

Federal Consumer Information Report

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Institutional Information

Ownership

Arthur's Beauty College, Inc., doing business as Arthur's Beauty College, is under the common ownership of Mrs. Chris DeAnn Strawn, Mr. Dal Edward ("Eddie") Strawn, and Mr. Wade Edward Strawn.

Locations

Conway Campus – 2320 Washington Avenue, Conway, AR 72032. Phone: 501.329.7770 Accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS)

Jacksonville Campus – 2600 John Harden Drive, Jacksonville, AR 72076. Phone: 501.982.8987 Additional Location Accreditation by the National Accrediting Commission of Career Arts & Sciences (NACCAS)

Jonesboro Campus – 1903 Grant Avenue, Suite K,L,M, Jonesboro, AR 72401. Phone: 870.932.4330 Accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS)

Licenses & Accreditation

- Licensed by the Arkansas Department of Health – Cosmetology Section
- Accreditor the National Accrediting Commission of Career Arts & Sciences (NACCAS), recognized by the U.S. Department of Education

Memberships

American Association of Career Schools

Jacksonville Chamber of Commerce

Conway Area Chamber of Commerce

Jonesboro Regional Chamber of Commerce

Mission Statement

The primary objective of Arthur's Beauty College is to provide the education and practical training needed to become a licensed professional in the field of Cosmetology or Instructor. We strive to encourage our students to meet their highest potential through a combination of faculty leadership, personal attention and technical training. At Arthur's Beauty College, our students receive a solid foundation of knowledge and skills on which to build a successful future.

Administration and Faculty

A full list of faculty, administration, and instructional staff by campus is available in the school catalog at <https://www.arthursbeautycollege.com/preenrollment-disclosures.html>

Admissions & Policies

Admissions Requirements Per Program

Cosmetology Admission Requirements

- Accept School Catalog and Pre-Enrollment Disclosures prior to application.
- Complete an admissions interview and application: Up to three interviews may be scheduled to explain program expectations and assess student readiness. Interviews may be scheduled by phone, email, text, mail, or in person.
- Meet minimum age requirement of 16 years old (If under 18: Birth certificate and parent/legal guardian present to sign the enrollment agreement):
- Required Documentation:
 - a. Application for enrollment completed at required first-time interview with the Operations Manager.
 - b. High school diploma, GED, or its equivalent (SEE HIGH SCHOOL DIPLOMA POLICY)
 - c. Valid, non-expired government-issued photo ID
 - d. Submit financial documentation (if applicable):

*Students applying for Financial Aid, VA Benefits, Arkansas Rehabilitation Services, or other aid must provide all required documentation prior to enrollment for financial packaging. Students not using aid or benefits must establish a monthly payment plan. Students utilizing financial aid and/or benefits that do not fully cover the cost of enrollment are required to establish a monthly payment plan for the remaining balance. (SEE COLLECTIONS POLICY).
 - e. Complete and sign the Enrollment Agreement
 - f. Attend orientation and pay the required State Permit Fee

Instructor Admission Requirements

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- Accept School Catalog and Pre-Enrollment Disclosures prior to application.
- Complete an admissions interview and application: Up to three interviews may be scheduled to explain program expectations and assess student readiness. Interviews may be scheduled by phone, email, text, mail, or in person.
- Meet minimum age requirement of 21 years old.
- Required Documentation:
 - a. Application for enrollment completed at required first-time interview with the Operations Manager.
 - b. High school diploma, GED, or its equivalent (SEE HIGH SCHOOL DIPLOMA POLICY)
 - c. Valid and current Cosmetology license.
 - d. Resume with previous salon work history submitted to Operations Manager.
 - e. Valid, non-expired government-issued photo ID
 - f. Submit financial documentation (if applicable):
*Students applying for Financial Aid, VA Benefits, Arkansas Rehabilitation Services, or other aid must provide all required documentation prior to enrollment for financial packaging. Students not using aid or benefits must establish a monthly payment plan. Students utilizing financial aid and/or benefits that do not fully cover the cost of enrollment are required to establish a monthly payment plan for the remaining balance. (SEE COLLECTIONS POLICY).
 - g. Have an interview with a member of the Directors team.
 - h. Complete and sign the Enrollment Agreement
 - i. Attend orientation and pay the required State Permit Fee

High School Diploma Policy

Each student must meet one of the following:

- Have successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of diploma, copy of GED certificate, copy of an official transcript showing high school completion, proof of attainment of an associate's degree or higher by providing a copy of a college transcript showing college completion or college degree, etc.; or
- Have evidence of the completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- Have evidence that verification of a foreign student high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

Procedures to evaluate the validity of a student's high school diploma or its equivalent-

34 CFR 668.16(p) requires institutions to develop and follow adequate procedures to evaluate the validity of a student's high school diploma or its equivalent if the institution or the Department has reason to believe that the high school diploma or its equivalent is not valid or was not obtained from an entity that provides secondary school education, consistent with the following requirements:

- Obtaining documentation from the high school that confirms the validity of the high school diploma/equivalent, including at least one of the following: transcripts, written descriptions of course requirements, or written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of coursework at the high school; if the high school is regulated or overseen by a State agency, Tribal agency, or Bureau of Indian Education, confirming with, or receiving documentation from that agency that the high school is recognized or meets requirements established by that agency; and
- If the Secretary has published a list of high schools that issue invalid high school diplomas, confirming that the high school does not appear on that list.

A high school diploma or its equivalent is not valid if it:

- Did not meet the applicable requirements established by the appropriate State agency, Tribal agency, or Bureau of Indian Education in the State where the high school is located;
- Has been determined to be invalid by the Department, the appropriate State agency in the State where the high school was located, or through a court proceeding; or
- Was obtained from an entity that requires little or no secondary instruction or coursework to obtain a high school diploma/equivalent, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma under 34 CFR 600.2.

Discrimination Policy

Arthur's Beauty College practices no discrimination based on race, sex, creed, color, religion, financial status, age, military, disability,

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or country or area of ethnic origin or residence. We comply with all governmental regulations pertaining discrimination.

Transfer Students Policy

Arthur's Beauty College may accept transfer students following a careful evaluation during the interview process. All certified hours of cosmetology or instructor training are acceptable by Arthur's Beauty College. Transfer hours are counted as both attempted and completed hours when determining the maximum time frame for program completion. To receive credit for test scores from a previous school, students must provide a sealed official transcript, sealed letter on school letterhead, or encrypted email from the prior institution.

This documentation must include:

The former school's name; and

1. Student's name; and
2. The chapter test or lab name; and
3. The date the test or lab was taken; and
4. The grade received; and
5. The name of the program or software used to complete the test

Once accepted, these grades will be posted to the student's academic record. Depending on the number of transfer hours accepted, students will spend at least the first 30 days in pre-clinic. After successfully completing pre-clinic test-outs with a minimum score of 75% and demonstrating confidence in their skills, students will receive their student kit and be advanced to the clinic floor. If extended time in Pre-Clinic is required, a director will be consulted. *For Arthur's Beauty College hours to be transferable to another institution, the student's balance must be paid in full. However, Arthur's Beauty College cannot guarantee transferability of hours to any other school.*

Re-Entry/Re-Enroll Students Policy

A student who must withdraw may re-enter under the following terms:

- The student had satisfactory progress in both grades and attendance when the withdrawal began.
- The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- The student or student's family member required medical attention that required the withdrawal.
- The student appealed to the owner in writing and won the appeal.

Under any one or a combination of the above conditions, the student will be re-admitted without prejudice. Upon re-entry (the day the student enrolls), all tuition and fees owed to the institution from the original enrollment must be paid in full.

Teach-Out Policy

Arthur's Beauty College complies with NACCAS Policy IV.05 regarding Teach-Out Plans and Teach-Out Agreements. In the unlikely event that the institution or one of its campuses or programs closes, discontinues, or loses accreditation/approval, Arthur's Beauty College will develop and implement a Teach-Out Plan in accordance with federal, state, and NACCAS requirements. The plan will ensure that students are provided the opportunity to complete their education through arrangements with comparable accredited institutions. At the time of publication, Arthur's Beauty College has no active Teach-Out Agreements.

Ability To Benefit

Arthur's Beauty College does not admit Ability-to-Benefit (ATB) students; high school diploma or equivalent is required for admission to all programs.

Financial Aid & Consumer Information

Federal, State, and Institutional Aid Programs

Arthur's Beauty College participates in federal aid, state services, and institutional scholarship programs for eligible students. Federal aid includes the Federal Pell Grant, which is awarded to undergraduate students with exceptional financial need who have not earned a bachelor's degree. Pell Grants do not have to be repaid. Amounts depend on financial need, cost of attendance, and enrollment status.

Students may also be eligible for:

- Arkansas Rehabilitation Services
- Veterans Administration G.I. Bill® Benefits
- Institutional scholarships, such as the High School Scholarship (see High School Scholarship Qualifications section in catalog).

How to Apply for Federal Student Aid

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Students must complete the Free Application for Federal Student Aid (FAFSA) each award year at: <https://studentaid.gov>.

Eligibility is determined by:

- U.S. citizenship or eligible noncitizen status
- Valid Social Security number
- High school diploma, GED, or approved homeschool equivalent
- Completion of FAFSA
- Financial need as determined by federal formula
- Enrollment in an eligible program at least half-time
- Not in default on a federal student loan or owing repayment of a Pell Grant
- Provide consent and approval to have your federal tax information transferred directly into your *Free Application for Federal Student Aid (FAFSA®)* form
- Sign the certification statement on the FAFSA form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes
- Meeting annual/aggregate loan limits
- Maintaining Satisfactory Academic Progress (SAP) throughout the program.

Professional Judgement Policy (Financial Aid)

Purpose: The purpose of this policy is to outline how the Financial Aid Coordinator and DJA collaborate in exercising Professional Judgement (PJ) in reviewing and adjusting student eligibility for federal financial aid programs, in accordance with Section 479A of the Higher Education Act and applicable U. S. Department of Education (ED) regulations.

Definition of Professional Judgment: Professional Judgement is the authority granted to the institution's Financial Aid Coordinator to make case-by-case adjustments to data elements used in the Student Aid Index (SAI) calculation, or to the student's cost of attendance (COA), when special, personal or unusual circumstances exist that are not reflected in the FAFSA to perform dependency overrides, resolving conflicting information, reporting cases of fraud, and determining a student to be an unaccompanied and homeless youth.

Types of Circumstances Considered:

1. Special Circumstances (affecting ability to pay) may include but are not limited to:
 - a. Loss of employment or significant reduction in income.
 - b. Divorce or separation of parents/spouse after FAFSA was filed.
 - c. Death of a parent or spouse.
 - d. Severe disabling conditions of the student or other members of the student's household.
 - e. Additional family members enrolled into college.
2. Unusual Circumstances (affecting dependency status from dependent to independent only) may include but are not limited to:
 - a. Abandonment by parents.
 - b. An abusive family environment.
 - c. Incarcerated or institutionalization of parents.
3. Personal Circumstances (affecting dependency status from dependent to independent only) may include but are not limited to:
 - a. Other circumstances where contact with parents is not possible or not in the student's best interest.
4. Dependent Students Without Parent Support
 - a. The student's parents refuse to complete the FAFSA; or the student's parents will not provide any financial support to the student (include the date support ended).

Process for Requesting a Professional Judgement Review

1. Student Initiation
 - a. The student must submit a written request for Professional Judgement (PJ) consideration to the Operations Manager.
 - b. Supporting documentation must be provided (e.g., tax documents, court documents, statement verification letters).
2. Review by Financial Aid Coordinator
 - a. Requests will be reviewed on a case-by-case basis

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- b. The Financial Aid Coordinator may request additional documentation as needed.
 - c. If flagged for verification the verification must be completed before a professional judgement (PJ) can be made.
 - d. Decisions will be based on the student's individual circumstances and federal guidelines.
3. Documentation & Recordkeeping
 - a. All Professional Judgement (PJ) decisions will be documented in the student's financial aid file, and a copy will be sent to the Operation Manager for their student file.
 - b. Documentation will include the student's request, supporting documentation and will clearly demonstrate compliance with federal regulations after receiving approved changes, if needed, from DJA.

Limitations

- a. Professional Judgement (PJ) decisions cannot be made across an entire group of students; they must be individualized.
- b. The Financial Aid Coordinator cannot change the Federal Need Analysis formula.
- c. All adjustments must be reasonable, documented, and within the authority provided by ED regulations.

Appeal & Final Decision

- a. All Professional Judge (PJ) determinations are final and cannot be appealed to the U. S. Department of Education.
- b. The institution may, at its discretion, deny a Professional Judgment (PJ) request if documentation is insufficient or if circumstances do not meet regulatory guidance.

Distribution of Aid

Most aid is awarded based on financial need, calculated as:

Cost of Attendance Student Aid Index (SAI)= Financial Need.

Cost of Attendance (September 2025)

Cosmetology – 1500 clock hours

Tuition & Fees: \$17,348

Books & Equipment: \$2,445 (plus applicable sales tax)

JONESBORO - FULL TIME

Food Allowance (Independent) \$3,122 (Dependent)\$3,122

Housing Allowance (Independent) \$8,827 (Dependent) \$6,139

Miscellaneous Personal Expenses (Independent) \$1,764 (Dependent) \$1,764

Transportation (Independent) \$2,219 (Dependent) \$2,219

JONESBORO - 3/4 TIME

Food Allowance (Independent) \$4,014 (Dependent) \$4,014

Housing Allowance (Independent) \$11,349 (Dependent) \$7,893

Miscellaneous Personal Expenses (Independent) \$2,268 (Dependent) \$2,268

Transportation (Independent) \$2,853 (Dependent) \$2,853

CONWAY - FULL TIME

Food Allowance (Independent) \$2,919 (Dependent) \$2,919

Housing Allowance (Independent) \$8,925 (Dependent) \$5,509

Miscellaneous Personal Expenses (Independent) \$3,024 (Dependent) \$3,024

Transportation (Independent) \$2,394 (Dependent) \$2,394

CONWAY - 3/4 TIME

Food Allowance (Independent) \$3,753 (Dependent) \$3,753

Housing Allowance (Independent) \$11,475 (Dependent) \$7,083

Miscellaneous Personal Expenses (Independent) \$3,888 (Dependent) \$3,888

Transportation (Independent) \$3,078 (Dependent) \$3,078

Instructor – 600 clock hours

Tuition & Fees: \$3,608

Books & Equipment: \$176.95 (plus applicable sales tax)

Room/Board: N/A

Transportation: \$880

Miscellaneous: \$6,012 (Independent) / \$3,747 (Dependent)

JONESBORO

Food Allowance (Independent) \$2,230 (Dependent) \$2,230

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Housing Allowance (Independent) \$6,305 (Dependent) \$4,385

Miscellaneous Personal Expenses (Independent) \$1,260 (Dependent) \$1,260

Transportation (Independent) \$1,585 (Dependent) \$1,585

CONWAY

Food Allowance (Independent) \$2,085 (Dependent) \$2,085

Housing Allowance (Independent) \$6,375 (Dependent) \$3,935

Miscellaneous Personal Expenses (Independent) \$2,160 (Dependent) \$2,160

Transportation (Independent) \$1,710 (Dependent) \$1,710

Disbursement of Aid

Title IV funds are disbursed in payment periods based on hours completed:

Cosmetology (1500 hours): 0–450, 451–900 and 15 weeks, 901–1200 and 30 weeks, 1201–1500 and 40 weeks

Instructor (600 hours): 0–300 and, 301–600 and 10 weeks

Rights of Students Receiving Financial Aid

Students have the right to know:

- Accrediting and licensing organizations of the school
- Programs, facilities, and faculty available
- Cost of attendance, refund policies, and R2T4 (Return to Title IV) policies
- Available financial assistance programs (federal, state, local, private, and institutional)
- Procedures and deadlines for applying for aid
- How eligibility and need are determined
- How much of financial need has been met and the type/amount of aid awarded
- Loan terms, repayment schedules, deferment, and forbearance options
- Exit counseling requirements upon withdrawal or graduation
- Availability of facilities/services for students with disabilities

Responsibilities of Students Receiving Aid

Students are responsible to:

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal Student Aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent you from receiving aid timely. Provide required documentation in a timely manner
- Review SAP policy in catalog (<https://www.arthursbeautycollege.com/preenrollment-disclosures.html>)
- Complete entrance counseling (studentaid.gov/entrance-counseling)
- Comply with deadlines and notify school of changes in status
- Sign a Master Promissory Note (MPN) and repay loans regardless of completion/employment outcomes
- Complete exit counseling upon withdrawal or graduation (studentaid.gov/exit-counseling)
- Notify lenders/school of changes in name, address, or enrollment status
- Understand refund policies and potential liabilities
- Know the terms of any loan received by a student as part of the student's financial assistance package. Sample repayment plan: <https://studentaid.gov/loan-simulator/>

Loan Terms and Conditions

- Entrance counseling and MPN are required for all Federal Direct Loan borrowers (www.studentaid.gov)
- PLUS loan borrowers must not have adverse credit history (defined as delinquency, default, foreclosure, etc. in last 5 years)
- Loan repayment typically begins 6 months after graduation or withdrawal (subsidized loans have interest-free grace periods; unsubsidized loans accrue interest immediately)
- Standard repayment is up to 10 years, with minimum \$50 monthly payments
- Deferment and forbearance options are available for qualifying circumstances (e.g., unemployment, military service, economic hardship, disability)

Exit Counseling

Graduating or withdrawing students must complete exit counseling, which reviews repayment obligations, budgeting,

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deferment/forbearance options, default consequences, and loan consolidation options.

Return to Title IV (R2T4) Policy

Arthur's Beauty College is required by the U.S. Department of Education to provide students with all refund policies applicable at the institution as well as information on the federal requirements for determining the amount of Title IV funds a student has earned when he or she withdraws. Title IV financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws prior to completing more than 60% of the payment period, the student may no longer be eligible for the full amount of Title IV funds originally awarded, and any unearned funds must be returned according to federal law.

A. Payment Periods

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. Transfer student payment periods will vary.

Cosmetology – 1500 Clock Hours

1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period
0-450 hours	451-900 hours	901-1200 hours	1201-1500 hours

1st Payment Period: 0-450 hours (eligible after 30 calendar days of continuous enrollment)

Instructor – 600 Clock Hours

1st Payment Period	2nd Payment Period
0-300 hours	301-600 hours

1st Payment Period: 0-300 hours (eligible after 30 calendar days of continuous enrollment)

B. Withdrawal from the School

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

C. Determination Date

The date of determination is defined as the date that the school determines when the student dropped. In the event student misses 14 consecutive days of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined. In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

D. Official Withdrawal

When a student officially withdraws from their course of study, the date determined will be the date that the student notifies Arthur's Beauty College. In the event we receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

E. Unofficial Withdrawal

If a student does not officially withdraw, Arthur's Beauty College will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due to the Dept. of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance daily and students are dropped after 14 consecutive missed days.

F. Return of Unearned Title IV Funds

If a Title IV financial aid recipient withdraws from their course of study after beginning attendance but prior to course completion, a calculation for return of Title IV funds will be completed based on the guidelines set out by the Department of Education and any applicable returns by the school shall be paid. Unearned funds must be returned to the Department of Education within 45 days from the date the institution determined that the student withdrew. The order in which Title IV funds are returned are as follows:

- a. Federal Direct Loan Program Unsubsidized –(FDLPU)
- b. Federal Direct Loan Program Subsidized –(FDLPS)
- c. Federal Direct Loan Program PLUS–(PLUSD)
- d. Federal Pell Grant

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- e. Federal, State, private or institutional student financial aid programs
- f. Student

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, they may be required to refund the aid to the applicable program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made within 14 days.

G. Determination of Title IV Earned by the Student

Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

Financial Aid Contact Information

Each campus Operations Manager is designated as the Financial Aid contact:

Jacksonville: Mackenzie Stecks – mackenzie@arthursbeautycollege.com – (501) 982-8987 ext. 130

Conway: Rachel Thomas – rachel@arthursbeautycollege.com – (501) 329-7770 ext. 210

Jonesboro: MyKenzie Gilmer – mykenzie@arthursbeautycollege.com – (870) 932-4330 ext. 301

Academic Progress

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) Policy applies to all students. This policy is provided to applicants prior to enrollment and is applied consistently to all students regardless of enrollment category (full-time/part-time) or program. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory academic progress in order to continue eligibility for such funds. The institution operates all programs according to a schedule of 900 hours and 30 weeks per academic year of instruction.

Evaluation Periods

Evaluations determine whether a student has met the minimum requirements for Satisfactory Academic Progress by measuring from the date the student began training at the institution through the date of each evaluation in both cumulative quantitative (attendance/pace) and cumulative qualitative (academic performance/grades) standards. Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluation periods (within seven school business days):

Cosmetology	450 actual hours and 15 weeks
	900 actual hours and 30 weeks
	1200 actual hours and 40 weeks
weeks Instructor	300 actual hours and 10 weeks

*For transfer student evaluations (SEE TRANSFER HOURS).

*For transfer student evaluations (SEE TRANSFER HOURS).

Attendance Progress Evaluations (Quantitative Measure)

All students must maintain a **minimum cumulative attendance of 67%** to be considered making satisfactory academic progress and to ensure program completion within the maximum time frame (150% of published length). Each student will be evaluated in attendance on a cumulative basis by dividing the total hours completed by the total hours scheduled from the date the student began training at the institution through the date of each evaluation.

Attendance Allowance

To accommodate occasional absences due to illness, emergencies, personal matters, transportation issues, or inclement weather: Each student is allowed up to 4% of the scheduled contract hours (e.g., 60 hours in a 1500-hour program) as (excused) absences, tardies, or clocking out early.

- The excused absences equaling 4% of the scheduled contract hours do not reduce SAP attendance percentage.
- Absences beyond this 4% allowance (unexcused absences) reduce the student's attendance percentage and may result in overtime charges if the student exceeds their contract end date and/or loss of eligibility of Federal Title IV financial aid, or other aid and scholarships.
- Students must manage their time responsibly to remain in Satisfactory Academic Progress (SAP).

It is important to maintain communication with the Operations Manager. If extended time away from school is necessary, a formal leave of absence may need to be requested rather than accumulating unexcused absences and overtime charges. Please see (ABSENCE POLICY and LEAVE OF ABSENCE POLICY) for other policies that pertain to absences.

Maximum Time Frame Policy

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Arthur's Beauty College requires that all students complete their program within a period not to exceed 150% of the program's published length based on 100% attendance schedule measured in clock hours completed. The maximum time frame is calculated based on the total number of hours required for the program. For example, if a program is approved for 1,500 clock hours, the maximum time frame in which a student must successfully complete the program is 2,250 scheduled hours. Students who exceed the maximum time frame will be terminated from the program and are not considered to be making Satisfactory Academic Progress.

Cosmetology-1500 Hour Program

Hours Per week	Course Hours	Maximum time frame in weeks	Maximum time frame allowed Hours	Hours provided for absence before overtime charges	Minimum Average Cumulative Attendance
30	1500	75	2250	60	67%
22.5	1500	100	2250	60	67%

Instructor- 600 Hour Program

Hours Per week	Course Hours	Maximum time frame in weeks	Maximum time frame allowed Hours	Hours provided for absence before overtime charges	Minimum Average Cumulative Attendance
30	600	30	900	24	67%
22.5	600	40	900	24	67%

*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Extra Instructional Charges (Overtime Charges) Policy

Students who do not complete their program by the contract graduation date on their enrollment agreement will be charged \$11.50 per scheduled hour per business day until the program is completed. The extra instructional charge (Overtime Charges) rate and policy are disclosed in the enrollment agreement and apply uniformly to all students.

Example for overtime charges

$\$11.50 \times 6$ (overtime hourly rate x scheduled hours per day) x 32 (number of scheduled days after enrollment agreement graduation date and program is complete) = \$2208 (overtime charges).

Overtime Payment Advising

Any student projected to graduate over his/her contracted graduation date at any SAP evaluation period will receive an Overtime Payment Advising form to be placed in his/her file. This advisement will give the student the opportunity to pay as they go. The payment amount will be based on how far overtime the student is projected to be, therefore the payment can change from one evaluation period to the next evaluation period depending on their attendance. Overtime payment amounts do not include mandatory days.

Academic Progress (Qualitative Measure)

The following factors will be measured cumulatively to determine academic progress (per program):

Cosmetology

- Theory (tests)
- Practical (services on mannequins/clients, mock board drills, daily sanitation, etc.)

Instructor

- Theory (tests)
- Demonstration

Grading Procedures

The qualitative element used to determine academic progress is based on a reasonable system of grades in both theory and practical work. Students are assigned academic units of study that are evaluated after each unit through written or course format exams and/or assignments. They also complete a minimum number of practical experiences, which are evaluated according to skill criteria. Throughout the program, students complete written or course format exams, practical evaluations, and other assigned coursework, with comprehensive practical skills evaluations conducted at designated points. To be considered making Satisfactory Academic Progress, students must have a minimum cumulative average grade of 75% or higher in both theory and practical work. These scores are evaluated on a cumulative basis.

Grading Scale

90-100	A
80-89	B
75-79	C
60-74	D

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0-59 F

Determination Of Progress

Students meeting minimum progress requirements for academic and attendance at evaluation will be considered making satisfactory academic progress until the next scheduled evaluation. Student will be notified and receive a hard copy of their transcript used to make SAP determination at the time of each of the evaluations whether they are meeting SAP or not.

Financial Aid Warning

Students who fail to meet minimum progress requirements will be placed on a Financial Aid Warning. The student will continue to receive Title IV funds for the evaluation period in which they received the warning. Should a student not meet satisfactory academic progress by the next evaluation period, they will lose Title IV funding. They will be notified of any evaluation in which a change in their eligibility for financial aid at this time. Student will be placed on monthly payments to include remaining tuition, any fees; payments will be divided the number of months remaining until completion of hours.

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 period.

Withdrawals/Program Incomplete/Interruptions

If enrollment is temporarily interrupted by an approved leave of absence, the student will return in the same academic progress status held prior to the leave of absence. The number of days taken during the leave of absence will extend both the contract graduation date and the maximum time frame by the same number of days taken in the leave, without being included in the student's cumulative attendance calculation. In addition, if the school is officially closed for any reason beyond the institution's control (including but not limited to inclement weather, facility emergencies, or other unforeseen events), each student's enrollment contract graduation date and maximum time frame will be extended by the same number of days the school was closed. Such closures will not impact the student's cumulative attendance calculation. A student who withdraws from their program or fails to complete the program will have a notice placed in their file as to the progress at the point of withdrawal.

Transfer Hours

Transfer hours are counted as both attempted and completed hours when determining the maximum time frame for program completion. "SAP" evaluation periods for transfer students are based on actual contracted hours at Arthur's Beauty College.

Repetition/Re-Entry

Any student who applies for re-enrollment will be considered making the same satisfactory academic progress they obtained at the point of last withdrawal. The student will re-enter at the same SAP standing as when the student left and will retain the same attendance record as when the student left.

NOTE: Non-credit remedial programs have no effect upon a student's satisfactory academic progress status.

Access To Files Policy

Arthur's Beauty College complies with the Family Educational Rights and Privacy Act (FERPA) regarding student access to education records. Students may inspect and review their records by appointment within 45 days of a written request. If the student is a dependent minor, both the student and parent(s)/guardian(s) may review records by appointment. Students may request copies of portions of their records at a cost of \$1.00 per page. No fee will be charged for locating or retrieving records. Access to records will not be withheld due to outstanding tuition or fees, though the institution may decline to issue an official transcript until obligations are satisfied (SEE OFFICIAL TRANSCRIPT POLICY). Federal and state regulatory agencies, including the U.S. Department of Education, and the National Accrediting Commission of Career Arts and Sciences (NACCAS), may access student records at any time without prior student consent, in accordance with federal law.

File Maintenance Policy

Arthur's Beauty College maintains complete student academic and financial records in compliance with federal, state, and accrediting requirements. Student files are retained for a minimum of six (6) years after the student's last date of attendance. Records are stored securely in accordance with the Written Information Security Program (WISP) to protect confidentiality and integrity. After the retention period, records are disposed of in a secure manner to prevent unauthorized access.

Release of Information and Safeguarding Student Records Policy

Arthur's Beauty College protects the privacy, confidentiality, and security of student records in compliance with the Family

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Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), and all applicable state and federal regulations.

Consent Requirement

No student information will be released without the student's written consent (or parent/guardian consent if the student is a dependent minor).

Each disclosure requires both:

- A written request from the individual or organization requesting the information, and
- A signed release from the student (or parent/guardian, if applicable).

Permitted Disclosures Without Consent

Certain parties may access records without prior student consent, including:

- Federal or state regulatory agencies,
- The U.S. Department of Education,
- The National Accrediting Commission of Career Arts and Sciences (NACCAS),
- Other entities authorized by law for audit, compliance, or evaluation purposes.

Confidentiality and Security

- All disclosures are documented and supervised.
- Records are stored in secure areas or secure electronic systems with password protection.
- Paper records containing sensitive information are locked when not in use and shredded when no longer needed.
- Electronic transmissions of student information are encrypted or transmitted through secure systems.
- Access to student information is restricted to authorized personnel with a legitimate educational or administrative interest.
- Arthur's Beauty College trains employees regularly on FERPA and information security responsibilities.

SMS/Text Messaging Privacy Policy

Effective Date: January 20, 2026

Arthur's Beauty College ("we," "us," or "our") is committed to protecting your privacy. This SMS/Text Messaging Privacy Policy explains how we collect, use, disclose, and safeguard your information when you provide your mobile phone number and consent to receive text messages from us. This policy specifically addresses our use of SMS/text messaging services compliant with 10DLC registration requirements. By providing your mobile phone number and opting in to receive SMS messages (e.g., via web form, enrollment application, inquiry card, keyword signup like texting "JOIN" to our number, or verbal/oral agreement followed by confirmation), you agree to this policy and consent to receive messages.

Information We Collect When you opt in to our SMS services, we collect:

Your mobile phone number

Your name (if provided)

Any other information you voluntarily provide in connection with enrollment inquiries, program updates, or campus communications

Consent records (date, method, and content of your opt-in)

We may also collect device information or message metadata as part of standard SMS delivery.

How We Use Your Information

We use your mobile phone number and related data to send text messages for legitimate educational and operational purposes, including:

Admissions and enrollment updates (e.g., application status, tour reminders, program availability)

Class schedules, reminders, and attendance notifications

Campus alerts (e.g., weather closures, events, safety notices)

Academic or career services communications (e.g., internship opportunities, graduation info)

Two-factor authentication or account verification (if applicable)

Responses to your inquiries

Messages are sent under the "Higher Education" use case per 10DLC guidelines (messaging on behalf of postsecondary educational institutions).

We do not use your information for unrelated commercial promotions unless you provide separate prior express written consent.

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Sharing and Disclosure of Your Information

We do not share, sell, rent, or trade your mobile phone number or opt-in consent information with third parties or affiliates for their marketing or promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties."

We may share your information only:

With service providers who assist us in sending messages or managing communications (e.g., SMS platform providers), who are contractually bound to protect your data. As required by law, court order, or to protect the rights, property, or safety of our institution, students, or the public

In connection with a merger, acquisition, or sale of assets (with notice where required). All sharing excludes mobile opt-in data for marketing purposes.

Your Rights and Choices

Opt-Out: Reply "STOP" to any text message to unsubscribe from future SMS communications (standard reply: "You have successfully been unsubscribed. You will not receive any more messages from us."). Note: Opting out does not revoke consent for non-SMS communications (e.g., email, calls). Help: Reply "HELP" for assistance or more information. Access/Correction: Contact us to request access to or correction of your SMS-related data. Standard message and data rates may apply. Carrier charges apply.

Data Security

We use reasonable administrative, technical, and physical safeguards to protect your information, including secure (HTTPS) connections on our website and encrypted transmission where available. However, no method of transmission over the internet or electronic storage is 100% secure.

Children's Privacy

Our SMS services are not directed to individuals under 13 (or 16 in some jurisdictions). We do not knowingly collect personal information from children.

Changes to This Policy

We may update this policy. Changes will be posted here with an updated effective date. Continued use of our SMS services after changes constitutes acceptance.

Contact Us

For questions about this policy or our SMS practices: Arthur's Beauty College 2320 Washington Avenue Conway, AR 72032, 501-329-7770.

This policy supplements other policies that covers broader data practices including and student records under applicable laws.

Complaint Policy

Arthur's Beauty College is committed to providing a positive and professional educational experience. This policy is to resolve student complaints at the local level. Students with concerns or complaints should follow the steps below:

Internal Grievance Procedure Policy

For internal grievances, students should begin by addressing their concerns with their supervisor or instructor.

1. First, students should try to resolve the concern directly with their supervisor or instructor; many issues can be resolved at this level.
2. If the matter cannot be resolved with the supervisor or instructor, a student may submit a written complaint to the Director of Education. Complaints must be signed and dated. Anonymous submissions will be reviewed and addressed by administration; however, signed complaints provide stronger documentation for resolution and allow the institution to follow up more effectively, and resolution may be limited if details cannot be verified. All complaints will be documented and placed in the appropriate student or staff file.
3. If Further Action is Needed, Director and Grievance Committee Review: If the issue still remains unresolved, the Director of Education and/or Director will review the complaint in collaboration with the Grievance Committee.
4. The committee will review the matter, meet with all involved parties, and determine an appropriate resolution. All

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parties involved in the complaint will have an opportunity to be heard before a resolution is determined.

External Resolution:

If the complaint cannot be resolved through the school's internal process, students may contact the following external agencies:

- National Accrediting Commission of Career Arts & Sciences (NACCAS)
- U.S. Department of Education
- Arkansas Department of Health – Cosmetology Section

Grievance Committee

The grievance committee will consist of all campus staff members and the top two senior students in the school at the time of the complaint.

Student Conduct and Disciplinary Warning Policy

Students are expected to adhere to all institutional policies, procedures, rules, and regulations as outlined in the school catalog, enrollment agreement, and state requirements. Compliance with these standards is essential to maintaining a safe, professional, and effective learning environment. Any violation of institutional or state rules may result in a written warning being issued or termination. Written warnings will be placed in the student's permanent file. Students are asked to acknowledge receipt of the warning with their signature. If a student chooses not to sign, the warning remains valid and will still be included in the file. Students who disagree with a written warning may provide a written statement of rebuttal, which will be attached to the warning in their file. Multiple written warnings (generally three) for failure to comply with institutional policies and procedures may result in termination of enrollment. All circumstances surrounding disciplinary actions will be reviewed on a case-by-case basis by the Systems Office prior to a final determination. Any serious or blatant disregard of institutional policies, school rules, or state regulations may result in immediate suspension or expulsion.

Grounds For Termination Policy

Arthur's Beauty College may suspend or terminate any student at its sole discretion, with or without prior warning, for any conduct, action, omission, or circumstance deemed unsatisfactory or in violation of the standards, policies, rules, regulations, or agreements of the institution, including but not limited to excessive tardiness or absences; failure to meet academic, financial, or conduct requirements; damage to property; providing false or misleading information; harassment, bullying, threats, or violence; or any behavior that disrupts the learning environment or endangers the safety, rights, or well-being of students, employees, or guests. All students are bound by the rules and policies contained in the catalog, the enrollment agreement, and any addenda, and violation of any provision may result in termination. Students who are terminated are strictly prohibited from entering school property without prior written consent from the Director.

The Jeanne Clery Disclosure of Campus Security Policy And Campus Crime Statistics Act (The Clery Act).

Federal law requires schools to collect, publish, and distribute certain information concerning security policies and criminal activity on their campus. The purpose of this disclosure is so prospective/current students and employees will know campus security policies and procedures the school engages in, and the effectiveness of those measures. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, the school will make an announcement informing them of the appropriate emergency response, unless issuing a notification will compromise efforts to contain the emergency.

Campus Security Authorities and VAWA/Title IX

A Campus Security Authority (CSA) is a term defined under the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the Clery Act). It refers to certain individuals and offices at a college or university who are legally required to report specific campus crimes.

Systems Office – Natasha "LeAnn" Peeks (CSA Coordinator/Title IX Coordinator) leann@arthursbeautycollege.com

Jacksonville Campus – Mackenzie Stecks, mackenzie@arthursbeautycollege.com

Conway Campus – Rachel Thomas, rachel@arthursbeautycollege.com

Jonesboro Campus – MyKenzie Gilmer, mykenzie@arthursbeautycollege.com

Annual Security Report/Campus Security Act and VAWA/Title IX

This information pertains to the Annual Security Report/Campus Security Act. Arthur's Beauty College makes this information available to all students, employees, and applicants for enrollment or employment, as required by the United States Department of Education. See the [U.S. Department of Education's Postsecondary Education web site](https://ope.ed.gov/campussafety/#/institution/search) for detailed statistics. <https://ope.ed.gov/campussafety/#/institution/search> Arthur's Beauty College places a high priority on safety. In an effort

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to make the campus safe, students and employees should periodically inspect their surroundings; become familiar with all safety and health procedures; identify and report unsafe conditions in writing; and, report accidents immediately to the Campus Security Authority on campus. Security incidents which pose a threat to your safety if not made public, will be communicated to students through the instructors or posted on the bulletin board in the open area of the location where the threat occurred. The school's campus security report; this report must be updated each year by October 1.

Crime Statistics

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, applicants, for enrollment or employment. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose.

The following criminal offenses, published by October 1, 2025, include any crime statistics that occurred on campus during the previous three-year period. Updated annually by October 1.

Crimes Reported	2022	2023	2024	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime
Murder (Includes non-negligent manslaughter)	0	0	0	N/A	0
Negligent manslaughter	0	0	0	N/A	0
Sex offenses (forcible)	0	0	0	N/A	0
Sex offenses (non-forcible)	0	0	0	N/A	0
Robbery	0	0	0	N/A	0
Aggravated assaults	0	0	0	N/A	0
Burglaries	0	0	0	N/A	0
Motor Vehicle Thefts (on Campus)	0	0	0	N/A	0
Arson	0	0	0	N/A	0
Any other Crime involving bodily injury	0	0	0	N/A	0
Domestic Violence	0	0	0	N/A	0
Dating Violence	0	0	0	N/A	0
Stalking	0	0	0	N/A	0
Larceny	0	0	0	N/A	0
Vandalism	0	0	0	N/A	0

*** Hate Offenses:**

The above crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Number of arrest made for the following crimes	2021	2022	2023	Referred for campus disciplinary action? (Yes)(No)
Liquor Laws	0	0	0	N/A
Drug Laws	0	0	0	N/A
Illegal Weapons Possession	0	0	0	N/A

Arthur's Beauty College encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the Campus Security Authority. In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the Campus Security Authority.
- Preserve any evidence as may be necessary to the proof of the criminal offense.

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- Request assistance, if desired, from the Campus Security Authority in reporting the crime to local law enforcement agencies.
- Request a change in the academic situation if necessary.

We would like you to be aware of the following:

- The school prohibits the offenses of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.
- Any person witnessing a crime or other emergency should report it to the Campus Security Authority on campus. The Campus Security Authority will investigate the incident and report it to the Campus Security Authority Coordinator. The Campus Security Authority encourages students to report the crime to the proper law enforcement agencies. In the event the victim of a crime elects or is unable to make such a report, the Campus Security Authority Coordinator will make the report on the victim's behalf. The Campus Security Authority Coordinator will write and keep on file an incident report for any such events. This school does not employ security personnel.
- All facilities are locked during non-business hours. During non-business hours, only authorized personnel are permitted on the premises, with permission from the Director.
- During orientation and other student gatherings, as well as staff meetings, students and employees are informed on an ongoing basis about the importance of awareness of domestic violence, dating violence, sexual assault, stalking, secure premises and appropriate safety practices. In an effort to prevent crime from happening, students and employees are encouraged to group together when walking to and from their cars and to report any suspicious situations to the school Campus Security Authority on campus. You can further assist in the prevention of crime by not bringing valuables to school, and by ensuring that you are locking your car doors, lockers, cosmetology kit, etc...
- The school is not associated with or the provider of any off-campus student housing or student organization.
- This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226. Students may also seek confidential counseling for referrals to treatment and rehabilitation centers with the Campus Security Authority of the school.
- This policy will be distributed to all prospective students and will serve as our policy to prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. It will be distributed to all staff and students annually to help educate against these crimes. In the event an incident of rape, acquaintance domestic violence, dating violence, sexual assault or stalking has been reported to the Campus Security Authority or the local authorities, the school will suspend the accused student/employee from attending any further classes until the outcome of an investigation is known. A student found guilty will be terminated immediately from enrollment.
- The school will test the emergency response and evacuation procedures by September 30 of each year.

Definitions:

Domestic Violence - when a family or household member commits stalking or commits, attempts to commit or threatens to commit abuse.

Dating Violence - a pattern of abusive behaviors that are used to gain power and control over a current or former dating partner.

Sexual Assault - causing or attempting to cause you to engage involuntarily in any sexual act by force, threat of force, or duress (coercion/pressure).

Stalking - when someone purposely and repeatedly acts in a way that reasonably causes you alarm (fear of danger of physical harm) and that serves no legitimate purpose. Examples of stalking behavior are repeatedly following you or making unwanted communication / contact with you.

Consent (in reference to sexual activity) - consent given freely and knowingly by both parties, is the key to preventing rape, sexual assault, and sexual harassment.

Drug And Alcohol Abuse Prevention Program

Drugs, Alcohol and Weapons Policy

Arthur's Beauty College focuses on maintaining a safe, professional, educational environment. The following policies apply to all students, staff, and visitors. The possession, use, or distribution of drugs, alcohol, or weapons is strictly prohibited on school premises, and in clinical areas. This includes items such as firearms, knives, and pepper spray, which are considered weapons. Medical marijuana is prohibited on all postsecondary school property, regardless of medical card status. Arkansas law permits the use of medical marijuana only in private spaces. Use is prohibited in public places, vehicles, workplaces, and all postsecondary school properties. Students may not arrive on campus or participate in classes, labs, or client services under the influence of marijuana or

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any impairing substance, even if legally prescribed. The odor of marijuana or alcohol on a student will be treated as a violation of this policy due to safety, professionalism, and potential impairment concerns. Cosmetology training requires the use of chemicals, sharp instruments, and close physical interaction with clients and peers. Any conduct that creates safety risks, reflects unprofessional behavior, or indicates impairment will result in disciplinary action. Students must not share any medication, including over-the-counter products or prescriptions. Staff are not permitted to provide medication to students. Prescription medication must remain in its original container with the student's name clearly visible and must be kept secure while at school. Violations of this policy may result in disciplinary action, up to and including suspension or dismissal from the program. All violations will be documented and reviewed by school administration. Final determinations will be made on a case-by-case basis, with safety and compliance as guiding principles. Arthur's Beauty College is committed to maintaining a safe, professional, and educational environment for all students, staff, and visitors. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226; 34 CFR Part 86), the following standards and information are provided annually to all students and employees.

Standards of Conduct

- The unlawful possession, use, or distribution of drugs and alcohol is strictly prohibited on all Arthur's Beauty College property, in clinical areas, and at any school-sponsored activities.
- Medical marijuana is prohibited on all postsecondary school property, regardless of prescription status, in accordance with Arkansas law.
- Students may not arrive on campus or participate in classes, labs, or client services under the influence of drugs or alcohol.

Legal Sanctions

Violations of local, state, and federal law may result in arrest, conviction, fines, probation, or imprisonment. Examples include:

- **Federal law** (21 U.S.C. § 844, § 841): unlawful possession of a controlled substance may result in fines up to \$1,000 and/or imprisonment up to 1 year for a first offense. Distribution or trafficking can result in penalties up to life imprisonment and millions in fines.
- **Arkansas law** (Ark. Code Ann. § 5-64): penalties for possession or distribution of controlled substances range from fines to felony imprisonment, depending on substance and amount. Public intoxication and DUI offenses also carry fines, license suspension, and possible jail time.

Health Risks

Drug and alcohol use carry significant health risks, including but not limited to:

- Impaired judgment and coordination
- Accidents, injuries, or death
- Liver disease, kidney damage, and heart failure
- Neurological damage and memory impairment
- Dependency, addiction, and withdrawal
- Fetal damage during pregnancy
- Increased risk of violence, unsafe sexual practices, and mental health crises

Counseling, Treatment, and Rehabilitation Resources

Students and employees who need assistance with substance abuse are encouraged to seek help from the following resources:

- **National Helpline (SAMHSA):** 1-800-662-HELP (4357) – 24/7 confidential support
- **Arkansas Department of Human Services – Division of Aging, Adult, and Behavioral Health Services:**
<https://humanservices.arkansas.gov/>
- **Alcoholics Anonymous (AA):** <https://aa.org> – local meetings statewide
- **Narcotics Anonymous (NA):** <https://na.org> – local meetings statewide
- Local hospitals, counseling centers, and treatment facilities also provide support and rehabilitation programs.

Disciplinary Sanctions

Arthur's Beauty College will impose disciplinary sanctions on students or employees who violate this policy, up to and including suspension, termination of enrollment or employment, referral to law enforcement, and/or mandatory completion of an approved rehabilitation program.

Annual Review

Arthur's Beauty College conducts an **annual review** of its Drug and Alcohol Abuse Prevention Program (DAAPP) before **October 1st** each year. This review ensures:

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- The program is effective in preventing substance abuse among students and employees.
- Policies and disciplinary sanctions are consistently enforced.
- Any needed improvements are identified and implemented.

The review is documented by the Systems Office and is available for inspection by the U.S. Department of Education, accrediting agencies, and other authorized parties upon request.

Sexual Harassment Policy/VAWA/Title IX

Arthur's Beauty College is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any student, staff member, or guest is strictly prohibited. Title IX describes sexual harassment in education to include any unwanted and unwelcome sexual behavior that significantly interferes with a student's access to educational opportunities.

Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment by a student, staff member, or guest of the school is encouraged to discuss the alleged acts immediately and confidentially with the Campus Security Authority (CSA) at their campus. At the time the complaint is made, the CSA will contact the Campus Security Authority Coordinator (the "Designated Persons"). Any complaints of alleged sexual harassment will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter (student making the complaint) prior to disclosure or direct investigation of the matter. If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized.

Investigative Procedure

Following discussion with one or more of the Designated Parties, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the Director. Once so advised, immediate follow-up in the form of a full investigation by the Director will be performed. In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the head of school (with the assistance and advice of the School's attorney), and appropriate action will be pursued expeditiously in each case.

Responsive Action

Any student, staff member, or guest of the school who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party by the Director. The report will document any disciplinary action taken by school as a result of the complaint and will become part of the personnel file or record of the disciplined individual.

Reprisal Retaliation

Retaliation against any individual who complains of sexual harassment is strictly forbidden by the school, and anyone who practices such retaliation will be subject to immediate dismissal.

Non-Harassment

The school recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge or expulsion.

Risk Reduction and Bystander Intervention

In the event a student or staff members recognizes signs of abusive behavior or is a witness to abusive behavior, such as domestic violence, dating violence, sexual assault or stalking, the following Risk Reduction/Risk Intervention must be followed:

- Be aware of comments and behaviors from others that would indicate they have intentions of harming another individual, sexually, physically or in the case of stalking.
- Be aware of sexual or violent behavior with someone who is incapacitated.
- Do not minimize sexual assault, domestic violence and stalking. Take any conversation seriously and report it immediately to the school administrator or local police.
- Reassure the victim that it was not their fault. Encourage victims to report any concerns to the Campus Security Authority.
- Do not take matters into your own hands. If you should hear of any sexual assault, violence, or stalking that has occurred,

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do not confront the person. Report your findings to the Campus Security Authority.

Sanctions and Disciplinary Procedures:

The school will make every effort to accommodate the needs of a student or employee victim of sex offenses, domestic violence, dating violence, or stalking who requires a change in their academic situation, living situation, transportation situation, or employment. Such requirements will be assessed on a case-by-case basis upon student/employee request, if accommodations are reasonably available, regardless of whether the victim chooses to report this crime to local law enforcement. Any proceedings in cases of alleged domestic violence, dating violence, sexual assault, or stalking will provide a prompt, fair and impartial investigation and resolution. Any proceedings will be conducted by CSA officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, stalking, conducting an investigation and hearing processes that protects the safety of victims and promotes accountability. Confidential information regarding sex offenses, domestic violence, dating violence, or stalking is available upon request from Campus Security Authority Coordinator. Any student who is a victim of a sexual offense, domestic violence, dating violence, or stalking is encouraged to the following:

- a. Report it to the Campus Security Authority, immediately.
- b. Call 911 and report it to the police. At the student's request, the school will assist the student in notifying the proper authorities.
- c. Seek immediate medical attention. ***This is important:
 - i. to determine possible injuries of which the student may not be aware;
 - ii. to test for and discuss options for preventing pregnancy and sexually transmitted diseases;
 - iii. to collect/preserve criminal evidence to be used in a prosecution or in obtaining a protection order. Promptness is required in collecting this evidence; a woman is advised not to "clean up" until after medical treatment if there is a desire to provide law enforcement with the best possible evidence.

***It is your right to this medical attention even if you do not wish to report the assault. This does not mean the victim is obligated to make a criminal report. Information on the reporting policies of most hospitals is available upon request.

If an accusation of sexual assault, rape, acquaintance rape, domestic violence, dating violence, or stalking occurs on school grounds results in the arrest of a student, the school will suspend the accused student from attending any further classes until the outcome of criminal prosecution is known. A student found guilty by a court of law of an offense on school grounds will be immediately terminated from enrollment. In the event that the school holds a disciplinary proceeding in cases of alleged accusation of rape, acquaintance rape, domestic violence, dating violence, or stalking where no criminal charges have been made to law enforcement authorities:

- a. The accused and the accuser are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice; and both the accused and the accuser shall be simultaneously informed, in writing, of the outcome of such a proceeding.
- b. The accused and the victim have a right to appeal the results of the institutional disciplinary proceedings, in writing, within 10 business days, by notifying the Director of the institution that an appeal is desired. The accused and victim will be notified of any change, if applicable, to the results of the proceeding that occurs prior to the time that the results become final. The results of the appeal will become final within 10 business days after the appeal has been brought before an appeal board.

The institution will uphold the victim's rights, where applicable, regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court. All information obtained during any institutional disciplinary proceedings will be held in the strictest confidence in the Director's office. All publicly available recordkeeping will be accomplished without the inclusion of identifying information, to the extent permissible by law. A student or employee who reports to the institution that he/she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of his/her rights and options, as described above. Crimes considered to be a threat to other students and employees, described in the Crimes Reported section, that are reported to the Campus Security Authority or the local law police agencies, will be reported to the students and staff (names of victims are withheld for confidentiality) in a timely manner, in order to aid in the prevention of similar occurrences. No officer, employee, or agent of the institution, participating in any program under this title, shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this Act.

Information for Crime Victim about disciplinary hearings (ASR/VAWA/Title IX):

Institution must, upon written request disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the

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results of any disciplinary proceeding conducted by the institution 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. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

PROFESSIONAL ASSISTANCE HOTLINE NUMBERS

National Sexual Assault Hotline

1-800-656-4673

Women and Children First Courage to Heal Support Group

1-800-332-4443

Arkansas Addiction Hotline

1-866-210-1303

Be Well Arkansas Hotline

1-800-283-9355

SAMHSA's National Helpline

1-800-662-4357

National Drug Helpline

1-844-289-0879

988 Suicide & Crisis Lifeline

Call or Text 988

AIDS Drug Assistance Program (ADAP)(Ryan White Program)

501-661-2408

Domestic Violence Support

1-800-799-7233

Locate Registered Sex Offenders:

Convicted sex offenders residing in the county in which the school is located are required to register with the County Sheriff's office for a designated period of time. You can obtain more information by accessing the following website

<http://www.acic.org/soff/index.php> or by contacting the Arkansas Crime Information Center located at One Capitol Mall, Little Rock, Arkansas 72201, whose phone number is (501) 682-2222. This website allows you to put in an address of your home or school and see a map of known registered offenders in that area. The map displays residence and work location of registered offenders, and gives names, photos, and convictions history. www.familywatchdog.us/Search.asp

Unauthorized Distribution of Copyrighted Material Policy

Arthur's Beauty College does not condone and will not tolerate the unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyright materials using the school's information systems will receive an advisement up to and including termination. Imposed sanctions are additional to any legal actions taken by local, state or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

Student Body Diversity, Retention, Completion & Placement Rates

Student Body Diversity

Arthur's Beauty College provides information on student body diversity, including gender, race/ethnicity, and the percentage of students receiving Federal Pell Grants, through the National Center for Education Statistics (NCES) College Navigator.

Conway Campus: NCES Profile – [Conway](#)

Jacksonville Campus: NCES Profile – [Jacksonville](#)

Jonesboro Campus: NCES Profile – [Jonesboro](#)

(These links are updated annually by NCES based on IPEDS data submissions.)

Retention Rates

Arthur's Beauty College reports annual retention rates to IPEDS as required. This information is published by NCES College Navigator at the links above.

2024 Completion, Licensure and Placement Rates

Per the institution's most recent Annual Report filed with NACCAS:

Cosmetology

Rates	Jacksonville	Conway	Jonesboro

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Graduation	78.26%	86.48 %	83.78%
Licensure	94.44%	96.77%	93.55%
Placement	94.11%	100%	96.55%

Conway Instructor

Completion 100%
Licensure 100%
Placement 100%

There were no Instructor students scheduled to graduate in 2024 at the Jacksonville, or Jonesboro campuses.

Note: Updated completion/licensure/placement rates for 2025 will be published in the next annual NACCAS report and inserted into this disclosure upon completion.

Catalog, Enrollment Agreement, and Student Responsibility

The Arthur's Beauty College school catalog, all pages of the enrollment/contract agreement, promissory note and/or any addendums together constitute a single binding agreement between the student and the institution. This catalog is a common catalog used by all Arthur's Beauty College locations, which are of common ownership. Policies, procedures, and program requirements apply to all campuses unless otherwise noted. It is the student's responsibility to read, understand, and comply with all policies, procedures, and information contained in this catalog as well as any official school communications. By enrolling, students acknowledge that they are subject to all current policies and any updates made during their enrollment. Arthur's Beauty College reserves the right to modify, update, or revise the catalog, enrollment agreement, policies, procedures, rules, and regulations at any time in order to maintain compliance with state and federal regulations, accreditation standards, or institutional needs. Students will be notified of any changes immediately through official school communication channels, and such changes will take effect as communicated.