

# **KOR**

**B E A U T Y**

**A C A D E M Y**

**16610 N. 75th Avenue, Suite 103  
Peoria, Arizona 85382**

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**CATALOG 2017 - 2018**

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## **MISSION STATEMENT**

At KOR BEAUTY ACADEMY 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**

Upon completion of the required courses that involve 1600 hours, students will be eligible to take the Arizona State Board of Cosmetology exam. Upon successful completion of the course exam, required practical hours, and passing the Arizona State Board of Cosmetology exam, the student will be qualified to work as a Cosmetologist, Aesthetician, or Nail Technician.

## **ADMISSION POLICY AND PROCEDURE**

KOR BEAUTY ACADEMY does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

The school admits only those students with a high school diploma or equivalent (GED). In lieu of this requirement, per Arizona State Law 32-511, a student may submit evidence that said person is at least sixteen (16) years of age. Proof of age and U.S. Citizenship (Social Security Card) are required. A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or a guardian must sign the Enrollment Agreement.

If a student withdraws, and then decides to re-enter the student would need to pay the enrollment fees and registration fees to be able to re-enter. If the student attended another institution in the meantime and then planned on re-entering the same applies except they would need to follow the same procedure as a transfer hour's student.

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.

Should an enrolling student provide a foreign high school diploma, the institution 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.

Students enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth.

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 TRASCRIPT POLICY**

KOR Beauty Academy will inquire about each 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.

## **RE-ENTRY**

In the event a student discontinues the course in good standing and choose to enroll to complete the training, the student will do so under the sole option of the institution. In such re enrollment does occur, the student will receive full credit for hours earned subject to accessible state an federal regulations. A registration fee of \$100 and reenrollment fee of \$175 will be charged to the student at the time of such re enrollment. In addition, a new Enrollment Agreement will be executed which adjusts the course period completion date. The student will be charged the current hourly rate times the number of hours left to complete the course.

## **TRANSFER HOURS**

This school accepts transfer students from other Cosmetology schools upon presentation of a transcript of proper credit hours from their prior school. After a practical and written assessment, our institution will only accept 75% of verified hours, from prior schools. We will at that time, prorate tuition cost based on current KOR BEAUTY ACADEMY tuition cost. Program hours, timing, and contract pricing will be calculated for each transfer situation and presented as part of the initial enrollment process with KOR BEAUTY ACADEMY. All transfer students and accepted clock hours from other institutions will be counted toward at the completion and maximum time frame of the program. Students wishing to transfer to another institution must pay all monies owed to the school and all applicable academic requirements must be met for the hours to be released. If a student doesn't complete program within one year of the contract end date, student will be charged \$11 per hour, going forth.

## **NON-DISCRIMINATION**

KOR BEAUTY ACADEMY does not discriminate on the basis of race, religion, gender, age, sex, color, sexual preference, national or ethnic origin when admitting students.

## **NON-RECRUITMENT**

It is the policy of KOR BEAUTY ACADEMY not to recruit students already attending or admitted to another school offering a similar program of study.

## **OUR STAFF**

Tammy Fuller	Administer/Director/Instructor
Heather Barker	Instructor
Lauren Fuller	Executive Director
Ariel Ford	Financial Aid Director
Eunice Lopez	Administrative Assistant

## **SCHOOL FACILITIES**

The school is located on the ground level, with ample free parking around the building. All classrooms are air conditioned and well lighted for the comfort and convenience of the students and staff. The school 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 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**

Students, who desire to pay cash, can make personal payments (methods of payments can be cash, credit card (a 2% transaction fee will be charged), money order, check, etc.) to the school. All payments are due first (1<sup>st</sup>) of the month, followed by a late fee \$25 on the fifth (5<sup>th</sup>) day. Payment arrangements must be approved by the school director. If a scheduled payment is not made within 5 business days after it is due, a late fee of \$25.00 of the scheduled payment will be charged.

The payment and late fee charge must be paid within 30 days you will not be able to attend school unless your payment is made or 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**

During the course of study, students are responsible for replacing lost supplies (approximate cost \$50.00). Prior to entering Senior Theory, students must purchase some additional supplies for their Senior State Board Bag (approximate cost \$35.00 to \$150.00) and turn in passport photo (approximate cost \$20.00) and 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 PCS for both the written and practical exam.

### **GRADING SYSTEM**

Report cards are prepared 2 times a year (at freshman and at senior) at which time students is evaluated on cumulative academic progress, which includes theory and practical work. The clinical work is not factored into the overall GPA, but what the student completes on the clinic goes towards the completion of the requirement sheets. See Satisfactory Academic Progress (SAP) section of this document for further information. We use the following grading scale:

- 90-100 Excellent A equals (10 grade points)
- 85-94 Good B equals (9 grade points)
- 75-84 Average C equals (8 grade points)
- Below 75 Unsatisfactory D equals (0 grade points)

(Under 70 %-(0-grade points) is no credit and all missed assignments or tests must be made up on the day the student returns to school). Students must maintain average of at least 75% or higher to meet the standards of this policy.

### **ADVISING**

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

## **LEAVE OF ABSENCE POLICY**

A LEAVE OF ABSENCE MAY BE GRANTED; 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 a student doing so. A student who did not provide the request prior to the LOA due to unforeseen circumstances can still be granted LOA but must provide a request at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution due to unforeseen circumstances. The combined number of Leave of Absence days may not exceed 180 days in a single 12-month period starting on the first day of the first Leave of Absence. Student must have a reasonable expectation the student will be returning from LOA. Student that is granted a LOA after meeting the criteria, is not considered to have withdrawn and no refund calculation is required at that time. If student do not return to the institution as the expiration of on an approval LOA (or an unapproved LOA), the student's withdrawal date is the date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always students last day of attendance. When a documented leave of absence is requested and granted the students completion date will be extended the amount of the leave without cost to the student.

The office must be notified in writing and approve all leave of absences in order to make it official. The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. The institutions are not responsible for student property left on the premises. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdraw for a student, is always the student's last day of attendance. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

## **EXCUSED AND UNEXCUSED ABSENCES**

Absence that are documented by a physician's Statement and State/Local and County Government Offices will be excused. Those absences not documented by the above will be considered Unexcused. Under FSA regulations, no more than 10% of the clock-hours in a payment period may be considered excused absences.

## **IN SERVICE DAYS**

The school will close for in service days, 3-times a year 5/9/2017, 7/5/2017, and 10/27/2017.

In service will begin at 9:00 am

## **GRADUATION REQUIREMENTS**

To graduate, every student must complete the following requirements:

1. Satisfactorily complete the required training hours
2. Completion of all worksheets and workbooks
3. Pass the 300-hour floor exam and the 1400-hour practical exam
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. Turn in passport photo
7. Fulfill all financial obligations to the school

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

## **STUDENT CONDUCT**

Each student is given an option of a printed catalog prior to enrollment or a copy can be retrieve from the website [WWW.KORBEAUTYACADEMY.ORG](http://WWW.KORBEAUTYACADEMY.ORG) Orientation of the rules and regulations are personally reviewed with him or her on the 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.

## **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  
1721 East Broadway Road  
Tempe, Arizona 85828-1611  
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  
Telephone: 800-877-0996

## **CAMPUS CRIME & SECURITY INFORMATION**

A handout detailing campus crime and security procedures are available upon request from the Director's office. KOR BEAUTY ACADEMY 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**

KOR BEAUTY ACADEMY is under the ownership of KOR BEAUTY ACADEMY, Inc.

## **MISCELLANEOUS INFORMATION**

KOR BEAUTY ACADEMY complies with all city and state ordinances applicable to the school including those pertaining to fire, safety, building and sanitation. KOR BEAUTY ACADEMY is financially sound and capable of fulfilling its training commitment. KOR BEAUTY ACADEMY is licensed and bonded with various State and Federal Licensing Authorities. All instructors are licensed by the Arizona State Board of Cosmetology, 1721 East Broadway Road  
Tempe, Arizona 85828, 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. Hair show, and other video collections are in the library. KOR BEAUTY ACADEMY also invites some of the leading professionals to come and give classes on latest techniques and styles.

### **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. KOR BEAUTY ACADEMY 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 résumés 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 Contractor Research	Cosmetologist Salon Manager/Owner

### **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, 1721 E. Broadway, Tempe, AZ 85282, 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. KOR BEAUTY ACADEMY will release student hours completed within 3 business days of student withdrawal, cancellation or graduation/completion of program.

### **COLLECTIONS**

Your education is important to KOR BEAUTY ACADEMY! 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**

KOR BEAUTY ACADEMY 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 Years Eve and New Year's Day	July 4 <sup>th</sup> (includes Monday prior)

### **DRESS CODE**

KOR BEAUTY ACADEMY 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. Students must be dressed in ALL BLACK at all times while clocked in.
2. No jeans/denim of any kind. No leggings or stretch pants unless covered by a shirt or skirt that extends to AT LEAST mid-thigh. Pants are not to be torn or ripped in any way.
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.

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

## **TIME CARDS**

Time cards are a legal document. They must remain in the school at all times. It is illegal for a student to punch another student's time card or write on their cards. The only documentation accepted for hours is the clock system.

After arrival at school and after the time card has been punched, it is mandatory to request permission from an instructor in charge to leave the school for any reason. If you leave the school premises, you must clock out. Students must punch the time card 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 made by the receptionist, staff, or assigned student. Students will not be marked off of 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) 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.

**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 SCHEDULED</b>	<b>SCHEDULED HOURS</b>
Cosmetology	(Full time, 35 hrs/wk) - 1600 Hours	46 Weeks	2400
Cosmetology	(Part time, 25 hrs/wk) - 1600 Hours	120 Weeks	2400

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. Students using GI Bill® funding will not be certified for education benefits past the program’s scheduled end date.

**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 and below UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered 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. Students using GI Bill® funding will be placed on probation if minimum requirements for satisfactory academic progress are not met at the end of the warning period.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have 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. Students receiving GI Bill® funding will have their benefits terminated if student has not met satisfactory academic progress requirements by the end of the probation period.

## **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 institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **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 (in writing) must be on file.

An Authorization for Release of Information is not required 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 School seven (7) days after the School 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. KOR will make a determination on the student's request for amendment within 30 days of the request. If KOR agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, KOR will amend the record accordingly and inform the parent or eligible Student in writing that the record was amended. If KOR decides not to amend the record, the student has a right to a hearing with 30 days of the denial. KOR 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 KOR 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 KOR BEAUTY ACADEMY, in writing.

### **STANDARDS OF CONDUCT**

Attendance in theory class is mandatory as scheduled. This applies even if you have completed the theory book and chapter tests. Students will not be allowed to go into theory if more than seven minutes late for theory. Being on time is essential to success. Students that are late three (3) or more consecutive time per week will be losing 5 points for three (3) late or leaving early.

Students must call PRIOR to scheduled class time for all absences and tardiest. 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.

Part-time students are scheduled to be here from 9:00 a.m. to 1:00 p.m. Monday to Wednesday; 9:00 a.m. to 5:00 p.m. Monday to Wednesday OR 9:00 a.m. to 1:00 p.m. Wednesday to Friday; 9:00 a.m. to 5:00 p.m. Wednesday to Friday.

Students are considered tardy if they are 7 minutes late. They are not allowed to enter into class until after theory class concludes.

There is time built into the contract to accommodate personal time and vacations. If the student exceeds the time built into the contract and does not finish by the contract end date, the fee is \$11.00 per hour until course is complete.

Student may apply for leave of absence. Approval is at the school Director's discretion and is allowed up to 30 days with a medical excuse.

Students must not receive visitors during school hours.

Students may not receive/answer phone calls on the student phone or a cell phone during class or while 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.

Serving a client. Students will not receive calls on the business phone.

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.

Students clock in on a time clock, where hours are totaled. We report monthly hours to the state and we provide students with monthly attendance reports.

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.

Any student having a suggestion of complaint should register the complaint with the school director rather than with another student or client.

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 makeup 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 students must be hygienically clean, use deodorant, have fresh breath and be well-groomed at all times.

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 school. Eating and drinking are 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 classrooms, or on break time on the school premises. KOR BEAUTY ACADEMY 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 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 clocking 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.

### **PAYMENT OPTIONS**

The Student may finance his/her own tuition, make monthly payments (methods of payments can be cash, credit card (a 2% transaction fee will be charged), money order, check, etc). KOR BEAUTY ACADEMY is accredited with NACCAS; eligible students can also attain financial aid through the Department of Education.

The Financial Aid Officer will be happy to assist you in filling out the required financial aid forms during regular business hours which are:

Monday through Friday from 9:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to 1:00 p.m. Please call to schedule an appointment.

### **COURSE OUTLINE**

Our Cosmetology Course covers 1600 hours of instruction the breakdown of total hours; our school schedule starts every two weeks.

**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.

**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

<u><b>HOURS</b></u>	<u><b>SUBJECT – UNIT</b></u>
<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

- 250 HAIRCUTTING**  
Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
- 125 HAIR COLORING**  
Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
- 250 CHEMICAL TEXTURE**  
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
TOOLS and BOOKS	<u>2,500.00</u>
TOTAL	\$17,850.00

**SCHOLARSHIP**

To Qualify:

- You must reside in the United States
- You must be enrolled or in the process of enrolling in KOR Beauty Academy Cosmetology Program
- You must 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.

- All scholarships must be approved by the director

**REFUND POLICY**

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

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
- 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.
- 8 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:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

10. 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.

### **TERMINATION BY SCHOOL**

KOR BEAUTY ACADEMY 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
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.

**KOR Refund Calculation Form**

Student \_\_\_\_\_ Date of Refund \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Course \_\_\_\_\_ Hours Contracted \_\_\_\_\_  
 Start Date \_\_\_\_\_ Last Day Attended \_\_\_\_\_  
 Hours Clocked \_\_\_\_\_ Hours Elapsed \_\_\_\_\_  
 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	TOTAL TUITION SCHOOL SHALL HAVE EARNED (Circle percentage)
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

**ACCOUNT INFORMATION**

<b>AMOUNT RECEIVED BY SCHOOL*:</b>		<b>AMOUNT EARNED:</b>	
Cash:	\$ _____	Tuition X % Earned in Program:	\$ _____
Other:	\$ _____	Registration Fee:	\$ _____
	\$ _____	Books/Kit/Unreturned Property:	\$ _____
Total Paid:	\$ _____	Total Earned:	\$ _____

<b>AMOUNT REFUNDED (If applicable):</b>		<b>AMOUNT OWED TO SCHOOL:</b>	
Total Paid to School	\$ _____	Total Earned by School:	\$ _____
Total Earned by School	\$- _____	Total Paid to School:	\$- _____
Total Refund Due =	\$ _____	Total Owed to School =	\$ _____

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

## RETURN OF TITLE IV POLICY

This policy applies to all recipients of Federal Title IV Financial Aid Funds when KOR Beauty Academy becomes eligible. Students that are no longer attending the Institution may still owe funds to KOR Beauty Academy to cover unpaid tuition. Additionally, the Institution may attempt to collect any funds from a Student that the KOR Beauty Academy was required to return as a result of this policy. KOR Beauty Academy 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 KOR Beauty Academy. All Students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation. KOR Beauty Academy Institution has 45 days from the date the Institution determines that the Students withdrew to return all unearned funds for which it is responsible. KOR Beauty Academy will notify the Student in writing of the amount of funds that must be returned. KOR Beauty Academy will advise the Student and/or parent that they have 14 calendar days from the date KOR Beauty Academy 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, KOR Beauty Academy 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%:** KOR Beauty Academy 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, KOR Beauty Academy 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 school 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.

**HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD = % 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. Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED. Subtract the Title IV aid earned from the total

disbursed = AMOUNT TO BE. 100% minus percent earned = UNEARNED PERCENT Unearned percent (multiplied by) total institutional charges for the period = 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. KOR Beauty Academy 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 KOR Beauty Academy 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 KOR Beauty Academy determined the Student withdrew for loans and no later than 45 days from the date KOR Beauty Academy determined the Student withdrew for grants. KOR Beauty Academy 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. KOR Beauty Academy will seek the Student's authorization to use a post-withdrawal disbursement for all other educationally-related charges in addition to tuition and fees. KOR Beauty Academy 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 the KOR Beauty Academy 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 institution, the Student must initiate the withdrawal process by contacting the Registrar and it must be in writing signed by student. KOR Beauty Academy'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 KOR Beauty Academy 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 KOR Beauty Academy 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. THE KOR BEAUTY ACADEMY'S

**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:**

**KOR BEAUTY ACADEMY**

Graduate Rate 66.67%

Placement Rate 100%

License Rate 100%

\*Reporting dates 01/01/2016 - 12/31/2016

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:** Director/Instructor Tammy Fuller has been licensed 23 years and has been with the school from the beginning; Lauren Fuller has been the Executive Director at Kor Beauty Academy for 5 years. Financial Aid Director, Ariel Ford has attended Department of Education trainings and has 8 years prior financial aid experience. Eunice Lopez is Administrative Assistant with institutional training.