entering a commissioned position. In Arizona, Cosmetologists earn from \$14,700 to \$46,300 (source: Careeronestop.org), but the potential is limitless.

### **DEMANDS OF THE INDUSTRY**

There are physical, mental and emotional demands in the beauty industry. In Cosmetology, a large portion of the time you will work on clients. This requires you to have the ability for standing and walking. You must also have emotional stability, the ability to get along with coworkers and clientele, possess a logical and a creative thought process to succeed in this industry.

### **SAFETY REQUIREMENTS**

Common sense and taking the time to be careful are two of the greatest safety requirements any individual can practice. During practice for your selected field in the cosmetology industry, you will be using equipment and chemicals, which if not correctly used can cause permanent harm to yourself and/or your client. Always read and follow manufacturer's directions, and instructor's guidance to minimize these risks. Become familiar with the equipment and products you will be using before you use them.

### **ARIZONA LICENSING REQUIREMENTS**

To receive an Arizona license, you must submit proof of meeting the educational requirements for that category of license. Arizona State Board of Cosmetology, 1740 W. Adams St. Suite

400. Phoenix, AZ 85007, 480-784-4539, requires proof of tenth grade completion\*, totaling a minimum of ten credits, two of which must be in English, or the candidate having proof of being at least 23 years of age. You must complete the Arizona State Board of Cosmetology required training hours for your chosen license category at a school licensed by the Arizona State Board of Cosmetology. KORBEAUTYACADEMY will release student hours completed within 3 business days of student withdrawal, cancellation or graduation/completion of program.

## **COLLECTIONS**

Your education is important to KORBEAUTYACADEMY. Any financial obligations will be under the review of our financial aid department and, potentially, a third-party servicer. Any outstanding student debt is subject to outside collection agency procedures and additional fees.

## **HOLIDAYS**

KORBEAUTYACADEMY is closed for the following holidays:

*Columbus Day*

*Veteran's Day*

*Memorial Day*

*Labor Day*

*Thanksgiving (includes Friday after)*

*Martin Luther King*

*Christmas Eve and Christmas Day*

*President's Day*

*New Year's Eve and New Year's Day*

*July 4<sup>th</sup> (includes Monday prior)*

## **DRESS CODE**

KORBEAUTYACADEMY aims to project an atmosphere of upmost professionalism and appearance to all its students, guests, and other visitors. The following outlines acceptable attire for students:

1. At all times students must be dressed in ALL BLACK while clocked in, with the only exceptions of wearing KORBEAUTYACADEMY logo t-shirts.
2. Black jeans are allowed. No leggings or stretch pants unless covered by a shirt or skirt that extends to at least mid-thigh. Torn or ripped jeans cannot expose any areas of the leg above the thigh.
3. Skirts and dresses are appropriate if the length extends to at least the top of the knee.
4. Shirts must cover student's underarms and cleavage at all times. No sheer, revealing, strapless, or sleeveless tops will be permitted.
5. Shoes must be black and have closed toes and closed heels – no type of slipper or UGG-style boots.
6. Hats or caps are not to be worn in class.
7. A name tag must be worn at all times while clocked-in.
8. Students cannot wear jackets that are not black, color jacket must be taken off at the door.
9. On Fridays students may wear any color denim but they must wear a KORBEAUTYACADEMY t-shirt.

A uniform check will be made upon arrival at school. Students who do not meet dress code requirement will be sent home.

## **TIMECARDS**

Timecards are a legal document. It is illegal for a student to punch another student's timecard or write on their cards. The only documentation accepted for hours is the clock system. Upon arrival at school and after the timecard has been punched, it is mandatory to request permission from an instructor to leave the campus for any reason. If you leave the school premises, you must clock out. Students must punch the timecard when on lunch. Violation of this standard will result in a one-day suspension for the first violation and a three-day suspension for each repeat violation.

Unless otherwise specified and agreed upon between the school and the student, students are allowed one 10-minute break in the morning and one 10-minute break in the afternoon. If a break is not taken, it cannot be accumulated or taken in any other manner.

## **VISITORS**

Visitors must check in with the receptionist and must remain in the waiting area. Students are not allowed to have their minor children dropped off while they are on the clock. No children will be allowed in classrooms or clinic area without an appointment.

## **FRONT DESK**

Students are not allowed behind or around the front desk or waiting area unless you are assigned desk duties. All client appointments (including family) are to be scheduled by the receptionist, staff, or assigned student. Students will not be removed from the appointment books without permission from an instructor. Students will not re-arrange appointments for any reason.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

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

## **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology            450, 900, 1350 clocked (actual) hours

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

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

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the

student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Quantitative (67% minimum attendance rate) and qualitative (75% minimum academic rate) are evaluated on a cumulative bases at the designated evaluation periods throughout the course or program of study.

### **MAXIMUM TIME FRAME**

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

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full-time, 35 hrs/wk) - 1600 Hours	46	1610
Cosmetology (Part-time, 20 hrs/wk) - 1600 Hours	80	1600
Cosmetology (Part-time nights, 15 hrs/wk) - 1600 Hours	107	1605

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT  
85 - 92 VERY GOOD

75 - 84 SATISFACTORY  
74 or Below UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

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

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress. Additionally, only students who have ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing per their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

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

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

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

### **FAMILY EDUCATION RIGHT & PRIVACY ACT (FERPA)**

The school complies with FERPA by maintain confidentiality of information entrusted to it by students, prospective students or parent/guardian(s) of a dependent minor child. Therefore, prior to release of information, a written authorization for release of information form must be on file.

An authorization for release of information is not required for prospective students, or guardian(s) of dependent minor children wishing to review their own records or for legal or accreditation purposes. A student or parent/guardian of dependent minor students may review the student's record by contacting the director to make an appointment. The director will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the academy seven (7) days after the academy has received the student's written request to review his/her records in accordance with the manner set forth. The parent or eligible student may seek to amend education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. KORBEAUTYACADEMY will decide on the student's request for amendment within 30 days of the request. If KORBEAUTYACADEMY agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, KORBEAUTYACADEMY will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If KORBEAUTYACADEMY decides



not to amend the record, the student has a right to a hearing with 30 days of the denial. KORBEAUTYACADEMY will notify the parent or eligible student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible Student has the right to place a statement in the student's file contesting the information in the record.

FERPA permits KORBEAUTYACADEMY to disclose, upon request, directory information (student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the Student's consent unless the student has otherwise directed KORBEAUTYACADEMY, in writing.

### **STANDARDS OF CONDUCT**

Attendance in theory class is mandatory. This applies to all full-time. Students will not be allowed to attend theory class if more than seven (7) minutes tardy for theory. Being on time is essential to success. Students that are tardy three (3) or more consecutive time per week will be placed on advisement. Students will also be placed on advisement for leaving early without approval from an instructor.

Students must call PRIOR to scheduled class time for all absences and tardiness. Violation of this standard will result in a one-day suspension for the first violation and a three-day suspension for each repeat violation. Students who miss fourteen (14) consecutive days without communicating with the school director or having the time pre-excused will be terminated on the 14th day. Re-enrollment is at the discretion of the school.

Full-time students are scheduled to be here from 9:00 a.m. to 5:00 p.m. Monday to Friday.

The part-time scheduled hours are as followed:

9:00 a.m. to 1:00 p.m. Monday to Friday;  
9:00 a.m. to 5:00 p.m. Monday to Wednesday;  
9:00 a.m. to 5:00 p.m. Wednesday to Friday; or,  
5:00 p.m. to 10:00 p.m. Tuesday to Thursday.

Students are considered tardy if they are 7 or more minutes late and are not allowed to enter the theory class until 10:00 a.m. when the class concludes.

Students' personal and vacation time is reserved into each enrollment contract. If the student exceeds the reserved time of the contract and does not finish by the contract end date, there is a cost of \$11.00 per hour until course is complete.

Students must not receive visitors during school hours.

Students may not receive or answer personal phone calls on the business phone or a cell phone during class.

Willful destruction of school property is not permitted. Any student vandalizing school property or equipment will be financially responsible for replacement of the article(s) and will be subject to disciplinary action.

Instructor's guidance to minimize these risks. Become familiar with the equipment and products you will be using before you use them.

The school accepts no responsibility for a student's personal equipment, property, or clothing. Students will park in the areas designated for student parking. The school does not provide security for cars. Equipment, books, and supplies issued to students must be available for student use during school hours.

Attendance is mandatory during regularly scheduled class hours. If you must miss a class for medical reasons, you must have a note from a doctor. There are no other acceptable excused absences, except for jury duty.

Unprofessional language, profanity, inappropriate slang, spreading rumors or gossiping is not permitted.

Students may not refuse to perform client service or sanitation duty. If this occurs the student will be suspended.

Conflicts of any nature with another student are not permitted on school premises.

Students are not permitted to disrupt the learning environment or the education of other students.

Students are not permitted to instruct other students.

Use, possession, or sale of nonprescription drugs (including alcohol) is not allowed on school premises. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol or any unknown substance will be asked to leave the premises.

Cheating, dishonesty, falsification of records or theft is not permitted.

All students must wear appropriate hairstyle and make-up and be in compliance with the current dress code and any state regulations regarding dress.

Students must wear a name tag each day. Clothing and shoes must be clean, neat and free of tears and stains.

All implements, equipment, towels, and stations should be appropriately sanitized before use on any client as required by the state regulatory agency.

Cigarette smoking, and gum chewing is not permitted except in designated areas and never inside the academy. Eating and drinking is only permitted in the lunchroom on break time.

Each student is responsible for reading the sanitation duty roster regarding monitor duties daily and performing his/her assigned tasks.

Staff and clients must be treated courteously and professionally at all times. Clients should never be left waiting. Students will adjust lunch periods and breaks accordingly.

Only topics of ethical and professional subject matter may be discussed among students while serving clients, in the classrooms, or on break time on the school premises.

KORBEAUTYACADEMY has prepared standards of conduct in an effort to promote an educational and professional environment in order for students to be prepared for careers in cosmetology. As a result of following these standards, students will be more successful in developing good work habits and positive attitudes that will enhance one's career opportunities.

Students are expected to arrive at school with hair, nails and face professionally groomed. Being well groomed and adherence of personal hygiene rules are necessary. Always look your best. First impressions last longer and are important to your success. All students must be hygienically clean, use deodorant, have fresh breath and be well-groomed at all times.

All students are responsible to clock in upon entering school and clock out at the end of the day. Students must clock out each time they leave school during the day. The time clock procedure verifies the student's hours.

No student is allowed to record time for another student; this is considered grounds for termination. The only documentation accepted for student hours is the time clock system. Manual clocking is not permitted. Students without their name badges may be sent home.

Students must secure permission from a staff member to leave the school building other than at lunchtime and school closing.

All student's have the right to gain access to their student file at any time. The request must be submitted to the academy's director or executive director.

### **PAYMENT METHODS**

KORBEAUTYACADEMY accepts the following methods of payment: cash, credit cards (2% transaction fee will be assessed), money orders or personal checks. Please make payments payable to KORBEAUTYACADEMY.

The academy is accredited with NACCAS (on probation). Financial aid is available for those who qualify. Students can apply for financial aid through the Free Application for Federal Student Aid (FAFSA). Our FAFSA school code is 04268000. The financial aid officer will assist those who qualify and provide counseling for financial aid questions and concerns.

## **COURSE OUTLINE**

**DESCRIPTION:** The cosmetology course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in cosmetology or a related career field. Our cosmetology program is 1600 hours of clocked hours. The academy schedule starts at the beginning of each chapter of the curriculum.

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

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

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

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

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

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it

is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and Below	UNSATISFACTORY

<b><u>HOURS</u></b>	<b><u>SUBJECT – UNIT</u></b>
<b>75</b>	<b>THEORY - CLASSROOM INSTRUCTION</b> Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity
<b>75</b>	<b>INFECTION CONTROL</b> Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
<b>75</b>	<b>SHAMPOO, RINSES, SCALP TREATMENTS</b> Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety
<b>150</b>	<b>HAIRSTYLING</b> Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety
<b>250</b>	<b>HAIRCUTTING</b> Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
<b>125</b>	<b>HAIR COLORING</b> Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
<b>250</b>	<b>CHEMICAL TEXTURE</b> Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

- 175 STUDY OF NAILS**  
Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
- 175 THE STUDY OF SKIN**  
Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
- 50 SALON BUSINESS**  
Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics
- 200 TRICHOLOGY**  
Wet hair service draping, shampooing and conditioning scalp; study of hair
- 1600 TOTAL HOURS**  
The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

#### **TUITION COSTS**

TUITION	\$15,250.00
REGISTRATION FEE	\$ 100.00
KIT and BOOKS	\$ 2,500.00
TOTAL	\$17,850.00

#### **SCHOLARSHIP**

To qualify you must:

1. Reside in the United States;
  2. Enrolled or in the process of enrolling in KORBEAUTYACADEMY Cosmetology Program;
  3. Submit the application along with a 1-2-page essay explaining why you want to become a cosmetologist, your long-term goals and how cosmetologist plays a part in your career path;
  4. Attain a 67% attendance and a 75% academic at all times; and,
  5. Provide one (1) recommendation from a licensed professional in the beauty industry.
- This can be a licensed cosmetologist, instructor, etc.

## REFUND POLICY-NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.00.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of Scheduled Time Enrolled	Total Tuition School Shall Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 049.9%	70%
50% and Over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

*\*KORBEAUTYACADEMY is currently eligible to participate in federal Title IV Financial Aid Programs*

### **TERMINATION BY ACADEMY**

KORBEAUTYACADEMY reserves the right to terminate a student enrollment at any time if one or more of the following occurs:

1. Insufficient progress (after allotted time);
2. Not fulfilling financial obligations to the school;
3. Consistent failure to comply with rules and regulations;
4. After 14 consecutive absences without communication or if a student does not return from a leave of absence;
5. The school reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory;
6. Any student caught stealing or under the influence of any illegal substance will be terminated.





### KORBEAUTYACADEMY REFUND CALCULATION FORM

Student \_\_\_\_\_ Date of Refund \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Course \_\_\_\_\_ Hours Contracted \_\_\_\_\_  
Start Date \_\_\_\_\_ Last Day Attended \_\_\_\_\_  
Actual Hours \_\_\_\_\_ Scheduled Hours \_\_\_\_\_  
Percent Program Elapsed \_\_\_\_\_ **50% or More Elapsed:** \_\_\_\_ Yes \_\_\_\_ No  
Date of Withdrawal Determination \_\_\_\_\_  
Reason for Withdrawal \_\_\_\_\_

#### CONTRACT COSTS

Registration Fee: \$ \_\_\_\_\_  
Tuition: \$ \_\_\_\_\_  
Books/Kit: \$ \_\_\_\_\_  
Misc./Other: \$ \_\_\_\_\_  
TOTAL COSTS: \$ \_\_\_\_\_

#### SETTLEMENT FORMULA

##### SCHEDULED TIME ELAPSED IN TOTAL PROGRAM

0.01% to 4.9%  
5.0% to 9.9%  
10.0% to 14.9%  
15.0% to 24.9%  
25.0% to 49.9%  
50.0% and over

##### TOTAL TUITION SCHOOL SHALL HAVE EARNED (Circle percentage)

20%  
30%  
40%  
45%  
70%  
100%

#### ACCOUNT INFORMATION

##### AMOUNT RECEIVED BY SCHOOL\*:

Cash: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
Total Paid: \$ \_\_\_\_\_

##### AMOUNT EARNED:

Tuition X % Earned in Program: \$ \_\_\_\_\_  
Registration Fee: \$ \_\_\_\_\_  
Books/Kit/Unreturned Property: \$ \_\_\_\_\_  
Total Earned: \$ \_\_\_\_\_

##### AMOUNT REFUNDED (If applicable):

Total Paid to School \$ \_\_\_\_\_  
Total Earned by School \$ \_\_\_\_\_  
Total Refund Due = \$ \_\_\_\_\_

##### AMOUNT OWED TO SCHOOL:

Total Earned by School: \$ \_\_\_\_\_  
Total Paid to School: \$ \_\_\_\_\_  
Total Owed to School = \$ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

## **RETURN OF TITLE IV POLICY**

This policy applies to all recipients of Federal Title IV Financial Aid Funds when KORBEAUTYACADEMY becomes eligible. Students that are no longer attending the academy may still owe funds to KORBEAUTYACADEMY to cover unpaid tuition. Additionally, the academy may attempt to collect any funds from a student that the KORBEAUTYACADEMY was required to return as a result of this policy. KORBEAUTYACADEMY Institution is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to KORBEAUTYACADEMY. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation. KORBEAUTYACADEMY has 45 days from the date the academy determines that the students withdrew to return all unearned funds for which it is responsible. KORBEAUTYACADEMY will notify the student in writing of the amount of funds that must be returned. KORBEAUTYACADEMY will advise the student and/or parent that they have 14 calendar days from the date KORBEAUTYACADEMY sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, KORBEAUTYACADEMY will return any earned funds being held from Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

**WITHDRAWAL BEFORE 60%:** KORBEAUTYACADEMY must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the Student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a Student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

**WITHDRAWAL AFTER 60%:** For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, KORBEAUTYACADEMY will still calculate eligibility for a post-withdrawal disbursement.

**CALCULATING R2T4:** Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The academy is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

Unsubsidized Direct Loans, Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example: Calculate the percentage of Title IV aid earned: a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period

by the total clock hours in the payment period.  $\text{HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD} = \% \text{ EARNED}$  b) If this percentage is greater than 60%, the student earns 100%. c) If this percent is less than or equal to 60%, proceeds with calculation.  $\text{Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed} = \text{AMOUNT STUDENT EARNED}$ . Subtract the Title IV aid earned from the total disbursed =  $\text{AMOUNT TO BE}$ .  $100\% \text{ minus percent earned} = \text{UNEARNED PERCENT}$  Unearned percent (multiplied by) total institutional charges for the period =  $\text{AMOUNT DUE FROM THE SCHOOL}$ . If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned. If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

KORBEAUTYACADEMY will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either: Repay the overpayment in full to KORBEAUTYACADEMY or Sign a repayment agreement with the U.S. Department of Education.

**POST WITHDRAWAL DISBURSEMENT:** If a student earned more aid than was disbursed to him/her, the institution may owe the student a post withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date KORBEAUTYACADEMY determined the student withdrew for loans and no later than 45 days from the date KORBEAUTYACADEMY determined the student withdrew for grants.

KORBEAUTYACADEMY is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds. However, if the student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account to satisfy tuition and fees, or to the student. KORBEAUTYACADEMY will seek the student's authorization to use a post-withdrawal disbursement for all other educationally related charges in addition to tuition and fees. KORBEAUTYACADEMY is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

**OVERPAYMENTS:** Any amount of unearned grant funds that a student must return directly is called an overpayment. The 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 KORBEAUTYACADEMY and/or the Department of Education to return the unearned grant funds failure to do so will result in no additional Title IV aid.

**OFFICIAL WITHDRAWALS:** To officially withdraw from the academy, the student must initiate the withdrawal process by contacting the registrar and it must be in writing signed by student. KORBEAUTYACADEMY's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

**UNOFFICIAL WITHDRAWAL:** Termination of a student is defined as no longer attending, whether by the student's voluntary withdrawal or dismissal by KORBEAUTYACADEMY as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

**LEAVE OF ABSENCE:** If enrollment is temporarily interrupted for a Leave of Absence (LOA), the Student will return to KORBEAUTYACADEMY in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an unofficial withdrawal on the date they were scheduled to return from the LOA will be used for the Cancellation & Refund Policy and RT24 calculations. All leave of absence must be requested in advance by the student in writing and must specify the reason for the leave of absence unless unforeseen circumstances prevent the student from doing so.

#### **RESPONSIBILITIES IN REGARD TO R2T4:**

- providing Students with the information given in this policy;
- identifying Students who are affected by this policy and completing the Return of Title IV Funds calculation for those Students;
- Returning any Title IV funds that are due the Title IV programs. THE STUDENT'S RESPONSIBILITIES IN REGARD TO R2T4:
- Returning to the Title IV programs any funds that were disbursed to the Student and which the Student was determined to be ineligible for via the Return of Title IV Funds calculation. 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](http://www.Studentaid.ed.gov)

#### **CAMPUS PERFORMANCE STATISTICS**

The school tracks its annual performance with respect to student completion rate and graduate.

#### **OUTCOMES ASSESSMENT INFORMATION**

##### KORBEAUTYACADEMY

Graduation Rate 60%

Placement Rate 100%

Licensure Rate 100%

\*Reporting dates 01/01/2018-12/31/2018

Additional consumer information, retention rates and student body diversity can be found on the College Navigator website at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator). The outcome rates above

represent a specific period and does not reflect a true current outcome of the program offered. Other information is provided on the schools' website site [www.korbeautyacademy.org](http://www.korbeautyacademy.org)

### **STAFF QUALIFICATIONS**

Tammy Fuller is the Director of KORBEAUTYACADEMY and has been a licensed cosmetologist for over 30 plus years and has been a licensed instructor for 10 years. Mrs. Fuller has attended several NACCAS workshops and conferences. In addition, she has attended American Association of Cosmetology Schools (AACS) workshops and the Department of Education Financial Aid training courses.

Lauren Fuller is the Executive Director of KORBEAUTYACADEMY. Ms. Fuller has years of experience in the administration and the legal field. She has worked as paralegal in law firms for 8 years. Ms. Fuller also obtains a bachelor's degree from Arizona State University and a paralegal license.

Ariel Ford is the Director of Financial Aid of KORBEAUTYACADEMY. Ms. Ford has been in the financial aid field for 7 years. She has attended several Department of Education trainings and seminars. She also obtains a bachelor's degree from Arizona State University.

Heather Barker is the Director of Education of KORBEAUTYACADEMY. Ms. Barker has been a licensed cosmetologist for over 15 years and a licensed instructor for 10 years. She has years of experience and knowledge as an education director from prior institutions. Ms. Barker also obtains a bachelor's degree from Arizona State University.