

REVISED DECEMBER 10, 2025



**ARTHUR'S BEAUTY COLLEGE**

# SCHOOL CATALOG

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Institutional Overview .....	5
Ownership .....	5
Locations .....	5
Staff And Administration .....	6
Call Instructors.....	6
Credentials.....	6
Memberships.....	6
Mission Statement .....	6
Admissions and Policies.....	7
Admissions Requirements Per Program.....	7
Disability Accommodation and Accessibility Policy.....	9
Verification Of Student Identity Policy.....	9
Arkansas State Licensing Requirements .....	9
Hours of Operation and Schedules.....	10
Hours of Operation.....	10
Start Dates, Holidays and School Closures .....	10
Program Outlines .....	10
Cosmetology – 1500 Clock Hour Program.....	10
Instructor – 600 Clock Hour Program .....	12
Tuition and Financial Information.....	14
Tuition and Fee Schedule .....	14
Payment Terms and Methods.....	14
Payment Method Options: .....	14
Financial Planning.....	15
Consumer Information and Financial Aid Contact .....	15
Professional Judgement Policy (Financial Aid).....	15
High School Scholarship Qualifications.....	16
Academic Progress .....	17
Satisfactory Academic Progress Policy .....	17
Evaluation Periods.....	17
Attendance Progress Evaluations (Quantitative Measure) .....	17
Academic Progress (Qualitative Measure).....	18
Determination Of Progress.....	18
Student Policies .....	19
Absence Policy.....	19
School Delays and Cancellations Policy .....	19

Leave Of Absence Policy.....	19
Mandatory Day Policy.....	20
Nonrefundable / Nonreturnable Policy.....	20
Employment Assistance and Career Advising .....	20
Advising Policy .....	20
Change In Enrollment Agreement.....	20
Termination Fee .....	20
Withdrawal and Settlement .....	21
Refund Policy.....	21
Return To Title IV Funds Policy.....	23
Rules and Regulations .....	24
Student Requests .....	24
Restroom Policy.....	24
Smoking Policy.....	24
Break / Lunch Break Policy .....	24
Break Room Policy .....	24
Visitors Policy.....	24
Stealing Policy.....	24
School Property Policy.....	24
Student Presence on Campus Policy .....	24
Campus Attendance and Conduct Policy .....	24
Guest Services Policy.....	26
Mock Board Policy.....	27
Supplies and Appearance .....	27
Student Supplies Policy .....	27
Personal Grooming Policy .....	27
Dress Code Policy.....	27
Parking Passes .....	28
Electronic Devices .....	28
Cell Phones.....	28
Communication and Safety .....	29
Photography, Video, and Social Media Policy .....	29
Professional Conduct Online .....	29
Terroristic Threatening / Bullying.....	29
Professional Communication Policy .....	29
Fighting and Physical Confrontation Policy .....	29
Drugs, Alcohol and Weapons .....	29
School Telephone .....	30
Graduation and Records.....	30

Regular Student.....	30
Diplomas.....	30
Official Transcript Policy.....	30
Access To Files Policy.....	30
File Maintenance Policy.....	30
Release of Information and Safeguarding Student Records Policy.....	30
Complaint Policy.....	31
Student Conduct and Disciplinary Warning Policy .....	31
Grounds For Termination Policy .....	31
Catalog, Enrollment Agreement, and Student Responsibility .....	31



## Institutional Overview

### **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**

The **Conway** campus is located off I-40 exit 125 on Washington Avenue. The facility is 7,800 sq. feet with ample parking available for students and clients. There are adequate stations equipped with hydraulic chairs, shampoo bowls, student lockers, break room and a designated smoking area. It is a non-smoking building. The Conway campus is a main campus Accredited by National Accrediting Commission of Career Arts & Sciences. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via distance education.

Arthur's Beauty College  
2320 Washington Avenue  
Conway, AR 72032  
Phone 501.329.7770

The **Jacksonville** campus is located off the Jacksonville Air Force Base Exit (Hwy. 67-167) on John Harden Drive. The facility is 7,200 sq. feet with ample parking for students and clients. There are adequate stations equipped with hydraulic chairs, shampoo bowls, student lockers, break room, and a designated smoking area. It is a non-smoking building. The Jacksonville campus is a branch of the Conway campus in "Additional Location Accreditation" status by National Accrediting Commission of Career Arts & Sciences. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via distance education.

Arthur's Beauty College  
2600 John Harden Drive  
Jacksonville, AR. 72076  
Phone 501.982.8987

The **Jonesboro** campus is conveniently located at 1903 Grant Avenue Suite, K,L, M. The facility has 6,000 square feet with ample parking for students and clients. There are adequate stations with hydraulic chairs, shampoo bowls, student lockers, break room and a designated smoking area. It is a non-smoking building. The Jonesboro campus is a main campus Accredited by National Accrediting Commission of Career Arts & Sciences. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via distance education.

Arthur's Beauty College  
1903 Grant Avenue, Suite K,L,M  
Jonesboro, AR 72401  
Phone 870.932.4330

## **Staff And Administration**

### ***Systems Office***

Chris Strawn - CEO - cstrawn@arthursbeautycollege.com

Wade Strawn - Director/Secretary/SCO VA Certifying Official - wade@arthursbeautycollege.com

Mandy Strawn – Director of Compliance - mandy@arthursbeautycollege.com

Hazel Elizabeth “Lizzy” Smith - Director of Education - lizzy@arthursbeautycollege.com

Joni Hinton – Program Director - joni@arthursbeautycollege.com

Natasha “LeAnn” Peek - Student Support Services Director/Financial Aid Coordinator/Campus Security Authority Coordinator/Title IX Coordinator leann@arthursbeautycollege.com

Charity Robinson - Director of Operations/SCO VA Read Only/Campus Security Authority - charity@arthursbeautycollege.com

### ***Jacksonville Campus***

Madison Powers - Operations Manager/SCO VA Read Only/Campus Security Authority - madison@arthursbeautycollege.com

Trista Fulmer - Instructor/Floor Supervisor - trista@arthursbeautycollege.com

Nicole Guggenmos - Instructor - nicole@arthursbeautycollege.com

### ***Conway Campus***

Rachel Thomas - Operations Manager/SCO VA Read Only/Campus Security Authority - rachel@arthursbeautycollege.com

Toni Stane - Instructor/Floor Supervisor - tonis@arthursbeautycollege.com

Denice Gaines - Instructor - denice@arthursbeautycollege.com

Tasha Stout - Instructor - tasha@arthursbeautycollege.com

### ***Jonesboro Campus***

MyKenzie Gilmer - Operations Manager/SCO VA Read Only/Campus Security Authority - mykenzie@arthursbeautycollege.com

Courtney Barker - Instructor/Floor Supervisor - courtney@arthursbeautycollege.com

Somer Yatska - Instructor - somer@arthursbeautycollege.com

## **Call Instructors**

Hazel Elizabeth “Lizzy” Smith, Wade Strawn, Joni Hinton, Rondal Mitchell, Rachel Thomas, Madison Powers

## **Credentials**

### ***Licensed By***

Arkansas Department of Health- Cosmetology Section  
4815 West Markham, Slot 8  
Little Rock, AR 72205  
501-682-2168

### ***Accrediting Agency***

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

Arthur’s Beauty College meets Arkansas state requirements for Post Secondary School license at all locations.

## **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.

## **Admissions and 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***

- 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, 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:

1. The former school's name; and
2. Student's name; and
3. The chapter test or lab name; and
4. The date the test or lab was taken; and
5. The grade received; and
6. 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.



### **VA Pending Payment Compliance Policy**

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9 J 11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not: Prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: Produce the VA Certification of Eligibility (COE) by the first day of class; provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies. \*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

### **Disability Accommodation and Accessibility Policy**

Arthur's Beauty College is committed to providing equal educational opportunities for all students, including those with disabilities. In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Title IV federal regulations (34 CFR 668.36), the institution ensures that facilities, instruction, and instructional materials are accessible to qualified students with disabilities. Our campus facilities are equipped to accommodate most students with disabilities. Admission of applicants with disabilities will be evaluated individually to determine reasonable accommodations and ensure that the student can fully participate in the program. Students are responsible for disclosing any disability that may require accommodation. Disclosure should be made as early as possible, preferably prior to enrollment. Students requesting accommodations must provide recent and appropriate documentation from a qualified professional that verifies the disability and supports the requested accommodation. Upon submission of documentation, the institution will engage in an interactive process with the student to determine reasonable accommodations. Examples of accommodations may include extended test time, note-taking support, or other instructional adjustments that do not fundamentally alter program requirements. All information regarding a student's disability will be handled confidentially and shared only with those directly involved in the accommodation process. Accommodations are not retroactive. The institution cannot adjust prior grades, evaluations, or Satisfactory Academic Progress determinations made before disclosure and approval of accommodations. Students must remain actively engaged in all program requirements. Approved accommodations are designed to support equal access but do not alter or waive essential program requirements.

### **Verification Of Student Identity Policy**

Arthur's Beauty College uses a secure access code and unique password to ensure that the student who registers for the Milady CIMA program is the same student who participates in the program. Arthur's Beauty College uses the Milady CIMA application to ensure measurable participation. This application will ensure that the student has, in fact, participated in the element of the program to be awarded. Students are required to authenticate each time they log into the Milady CIMA application to access their program. All online course work that is graded or contributes to a student's grade is submitted via a system that verifies a student's identity through a unique and secure login. Arthur's Beauty College does not charge additional fees for student identity verification.

### **Arkansas State Licensing Requirements**

The practice of cosmetology in Arkansas is regulated by the Arkansas Department of Health – Cosmetology Section, which sets the eligibility standards for licensure. To qualify, students must be at least 16 years of age, have completed at least the 10th grade (or its equivalent), and hold a valid student permit before beginning to earn training hours. Proof of identity is also required at the time of enrollment. Training hours vary by program. A Cosmetologist must complete 1,500 clock hours. To become a licensed Instructor, a student must already hold a practitioner license and complete 600 hours of teacher training. Licensure requires passing both written and practical examinations administered under the supervision of the Arkansas Department of Health. In addition, all applicants must pass the Arkansas Law Exam, which covers state regulations and sanitation standards. Passing scores typically require at least 75% on the practical exam and 70% on both the written and law exams. Training hours are only accepted if they are earned at a licensed school after issuance of a student permit, and attendance and progress are verified by the institution. Once students have completed all required hours and successfully passed the examinations, they may apply for their Arkansas state license. Licenses must be renewed every two years by paying the required fee, and practitioners are required to display their license conspicuously in the place of practice or wear it while providing services. Instructors must also meet continuing education requirements, such as participating in approved seminars, in order to renew their license. Arkansas also provides reciprocity for individuals licensed in other states, provided their training and examinations are substantially equivalent to Arkansas standards. However, all reciprocity applicants must pass the Arkansas Law Exam before being granted a license in the state. Prior to enrollment, each applicant is informed of the prerequisites for employment and potential barriers to licensure. These include regulatory oversight, industry-related physical requirements, and the ability to meet standards set by employers. By receiving this information in writing, students are fully aware of the steps needed to become licensed professionals in the field of cosmetology or instructor in Arkansas.

## **Hours of Operation and Schedules**

### **Hours of Operation**

Arthur's Beauty College is open for instruction Monday through Friday from 9:00 a.m. to 4:30 p.m.

### **Start Dates, Holidays and School Closures**

Classes start the first scheduled school day of each month. Arthur's Beauty College is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, summer break in July (around the 4th), Labor Day, Thanksgiving Day and the day following (Thursday and Friday), Christmas break in December (12/24/25-01/04/26) returning on 01/05/26). March 19, 2026 and October 12, 2026 for Staff Development Day. Days off may vary each year. We are closed to the public the last Monday of each month.

## **Program Outlines**

### **Cosmetology – 1500 Clock Hour Program**

#### ***Description***

The Cosmetology program 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 entry-level employment of Cosmetology. The cosmetology program provides instruction in the applicable skills, competencies and regulations governing the program of study. Students receive classroom and practical instruction on the state laws, rules and regulations governing the practice of cosmetology. Including scope of practice of cosmetology, health and safety standards, infection control and ethical responsibilities. All services are performed by students under the supervision of a licensed instructor. Ensuring the skills and competencies are mastered according to state and industry standards.

#### ***Objectives***

Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with 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 matters to assure sound judgments, decisions, procedures and gainful employment.

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.

#### ***Teaching And Learning Methods***

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for practical licensing exam, graduation and job entry level skills. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program 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, projects, activities, and other related learning methods are used in the program. The program will be taught in English; the enrollment agreement/contract is in English.

#### ***Cosmetology Course Content***

Hygiene and sanitation (80 hours) Infection Control: Principles and Practices

Related Science (120 hours) General Anatomy & Physiology, Skin Structure, Growth & Nutrition, Skin Disorders & Diseases, Nail Structure & Growth, Nail Disorders & Diseases, Properties of the Hair & Scalp, Chemistry, and Electricity.

Manicuring (100 hours) The Art of Manicuring and Pedicuring

Hairdressing (1000 hours) Scalp Care, Shampooing & Conditioning, Haircutting, Principles of hair Design, Wet Hairstyling, Thermal Hairstyling, Braiding/Braid Extensions, Wigs/Hair Additions, Haircoloring & Lightening, Chemical Texture Services

Aesthetics (100 hours) Temporary Hair Removal, Facial Massage/Treatments, Cosmetics, Makeup Application

Salesmanship and Shop Management (50 hours) Record Keeping, Cosmetology Laws, Rules & Regulations, Salon Operations,

Retailing Shop Department (50 hours) Professional Ethics, Professional Image, Communications, Courtesy, and Attitude

Total Hours (1500 hours) The hour requirements must be met by each student in each category for the earned hours to be accepted

by the applicable regulatory agency for examination.

### ***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 maintain a 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
0-59	F

### ***Enrollment Agreement Time and Schedules / Maximum Time Frame***

Enrollment agreement time is defined as the amount of time a student is given to complete the scheduled hours of training.

Maximum time frame is defined as the maximum amount of time a student can take to complete their program.

### ***Cosmetology Schedule-1500 hours***

All campuses have the following schedules available for the Cosmetology program.

30 hours per week – approximately 12.5 months / 52 weeks (maximum time frame 75 weeks)

22.5 hours per week - approximately 16 months/67 weeks (maximum time frame 100 weeks) \*required to attend schedule 1 first 30 days

<b>Cosmetology</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Total</b>	<b>Approximately</b>
Schedule 1	9:00am-3:30pm	9:00am-3:30pm	9:00am-3:30pm	9:00am-3:30pm	9:00am-3:30pm	30 hours per week	12.5 months
Schedule 2	9:00am-1:30pm	9:00am-1:30pm	9:00am-1:30pm	9:00am-1:30pm	9:00am-1:30pm	22.5 hours per week	16 months

### ***To qualify for the Cosmetology licensing exams, the following requirements must be met***

- Accrue 1200 hours or more. The hours must be documented legal hours of training in the correct areas required by the Arkansas Dept. of Health, Cosmetology Section
- Must complete theory classes as required by the Arkansas Dept. of Health, Cosmetology Section.
- Must have taken all tests.
- Must have grade point average (GPA) no less than a 75% in theory and practical.
- Must be current on tuition payments.

### ***To qualify for graduation from the Cosmetology program, the following requirements must be met***

- Accrue 1500 hours. The hours must be documented legal hours of training in the correct areas required by the Arkansas Dept. of Health, Cosmetology Section.
- Account and final papers must be in order, including Exit interview for students who received Federal Direct Student Loans, and financial paperwork settled.

Upon completing the program and having met all the requirements to graduate, students will be awarded a diploma.

Licensed cosmetologists are qualified to work in all three core areas of hair care, skin care and nail care. Career options extend well beyond the traditional salon: graduates may become stylists, salon owners or managers, color technicians, perm specialists or nail technicians. They can specialize as makeup artists, or lash technicians; or work as brand representatives and sales consultants for cosmetics companies. Many cosmetologists choose freelance providing hair and makeup services for weddings and events, or serve as editorial and fashion stylists for photo shoots and runway shows. Others leverage their expertise to create digital content as beauty bloggers or influencers, develop products as cosmetic chemists, work in spas or dermatology clinics or manage spa operations. The versatility of a cosmetology license means graduates can build careers in business, education, media, product development and more, in addition to traditional salon settings.

## **Instructor – 600 Clock Hour Program**

### ***Description***

The instructor program is designed to prepare licensed cosmetologists to become effective teachers of cosmetology. The program emphasizes educational theory, instructional methodology, classroom management, evaluation techniques, and professional development necessary for competency as an entry-level instructor. The instructor program provides instruction in the applicable teaching skills, competencies, and regulations governing this program. Students receive classroom and practical training on state laws, rules, and regulations, including the scope of practice for instructors, health and safety standards, infection control, and professional responsibilities. All supervised teaching practice is conducted under the direct supervision of licensed instructors, ensuring that competencies are mastered according to state and industry standards.

### ***Objectives***

Upon completion of the program requirements, the determined graduate will be able to:

- Project a positive attitude, personal integrity, and self-confidence as a role model for students.
- Demonstrate professionalism, effective communication, and appropriate instructor–student relationships.
- Develop lesson plans and deliver engaging classroom and practical demonstrations.
- Apply effective classroom management and supervisory techniques to ensure a safe and positive learning environment.
- Evaluate student progress using fair and consistent methods, including written tests, practical grading, and performance assessments.
- Integrate state laws, rules and regulations into classroom and clinic instruction.
- Provide academic and career advising to students, encouraging continued professional growth and gainful employment.

To ensure continued career success, the graduate will continue to learn new and current information related to educational techniques, trends in cosmetology, and methods for professional development in the field of cosmetology education.

### ***Teaching And Learning Methods***

The clock hour education is provided through a sequential set of learning steps that address the specific skills necessary for practical licensing exam preparation, graduation, and entry-level instructor positions. Each student receives training that relates to the performance of useful, creative, and effective teaching activities. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, student teaching practice, supervised classroom management, cooperative learning, and student participation. Audio-visual aids, projects, guest speakers, and other related instructional methods are incorporated to enhance the learning experience. The program will be taught in English; the contract/enrollment agreement is in English.

### ***Instructor Course Content***

- Preparatory Training (50 hours) teaching of theory and practical operation, selecting subject matter for class lecture, preparing class lectures, conducting a review of all subjects taught, preparing and grading examinations, demonstrating practical operations, teaching practical operations
- Class Attendance (100 hours) attend classes conducted by a licensed instructor to properly lecture and perform demonstrations
- Conducting Theory (50 hours) implementing the preparatory training by conducting theory class
- Conducting Practical Class/Clinic Management (300 hours) Planning, analysis, implementation and assessment of student ability/achievement/learning, demonstrations – return demonstrations, client communications, inventory control, supervision of clinic safety and sanitation, effective dispensary procedures
- Record Keeping and Student Advising (10 hours) record keeping, calculating grades, etc.
- Instructor’s Discretion/Individual Training (90 hours) training in areas/subjects in which the student may be deficient.
- Total Hours (600 hours) The hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination.

### ***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 maintain a 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
0-59	F

**Enrollment agreement time and schedules / maximum time frame**

Enrollment agreement time is defined as the amount of time a student is given to complete the scheduled hours of training.

Maximum time frame is defined as the maximum amount of time a student can take to complete their program.

**Instructor Schedule-600 Hours**

30 hours per week - approximately 5 months/21 weeks (maximum time frame 30 weeks)

The Systems Office must approve any schedule other than full-time.

<b>Instructor</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Total	Approximately
Schedule	9:00am-3:30pm	9:00am-3:30pm	9:00am-3:30pm	9:00am-3:30pm	9:00am-3:30pm	30 hours	5 months

**To qualify for the Instructor exams, the following requirements must be met**

- Accrue 480 hours or more. The hours must be documented legal hours of training in the correct areas required by the State of Arkansas Dept. of Health, Cosmetology Section
- Must complete theory classes as required by the Arkansas Dept. of Health, Cosmetology Section.
- Must have taken all tests.
- Must have grade point average (GPA) no less than a 75% in theory and practical.
- Must be current on tuition payments.

**To qualify for graduation from the Instructor program, the following requirements must be met**

- Accrue 600 hours. The hours must be documented legal hours of training in the correct areas required by the Arkansas Dept. of Health, Cosmetology Section
- Account and final papers must be in order, including Exit interview for students who received Federal Direct Student Loans, and financial paperwork settled

Upon completing the program and having met all the requirements to graduate, students will be awarded a diploma.

As a licensed instructor, graduates are qualified to teach within the scope of their practitioner's license and may work in private or public schools. All schools that teach cosmetology are required to have a licensed instructor teaching the class, and some larger beauty-supply companies require their educators to hold an instructor license.

## **Tuition and Financial Information**

### **Tuition and Fee Schedule**

#### **Cosmetology 1500 Hours**

Cosmetology Kit (Nonrefundable)	\$1550
Cosmetology Book Bundle (Nonrefundable)	\$500
Chromebook (Nonrefundable)	\$395
Tuition	\$17,250
State Permit Fee (Nonrefundable)	\$20
State Test Fee (Nonrefundable)	\$78
Applicable Sales Tax	Varies Per Location

**Total \$19793.00 plus tax**

#### **Instructor 600 Hours**

Instructor Book Bundle (Nonrefundable)	\$176.95
Tuition	\$3,510
State Permit Fee	\$20 (Nonrefundable)
State Test Fee (Nonrefundable)	\$78
Applicable Sales Tax	Varies Per Location

**Total \$3784.95 plus tax**

\*\$20 State Permit Fee must be paid in full on or before the commencement of classes in consideration for admittance into the program and providing the necessary instruction to complete the program.

### **Payment Terms and Methods**

- I agree to pay Arthur's Beauty College \$20 State Permit Fee in full on or before the commencement of classes.
- I agree to pay Arthur's Beauty College monthly payments for any tuition, fees, or other institutional charges not covered. The Monthly Payment Data Sheet will be attached as an addendum to the enrollment agreement once established. Payments are due on the same calendar day each month until the balance is paid in full. Arthur's Beauty College expects tuition and fees to be paid in accordance with the enrollment agreement. Students who fall behind on tuition payments may have their training interrupted until satisfactory arrangements are made.
- I understand that I must complete the program by my enrollment agreement/contract graduation date or I will be required to pay \$11.50 per scheduled hour per business day after the enrollment agreement/contract graduation date until the program is completed.
- I understand that I must graduate by my maximum time frame of my enrollment agreement. Students who exceed the maximum time frame will be terminated from the program and are not considered to be making Satisfactory Academic Progress.
- I understand that if I complete the program earlier than the estimated timeframe stated in this enrollment agreement my financial aid package may be recalculated and that this may result in liabilities owed by me and/or the institution, if applicable.

### **Payment Method Options:**

Pell Grant	Direct Subsidized Loan	Direct Unsubsidized Loan	Direct Loan Plus	Personal Payment Plan	Scholarships	Private Loans	Rehab	VA
_____	_____	_____	_____	_____	_____	_____	_____	_____

The program charges will be assessed per payment period and are due when the payment period is reached. Arthur's Beauty College accepts payment in any combination of the following: cash, check, money order, credit or debit card (pre-authorization required), Title IV funds, G.I. Bill® Benefits, Arkansas Rehabilitation Services, scholarships, and/or private loans. The institution does not charge interest on student accounts while enrolled; therefore, the annual percentage rate (APR) is 0%. The program charges will be payable as follows:

<b>Cosmetology Payment Periods *Sample*</b>	<b>0-450</b>	<b>451-900</b>	<b>901-1200</b>	<b>1201-1500</b>
Tuition	\$5175	\$5175	\$3450	\$3450
Cosmetology Kit (nonrefundable)	\$468	\$468	\$307	\$307
Cosmetology Book Bundle (nonrefundable)	\$149.85	\$149.85	\$100.15	\$100.15
Chromebook (nonrefundable)	\$118.50	\$118.50	\$79	\$79
Applicable Sales Tax on Cosmetology Book Bundle, Chromebook & Cosmetology Kit (nonrefundable)	\$ Varies Per Location	\$ Varies Per Location	\$ Varies Per Location	\$ Varies Per Location
State Permit Fees (nonrefundable)	\$20			
State Test Fees (nonrefundable)				\$78
Total	\$19793.00 plus tax			
Less Down Payment				

<b>Instructor Payment Periods *Sample*</b>	<b>0-300</b>	<b>301-600</b>		
Tuition	\$1755	\$1755		
Instructor Books (nonrefundable)	\$88.48	\$88.47		
Applicable Sales Tax on Instructor Books (nonrefundable)	\$ Varies Per Location	\$ Varies Per Location		
State Permit Fees (nonrefundable) \$20	\$20			
State Test Fees (nonrefundable) \$78		\$78		
Total	\$3784.95 plus tax			
Less Down Payment				

## Financial Planning

Arthur's Beauty College provides financing plans for students who wish to pay on a payment plan. Advice on financial assistance options are available to students who qualify. Financial aid may include federal, state, institutional, or private programs. Eligibility for federal student aid is determined by completion of the Free Application for Federal Student Aid (FAFSA) and U.S. Department of Education guidelines. Information about available programs, eligibility requirements, and application procedures is provided during enrollment and is accessible in the Operations Manager's office. The Operations Manager will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible. Tuition must be paid in accordance with the Enrollment Agreement. Arthur's Beauty College accepts payment in any combination of the following: cash, check, money order, credit or debit card (pre-authorization required), Title IV funds, G.I. Bill® Benefits, Arkansas Rehabilitation Services, scholarships, and/or private loans. The institution does not charge interest on student accounts while enrolled; therefore, the annual percentage rate (APR) is 0%. If a student completes the program earlier than the estimated timeframe stated in his/her enrollment agreement, the student's financial aid package may be recalculated. This recalculation may result in liabilities owed by the student and/or the institution, if applicable.

## Consumer Information and Financial Aid Contact

In accordance with federal regulations (34 CFR § 668.41), Arthur's Beauty College has designated the Operations Manager at each campus location as the official contact for information regarding financial aid and other required consumer disclosures. Students may request information about federal, state, local, and institutional financial aid programs, including application procedures, eligibility criteria, award amounts, disbursement methods, and repayment responsibilities, from their campus Operations Manager.

### Contact Information:

#### Jacksonville

Madison Powers, Operations Manager  
Arthur's Beauty College  
2600 John Harden Drive  
Jacksonville, AR. 72076  
501.982.8987 extension 130  
madison@arthursbeautycollege.com

#### Conway

Rachel Thomas, Operations Manager  
Arthur's Beauty College  
2320 Washington Avenue  
Conway, AR 72032  
501.329.7770 extension 210  
rachel@arthursbeautycollege.com

#### Jonesboro

MyKenzie Gilmer, Operations Manager  
Arthur's Beauty College  
1903 Grant Avenue, Suite K,L,M  
Jonesboro, AR 72401  
870.932.4330 extension 301  
mykenzie@arthursbeautycollege.com

A full listing of consumer information, including institutional statistics, completion and graduation rates, campus safety reports, and other required disclosures are in the Federal Consumer Report Section.

## 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
  - 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.

### ***High School Scholarship Qualifications***

Application for High School scholarship must be submitted no later than February 1st of the year the applicant is graduating high school.

- Two letters of recommendation are required from school sources such as a high school counselor or high school teachers.
- Must be a high school graduating senior.
- Must have a minimum GPA of 2.5
- Must submit a 250-word essay on "Why I Want to Study Cosmetology."
- The scholarship will pay \$1000 toward tuition. Scholarships are awarded in area high schools to attend the cosmetology program at Arthur's Beauty College.

The recipient will pay mandatory day fees. The recipient will pay overtime charges if they do not complete the program by their contract graduation date.

### ***Requirements For the Scholarship Recipient***

- The recipient is required to pay all Arkansas Dept. of Health, Cosmetology Section Fees.
- The recipient will lose the scholarship if the student fails to meet the quantitative and qualitative measures (minimum of 67% average monthly attendance and minimum of 75% grade point average) as outlined in the SAP policy, which could result in losing any financial aid for which the student may qualify (SEE SATISFACTORY ACADEMIC PROGRESS POLICY:
- Upon completion of program, scholarship funds will be applied towards balance.



## **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
Instructor	300 actual hours and 10 weeks

\*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 Policy**

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**

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)  $\times 32$  (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
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.

## **Student Policies**

### **Absence Policy**

Pursuant to federal policies, students who are absent for fourteen (14) consecutive calendar days are subject to being withdrawn. While in Pre-Clinic, students are allowed to miss no more than two (2) days; any additional absences due to mitigating circumstances will be evaluated by the Systems Office on a case-by-case basis. If a student needs to miss a day, the student must text or call the Operations Manager to inform that manager of the absence and the expected return date. Communicating regularly and providing as much information as possible helps the Operations Manager determine whether a Leave of Absence is needed. Students who are absent for the day are not permitted to remain on campus, participate in services or observe classroom/clinic activities and may only be on campus if meeting with staff for advising or financial aid., or other official business.

### **School Delays and Cancellations Policy**

In the event of inclement weather, information regarding class cancellation or a delayed opening will be sent through text message. Decisions will be determined by 7:00 a.m. (SEE ATTENDANCE ALLOWANCE and WITHDRAWALS/PROGRAM INCOMPLETE/INTERRUPTIONS).

### **Leave Of Absence Policy**

A Leave of Absence (LOA) must be requested in advance, submitted in writing, signed by student and include the reason in detail for the request unless unforeseen circumstances make advance notice impossible. Students must follow this policy when requesting a LOA; if a LOA is approved due to unforeseen circumstances, Arthur's Beauty College will document the reason for its decision and collect the written request at a later date. The beginning date of an approved LOA will be the first date the student was unable to attend because of unforeseen circumstances. The Systems Office will review the request and either approve or deny it; supporting documentation is welcome. A student may be granted a LOA for reasons such as financial hardship, medical issues (self or immediate family), personal circumstances (including family obligations or travel) or other unforeseen events. When mitigating circumstances are in evidence, Arthur's Beauty College may provide an additional LOA not exceeding 180 days. Sequential LOAs may be granted for jury duty, military service or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA). Transfer students may be granted a LOA based on contracted hours. All LOAs must be approved by a Systems Office staff member with the expectation that the student will return, and they are limited to three per enrollment and/or 180 total days for 1500-hour students. A LOA will not be granted if the requested leave, together with any previously granted leaves, exceeds a total of 180 days in any 12-month period for 1500-hour students. LOAs are limited to one per enrollment and/or 90 total days for 600-hour students. A LOA will extend the student's enrollment-agreement contract graduation date and maximum time frame by the number of calendar days in the LOA; an addendum to the enrollment agreement will be created to reflect these changes, and it must be signed by all parties. Extension limits follow the NACCAS calculator requirement. Students will not be assessed additional institutional charges as a result of a LOA. A student granted a qualifying LOA is not considered to have withdrawn, and no refund calculation is required at that time. On the day the student returns from a LOA, the student must inform the Operations Manager of the return. If the student fails to return on the expected date, the withdrawal procedure will begin, using the expected return date as the determination date. If a student takes an unapproved LOA or does not complete the proper LOA process, the absence may be treated as an unofficial withdrawal and the withdrawal procedure will begin; the withdrawal date for refund calculations is always the student's last day of attendance. Students returning from a LOA or other official interruption of training must return to school in the same satisfactory academic progress status they had prior to their departure. Students receiving Title IV financial aid should understand that a LOA can affect financial-aid eligibility and disbursement schedules.

### **Mandatory Day Policy**

Friday is a mandatory day. Students who do not attend their full scheduled hours on a mandatory day will be charged \$25.00. Additional mandatory days include the day before a holiday and the day after a holiday. For example, if the school is closed on Thursday and Friday for Thanksgiving, students must attend on the Wednesday before Thanksgiving and on the Monday after; any student who is absent on either of those days will be charged \$25.00 for each day missed.

### **Nonrefundable / Nonreturnable Policy**

It is the policy of Arthur's Beauty College that students who withdraw or terminate prior to course completion are charged a \$150.00 nonrefundable termination fee. The cosmetology kit contains the equipment necessary for completion of the course. Students are expected to maintain the cosmetology kit, cosmetology book bundle and Chromebook by replacing lost or broken articles. The school is not responsible for a student's cosmetology kit, cosmetology book bundle or Chromebook; either lost, or stolen. Once the student's cosmetology kit, cosmetology book bundle or Chromebook are issued and accepted by the student, the items are no longer returnable to the school. The student's cosmetology kit, cosmetology book bundle or Chromebook therefore, becomes the property and responsibility of the student. The cosmetology book bundle and Chromebook contain interactive eBooks that are fully customizable and offer a personalized learning experience. Therefore, the cosmetology book bundle and Chromebook cannot be returned and is nonrefundable as they may contain personally identifiable information. Once the cosmetology book bundle and Chromebook have been opened, the school has no control of any virus that may infect the software or Chromebook. The student will write their name or initials on their cosmetology kit contents. Due to personally identifiable information the student cosmetology kit cannot be returned. The cosmetology kit will be used to complete the student's course of study. Student's cosmetology kits contain many items that include clips, combs, shears, clippers, razors and hot tools (All items that must be sanitized.). Due to health and sanitary reasons these items cannot be returned. All fees are identified in the catalog and in the enrollment agreement. The cosmetology kit, cosmetology book bundle, and Chromebook will be calculated separately at the time of withdrawal for the Cosmetology program. The instructor books will be calculated separately at the time of withdrawal for the instructor program. Student books and kit items are a required purchase by the student from Arthur's Beauty College.

### **Employment Assistance and Career Advising**

Arthur's Beauty College provides students and graduates with employment assistance and career advising to support their pursuit of education-related employment. This includes training in professionalism, résumé development, interview preparation, and job search skills during theory classes. Job opportunities are regularly posted on the bulletin board in the theory room and in the monthly student newsletter. While the school actively assists students in preparing for and seeking employment, it cannot guarantee job placement.

### **Advising Policy**

We do not have a licensed counselor on staff. However, we want students to feel free to speak with staff about any problems they may be experiencing. The advisory objectives of Arthur's Beauty College are focused on career development. A staff member will advise students on academic progress and related issues. Students will review the prior months hourly attendance on or around the 1<sup>st</sup> of each month. Students will review a transcript on or about the 15th of each month for evaluation. If needed, a private advisory session will be arranged to discuss the student's progress. Problems affecting student progress that fall under the educational realm should be discussed with a supervisor. Personal problems that may affect a student's progress should be referred to the Operations Manager, Systems Office, or a staff Director. These staff members will meet with the student personally and, if necessary, refer the student to an appropriate outside agency. The Operations Manager and/or Financial Aid Coordinator will advise students regarding financial needs. The Director of Operations may be consulted if additional support is required. Any information shared with staff, whether in general discussion or during an advisory session, will remain strictly confidential. We may not discuss a student's information with anyone outside the institution without the student's written permission. This includes parents, grandparents, spouses, prospective employers, clients, or any other third party. Information will be disclosed only when required by law or with the student's explicit written consent.

### **Change In Enrollment Agreement**

Students making any changes to their enrollment agreements after enrollment may be charged a nonrefundable \$100.00 fee payable upon change.

### **Termination Fee**

Students who withdraw, are expelled, or are otherwise terminated prior to program completion will be charged a nonrefundable \$150.00 termination fee.

## **Withdrawal and Settlement**

### **Refund Policy**

This policy applies to all terminations for any reason, by either party, including student decision, administrative decision, termination, course or program cancellation, or school closing. Any monies due the applicant or student shall be refunded within 14 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant not accepted for training by Arthur's Beauty College shall be entitled to a full refund of all monies paid.
- b. If a student (or, in the case of a minor, their parent or guardian) cancels the enrollment and submits a written refund request within three business days of signing the enrollment agreement, all monies collected will be refunded. The cancellation date will be determined by the postmark on the written notification or by the date the notice is delivered in person to Arthur's Beauty College administrator/owner. This policy applies regardless of whether the student has begun the program.
- c. If a student cancels the enrollment agreement within three (3) business days after signing but prior to entering classes, they shall be entitled to a refund of all monies paid to Arthur's Beauty College.
- d. A student notifies the institution of withdrawal in writing.
- e. A student on an approved Leave of Absence notifies the school that they will not be returning. The date of the 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.
- f. A student is expelled by the school. (Unofficial withdrawals are determined through monitoring attendance daily, students who are absent for fourteen (14) consecutive calendar days are subject to being withdrawn.)
- g. In type b, c, d, or e, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll in and begin classes but withdraw prior to course completion (after 3 business days of signing contract) the following schedule of tuition adjustment schedule is authorized and will be calculated based on the student's last day of attendance using actual hours accrued:

<b>Percentage Time to Total Time of Course</b>	<b>Amount of Total School Tuition Owed</b>
0.01 % to 4.9 %	20%
5 % to 9.9 %	30%
10 % to 14.9 %	40%
15 % to 24.9 %	45%
25 % to 49.9 %	70%
50 % and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdrawals shall be refunded within 14 days of a determination that a student has withdrawn, whether officially or unofficially. 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 is performed.

### **Enrollment Time**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at Arthur's Beauty College. Any monies due the applicant or student shall be refunded within fourteen days (14) days of formal cancellation by the student, or formal termination by Arthur's Beauty College, which shall occur no more than fourteen days (14) from the date of determination, or in the case of a leave of absence the documented date of return or the date the student notifies the institution that they will not be returning from leave of absence, whichever date is earlier. When situations of mitigating circumstances are in evidence, Arthur's Beauty College may provide a refund which exceeds the refund policy. A student who terminates prior to course completion will be charged a \$150.00 nonrefundable termination fee. Additional charges not included in the tuition adjustment computation that are added as applicable include:

State Permit Fee (nonrefundable)	\$20.00
Cosmetology Kit (nonrefundable)	\$1550.00
Cosmetology Book Bundle (nonrefundable)	\$500.00
Instructor Books (nonrefundable)	\$176.95
Chromebook (nonrefundable) (Cosmetology only)	\$395.00
Applicable Sales Tax (nonrefundable) on cosmetology kit, cosmetology book bundle and Chromebook.	Varies from county to county. Please refer to enrollment agreement.
Applicable Sales Tax (nonrefundable) on instructor books.	Varies from county to county. Please refer to enrollment agreement.

Mandatory Day Fees	\$25.00 per occurrence
Overtime Charges	\$11.50 per scheduled hour per business day after the enrollment agreement graduation date until the program is completed.
Termination Fee (nonrefundable)	\$150.00
State Test Fee (nonrefundable)	\$78.00
Change in Enrollment Agreement (nonrefundable)	\$100.00 per occurrence

If Arthur's Beauty College is permanently closed and no longer offers instruction after a student has enrolled, and instruction has begun the student shall be entitled to pro-rata refund of tuition or participate in a Teach-Out Agreement. If a course and/or program is cancelled and ceases to offer instruction after a student's enrollment and instruction has begun, Arthur's Beauty College shall, at its option:

- 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 and/or program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid.

If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

- Provide a full refund of all monies paid; or
- Provide completion of the course and/or program.

Under the refund policy, Arthur's Beauty College will retain tuition and fees in proportion to the percentage of the enrollment period completed by the student. Any remaining funds will be refunded to the student.

Arthur's Beauty College will calculate the percentage of the enrollment that the student has completed.

### ***Collections Policy***

Arthur's Beauty College expects tuition and fees to be paid in accordance with the enrollment agreement. Students who fall behind on tuition payments may have their training interrupted until satisfactory arrangements are made. If a balance remains upon completion of the program, the systems office will contact the student to set up payment arrangements prior to certifying hours. Students who withdraw, are expelled, or are otherwise terminated prior to program completion and who owe a balance will also be contacted to arrange repayment. It is the student's responsibility to keep Arthur's Beauty College informed of current contact information. Any unpaid accounts that are sent to an outside collection agency will comply with Arthur's Beauty College's Refund Policy. Collection procedures will reflect ethical business practices, and the name of the National Accrediting Commission of Career Arts & Sciences (NACCAS) will not be used in any collection efforts. If an account goes into default, Arthur's Beauty College may assess interest at 10% APY on the unpaid balance and require the student to pay all reasonable collection costs and/or attorney's fees. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Refund Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution. Students who withdraw, are expelled, or are otherwise terminated prior to program completion will also be charged a nonrefundable \$150.00 termination fee.

## Return To Title IV Funds 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:

- Federal Direct Loan Program Unsubsidized –(FDLPU)
- Federal Direct Loan Program Subsidized –(FDLPS)
- Federal Direct Loan Program PLUS–(PLUSD)
- Federal Pell Grant
- Federal, State, private or institutional student financial aid programs
- 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.

## **Rules and Regulations**

### **Student Requests**

Students who have questions regarding their financial accounts, hours, grades, etc., must fill out a request form and wait for a reply from the Operations Manager. Students should receive a reply within the same day.

### **Restroom Policy**

Each campus has restrooms centrally located on the clinic floor. Students are permitted to use these restrooms while they are on the clock receiving hours. If a campus has a restroom located in the theory room, students may use that restroom during theory. Once students are on the clinic floor, they must use the restroom located on the clinic floor. While off the clock or on break, students may use restrooms in other areas of the campus that are not on the clinic floor. For example, once the theory hour is over and students have moved to the clinic floor, going to the theory restroom is prohibited unless they are on break. Restroom sinks are for washing hands only; products must be disposed of in the dispensary where they are dispensed. Disposing of products in restroom sinks can cause property damage (see the SCHOOL PROPERTY POLICY). Restrooms are used by staff, students and clients for personal needs only. They are not a place to congregate, talk on the phone, loiter or spend an extended amount of time. Restrooms are not a break area; students should return to their assigned area promptly after use and be respectful of others who may be waiting. If the restrooms are occupied beyond the theory hour in an emergency, students should see an instructor for permission to leave the clinic floor.

### **Smoking Policy**

Students are prohibited from smoking or vaping in any areas inside the building, including restrooms or the break room. Smoking nicotine products is permitted only outside in designated areas. Students must place cigarette butts in the ashtray rather than on the ground.

### **Break / Lunch Break Policy**

Students are awarded hours only when actively engaged in instruction or services. All students must clock out and sign out any time they leave the clinic floor, including lunch or personal breaks. Remaining on the clock while not engaged in training is considered falsification of hours and may result in disciplinary action, up to and including dismissal.

### **Break Room Policy**

A break room with a refrigerator and microwave is provided as the designated area for food storage and meals. All food items must be removed daily during sanitation. The break room is reserved for students and staff only.

### **Visitors Policy**

All visitors must enter through the front door and check in at the front desk before seeing or speaking to a student. Friends and family are welcome at the school but may not remain with the student during instructional time. If children come to the school to receive services, they must be accompanied by another adult at all times.

### **Stealing Policy**

Any student found to be involved in stealing from another student or from Arthur's Beauty College may be expelled immediately. This includes professional services (giving client services and not charging them for it, or not paying properly for student services, products/items of students, clients, or Arthur's Beauty College).

### **School Property Policy**

Any student found willfully, or intentionally destroying or damaging school property is subject to being charged for the property and/or immediate expulsion from Arthur's Beauty College.

## **Student Presence on Campus Policy**

### **Campus Attendance and Conduct Policy**

Arthur's Beauty College focuses on maintaining a safe, professional, and educational environment.

#### **General Attendance Rules**

- Students who are absent for the day are not permitted to remain on campus, participate in services, or observe classroom/clinic activities.
- Students may only be on campus when scheduled to attend or when meeting with staff for official business (advising, financial aid, etc.).
- Unauthorized presence on campus may be considered a security concern and addressed accordingly.

#### **Clock-In / Clock-Out Procedures**

- Students may arrive before their scheduled clock-in time to prepare, but hours do not begin until the designated clock-in time.
- Students must clock in immediately upon arrival if the scheduled time has passed and report directly to theory.
- Once clocked out, students must leave the premises unless specifically authorized by staff.
- Students may not remain on campus after clocking out to receive or observe services.



### ***Theory and Classroom Expectations***

- Earning theory hours is a state requirement. Students are expected to attend and participate fully.
- Being prepared and having all materials for class, textbooks, workbooks, chromebook, note taking necessities: writing utensils, highlighters, paper.
- Students are not permitted to loiter in parking lots or break areas to intentionally miss theory.
- Sleeping in class or anywhere on campus is not permitted. Students who are found sleeping may be asked to clock out and leave for the day.

### ***Clinic Floor and Pre-Clinic Procedures***

- After theory:
  - Students assigned to Pre-Clinic must report directly to the Pre-Clinic room, review the daily calendar, and check in with their instructor.
  - Students assigned to the Clinic Floor must set up their station, review the appointment book, and check in with their instructor regarding services.
- Appointment books should be reviewed regularly throughout the day. This should be done prior to clocking out for breaks.

### ***Breaks and Communication***

- Planned breaks must be recorded on the daily sign-in sheet.
- Students must notify their instructor both when leaving for a break and upon return.
- Students clocked out for a break or awaiting transportation may remain only in the break room or parking area.

### ***Client Services***

- Working with clients is an essential part of cosmetology training.
- Client services must be scheduled and completed during active clock-in hours (see Personal Grooming Policy).
- Students are expected to maintain professionalism, accountability, and communication at all times while serving clients.
- All services are performed by students under the supervision of a licensed instructor.

### ***Medical or Emergency Situations***

- In an emergency, notify a staff member immediately for assistance.
- Students requiring medical attention and awaiting transportation must clock out and wait in the break room.

### ***Makeup Policy***

Students absent on a scheduled test day are expected to complete the test upon returning to school. Students scoring below 75% may retake the test.

- If the retake is completed within 30 days and passed, the higher grade will be used in GPA calculations.
- If the retake is completed after 30 days, both the original and retake grades will remain on file and be used in GPA calculations.

Students may make up missed time by staying past their scheduled end time, within the school's hours of operation \*This policy does not apply to pre-clinic students.:

- Full-Time (9:00 a.m.–3:30 p.m.): May stay until 4:30 p.m. (up to 5 additional hours weekly).
- ¾-Time (9:00 a.m.–1:30 p.m.): May stay until 2:30 p.m. (up to 5 additional hours weekly).
- All make-up hours are supervised by a licensed instructor.

### ***Tardy Policy***

Punctuality is an important part of professional training and client service. Students are expected to be on time each day. Clocking in at 9:01 a.m. or later is considered tardy. Students may be tardy up to two times per week. Additional tardies in the same week may result in the student being sent home for the day. Students who expect to be tardy must notify the Operations Manager by phone call or text message as early as possible and provide an estimated time of arrival. Students may not use other students, staff, social media, or informal channels to report a tardy or absence. Only direct communication with the Operations Manager is acceptable. Being consistently on time is essential to building professionalism, dependability, and maintaining the trust of staff, instructors, and clients.

### ***Time Clock and Sign in Sheets***

Students have two options for clocking in and out: the fingerprint method, in which the Operations Manager provides instructions and assists students in accurately scanning their fingerprints, and the PIN method, in which students, with assistance from the Operations Manager, create a 4–5-digit PIN and receive guidance on proper entry for clocking procedures. These two methods ensure accurate and consistent tracking of hours and serve as alternatives should one be unavailable; any issues with either method must be reported to the Operations Manager immediately so they can be resolved without delay. Sign-in sheets are legal documents required for accurate record-keeping, and accurate timekeeping is mandatory; it is the student's responsibility to sign in and out each time the student clocks in and out, using both the time clock and sign-in sheets at the beginning and end of each school day and at the beginning and end of each lunch or break. If an error occurs during the process of clocking in and out, let the Operation Manager know immediately. Each student is responsible for clocking and signing themselves in and out. Failure to do so, or clocking/signing for another student, is considered fraud. Schools are required to maintain and report accurate clock hours;

therefore, improper timekeeping may result in hours not being credited. Remaining on the clock without actively engaging in cosmetology services is also considered time fraud. Violations of these requirements may result in disciplinary action, including a written warning, being required to clock out, and/or being sent home for the day.

### **Guest Services Policy**

All services are performed by students under the supervision of a licensed instructor. *Ensuring the skills and competencies are mastered according to state and industry standards (SEE COURSE DESCRIPTION).* Students should always speak professionally and clearly with clients, be prompt, polite, respectful and smile, and should avoid complaining, gossip, personal drama, or inappropriate topics during services (*SEE LANGUAGE POLICY*). Students must not wear earbuds or socialize with fellow students while working with a client; they should be engaging with the client, as engaging with peers can make the client feel unwelcome. Clients may not have friends, family members or others remain on the clinic floor while services are being performed. When a client requires accompaniment, permission must be granted by an instructor; due to limited space at student stations and varying levels of daily activity, exceptions are allowed only at the instructor's discretion.

### **Refusing A Client**

Refusing a client is not permitted. Students are assigned academic learning and a minimum number of practical experiences (SEE GRADING PROCEDURES), and working with clients is essential to their training and provides experience that cannot be replicated by practicing solely on mannequins or fellow students. To maintain a positive and professional learning environment that encourages guests to return and supports all students' education, students are expected to approach every service with a positive attitude, maturity, and professionalism—even in challenging situations. Students who refuse a client service will receive a written warning and may be sent home for the day and/or suspended; repeated offenses may result in expulsion. In the event of an emergency, the student must immediately notify a staff member; failure to do so may be considered an attempt to refuse client service.

Refusing a client service consists of:

- Clocking out when given a client or when the student has an appointment on the book. For example, clocking out for an unapproved break after theory has ended without checking the appointment book to see if the student has a client requesting a service is the same as refusing a client.
- Leaving the campus early without permission. Any request to leave early must be written on the daily sign-in/out sheets and stated to an instructor, with approval given prior adequate notice. If a student leaves the campus early or informs an instructor that they are leaving early without prior notice and will not have time to complete the client service, that is considered a refusal. For example, if a student wrote on the sign-in sheet that they are leaving at 3:30 pm, the expectation is that they leave at 3:30 pm. If the student is given a client service at 1:00 pm and later says they must leave at 2:00 pm to complete sanitation and will not have time to finish the service, that is the same as refusing the service.
- Simply not wanting to perform the service given is refusing a client service.
- Stating that they do not know how to perform the service—this is the student's opportunity to learn.
- Stating that they do not have the proper tools at school to perform the service, which would mean that the student has removed kit items from campus, where they are required to remain at all times.
- Receiving a service ticket at the front desk and passing it to another student for any reason, or requesting that an instructor or a staff member at the front desk give the ticket to another student for any reason (even if the other student agrees), is refusing the client service.

Students must check the appointment book prior to going on breaks or clocking out. They should check the appointment book regularly. Receiving hands-on training is an asset to their education. If a student cannot be found in a reasonable amount of time, the client will be moved to another student and the first student may receive a written warning for refusing the client service. If a student is resistant or displays a negative attitude when receiving the service ticket, that also constitutes refusing client service; to ensure a positive atmosphere for clients, a student exhibiting such an attitude will be sent home.

### **Guest Services (Open to the Public)**

Monday through Friday, 10:00 a.m. – 4:30 p.m. by appointment. Walk-in clients are accepted from 10:00 a.m. – 3:30 p.m., subject to instructor approval and student availability. The clinic is closed to the public on the last Monday of each month. All services are performed by students under the supervision of a licensed instructor.

### **Guest Services Policy under 18 years of age**

Hot tools, shears, razors, chemicals, and other salon equipment can pose safety risks. Because the clinic floor cannot always be fully monitored, clients may not bring small children into the clinic floor, nail area, or facial room—even in a stroller or carrier—unless another responsible adult is present to supervise them. Our priority is to prevent any risk of injury. Staff and students are not permitted to babysit or hold a child while a client is receiving services.

- Children under the age of 15 may not be left unattended at Arthur's Beauty College and must be accompanied by a supervising adult at all times.
- Children 15 years old or older can sit in the waiting area while their parent/guardian receives services.
- Children under the age of 15 who are scheduled for services at the same time as the accompanying adult must receive a service of comparable length. For example, an adult receiving a full highlight cannot pair that with a child's polish change, as the child would finish much sooner. In such cases, another adult must be present to supervise the child once their service is

complete.

When providing services for children, students must confirm the details of the service with the parent or guardian before beginning. Children under the age of 18 must have a client-service release form signed by a parent or legal guardian for chemical services—such as lash extensions, waxing, facials or any service requiring the application of chemicals to the skin. Any challenges involving children or adults in relation to this policy must be brought to an instructor’s attention immediately; for example, in cases involving clients with special needs, the accompanying adult may be required to remain with the client for the entire service. All services are performed by students under the supervision of a licensed instructor.

### **Mock Board Policy**

Mock Board is a hands-on practical experience that provides an in-depth preview of the Practical Licensing Examination and is an important part of students’ training. The staff invests significant time preparing students for this process to ensure they develop the knowledge and skills necessary to feel confident for the Practical Licensing Examination. Students are notified of Mock Board dates and start times in advance, and each session begins promptly as scheduled; those who arrive late may not be allowed to participate. Participation in Mock Board is mandatory—students who do not participate will not be permitted to test in that month’s Practical Licensing Examination and will have their exam moved to the following month. This policy does not prevent students from completing the state licensing exam once all state requirements are met.

Mock Board start times are determined monthly:

- If all testers have completed their theory requirements, Mock Board may begin as early as 9:00 a.m.
- If all testers have not completed theory, Mock Board will begin at 10:00 a.m.

Attendance and punctuality are essential for successful completion of this requirement.

### **Closed To the Public and Practical Licensing Examination**

Typically, on the last Monday of each month Arthur’s Beauty College is closed to the public for in-service day/ Practical Licensing Examination testing. This is a free dress day but should be kept modest and appropriate.

- Practical Licensing Examinations are held for our senior students that have reached 1300 hours and have been scheduled to participate in the examination.
- Our testers are to be in full dress code for testing including smock or apron and name badge.
- Testers are allowed to arrive as early as 8:30am to prepare but will not clock in until the allotted time. The test will begin at 9:00am.

If a student is late, they will not be allowed to take the test, and the examination will be moved to the following month.

## **Supplies and Appearance**

### **Student Supplies Policy**

Students are required to maintain the approved kit, tools, and supplies necessary for their program. The cosmetology kit must remain on campus. Arthur’s Beauty College is not responsible for lost, stolen, or misplaced property; students are encouraged to secure belongings in lockers with locks. Broken or missing items must be replaced immediately through the school’s supply order process. Students must have proper tools to perform services; failure to do so may result in disciplinary action, including being sent home. No outside products may be used on mannequins or clients. Personal belongings must be removed within 30 days of withdrawal or completion, or they will be discarded. If a leave of absence is more than 30 days, the student must vacate the locker; personal items left may be removed and disposed of, and Arthur’s Beauty College assumes no responsibility for these items.

### **Personal Grooming Policy**

Arthur’s Beauty College allows student services to be performed typically Monday and Wednesday each week during their contracted scheduled hours. All students pay student prices for beauty supplies used for personal use. Students must have an instructor’s written permission on the sales slip to purchase a product or receive student services.

Student Services are available to those students who:

- Achieve 300 hours and/or have advanced to the clinic floor.
- Must be meeting SAP (SEE SATISFACTORY ACADEMIC PROGRESS POLICY)
- Have satisfied the daily goal of (5) completed calendar services that have been signed off by an instructor on the day of the requested service.

Students perform all services on each other and are supervised by an instructor.

- The services must be prior authorized by an instructor.
- All products and services must be paid for in advance.
- If additional time is needed to complete the requested student service, that must be authorized by an instructor.
- No student or family discounts are given on Fridays.

### **Dress Code Policy**

As future professionals in the beauty industry, students’ presentation and style are important parts of their career. Students are expected to follow the dress code each day to maintain a professional, consistent and client-ready image.

## ***General Expectations***

Students are responsible for knowing and following the dress code.

- Hair and makeup must be complete before arriving at school; personal grooming should not be done on campus.
- Dress code will be checked daily. Students not in compliance will be asked to change or may be sent home. If a student is unsure about their attire, it is safest to change. Keeping an extra outfit in a car or locker is recommended.
- All clothing must be modest, professional, and appropriate for a public service environment. “Modest” means no low-cut tops or clothing that is too short.

## ***Required Items***

- Smock/Apron: Always to be worn unless wearing an Arthur’s Beauty College logo shirt provided by the school.
- Name Badge: Must be worn at all times. Replacement badges must be purchased from the Operations Manager if lost.
- Shoes: Must be black (soles/logos/embellishments may be colored), low-heeled, clean, and in good condition. Non-skid soles are strongly recommended. No slippers or house shoes.
- Socks/Bottoms: Solid black with no logos or designs. No rips, tears, shorts, or sweatpants. Leggings must be paired with tops that fully cover the bottom. Jeggings must be thick and styled as pants or worn with a longer shirt. Pantyhose/tights/legwarmers, if worn, must be black.
- Tops: Solid black or solid white with no logos or designs (except Arthur’s Beauty College or CHI logo shirts). Tops must not expose the midriff, cleavage, or back. No crop tops, sleeveless tops, spaghetti straps, or visible colored undergarments.
- Outerwear: Hoodies must be solid black with no logos. Jackets, coats, and sunglasses must be stored in lockers.
- Skirts/Dresses: Must fall past the knee to allow for professional movement and modesty.

## ***Personal Presentation***

- Clothing must be clean, free of offensive odors, and free of visible pet hair, stains or bleach marks. Strong odors (cigarettes, marijuana, alcohol, etc.) are not permitted.
- Good personal hygiene is required, including deodorant and dental hygiene.
- Nails should be clean, filed, and kept at a workable length. If polished, polish must be maintained and not chipped.
- Accessories are encouraged but must be tasteful, professional, and positive.

## ***Prohibited Items***

- Blue jeans/denim except on designated \$2.00 Jean Fridays (no rips/tears).
- Political, racially charged, or inappropriate messages on clothing.
- Hats, bandanas, scarves, or any head covering that obscures half the head or more (except for approved religious/cultural reasons).
- Sunglasses indoors (not to be worn as headbands).

## ***Special Events***

For spirit days, holidays, or other special events, variations to the dress code may be allowed. Students will be notified in advance. All basic modesty and professionalism standards apply.

## ***Graduation Day Attire***

Graduation is a professional milestone, and attire should be polished and appropriate for the occasion. Students who have completed all required hours may arrive early to prepare for the occasion or arrive already dressed in graduation attire. Students who still have hours remaining must remain in full dress code and actively engaged in Cosmetology until it is time to change for graduation.

## ***Parking Passes***

To help in making our campus safe, a parking pass will be issued to each student. The pass is to be placed in the lower driver’s side windshield. If the pass is not visible, the vehicle may be towed at the owner’s expense.

## ***Electronic Devices***

Students must not bring portable radios to play at their station. Earbuds are allowed in one ear only when working on a mannequin alone on the floor; earbuds are not allowed when working with clients, as students should be engaging with the client. Personal cellphone or video calls and texting are prohibited at any time on the clinic floor and may take place only in the break area. No full headsets are allowed—earbuds only—and earbuds are not permitted in the theory classroom.

## ***Cell Phones***

To maintain a professional and focused learning environment, cell phone use is restricted as follows: Cell phones must remain on silent or vibrate mode during school hours. Phones may not be placed on desks in the theory room unless specifically permitted by an instructor. They should be kept in a pocket or bag when not in use. Personal calls, video calls, and text messages are limited to designated break areas. Students must clock out before taking a call or video call. Cell phones may be used for educational purposes such as photographing before-and-after client work for portfolios or viewing approved demo videos related to practical skills currently being performed. At all other times, cell phones must remain put away in silent or vibrate mode.

## **Communication and Safety**

### **Photography, Video, and Social Media Policy**

This policy protects the privacy and rights of Arthur's Beauty College, its staff, students, and clients when photographs and videos are taken on school property or during school-sponsored events. No photos, videos, or recordings of the school, students, staff, or clients may be taken without prior consent. For the school, permission must come from the Director. Consent is required before using identifiable photos or videos. Students provide media consent at enrollment, which may be revoked at any time in writing to the Operations Manager. Arthur's Beauty College will make reasonable efforts to stop future use; however, previously published materials may remain in circulation. Client faces, and particularly children's faces, must never be photographed or posted. Only non-identifiable client work (e.g., hair close-ups, nails, before/after styles) may be documented. Portfolio documentation, positive social media promotion, school-sponsored events, and graduation ceremonies. Hidden cameras, unauthorized live streaming, or unsolicited photos/videos. Any images or posts that are misleading, offensive, defamatory, or that misrepresent Arthur's Beauty College. Disclosure of educational, personal, or health-related information in violation of FERPA or HIPAA.

### **Professional Conduct Online**

Students and staff must maintain professionalism in all online activity. Confidential, defamatory, or misleading posts regarding Arthur's Beauty College, its staff, students, or clients are prohibited. Violations of this policy may result in disciplinary action, up to and including suspension or dismissal, depending on the severity of the incident.

### **Terroristic Threatening / Bullying**

Threatening by text, face-to-face or via social media will not be tolerated; students may be sent home for the day and/or suspended or expelled.

### **Professional Communication Policy**

Arthur's Beauty College is committed to maintaining a professional and respectful learning environment. All staff and students are expected to use appropriate language at all times, including in the classroom, on the clinic floor, during breaks, and at all school-sponsored events.

- Inappropriate language including profanity, name-calling, offensive jokes, discriminatory remarks, or derogatory slang — will not be tolerated.
- Respectful communication is required in all verbal and written forms. Language must remain professional, inclusive, and free from slurs or comments related to race, ethnicity, nationality, gender, religion, disabilities, sexual orientation, or personal appearance.

All communication should reflect the high level of professionalism expected in the beauty industry and model the standards students will uphold with future clients. Violation of this policy may result in disciplinary action, up to and including dismissal.

### **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.

### **Fighting and Physical Confrontation Policy**

Arthur's Beauty College focuses on maintaining a safe, professional, educational environment. Fighting, physical aggression, or any form of violent behavior will not be tolerated under any circumstances. This includes but is not limited to physical fighting, pushing, shoving, hitting, intimidation, threats of violence, or any behavior that endangers the safety of others. Any student who engages in fighting or physical confrontation may be subject to immediate suspension or dismissal from the program. Any disputes or concerns must be reported to an instructor or the Operations Manager for resolution. Retaliation or escalation of conflicts is strictly prohibited. Violations of this policy may result in disciplinary measures up to and including termination of enrollment, depending on the severity of the incident. As future professionals in the beauty industry, students are expected to handle conflicts in a calm, respectful, and non-confrontational manner.

### **Drugs, Alcohol and Weapons**

Arthur's Beauty College is committed to maintaining an 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 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. (SEE "Drug and Alcohol Abuse Prevention Program" WITHIN FEDERAL CONSUMER REPORT)

### **School Telephone**

The school phone is not to be used to make personal calls. However, in emergency situations messages can be left with the front desk.

## **Graduation and Records**

### **Regular Student**

The U.S. Department of Education defines a regular student as a person who is enrolled, or has been accepted for enrollment, in an eligible program at an institution of higher education for the purpose of obtaining a degree, certificate, or other recognized educational credential. At Arthur's Beauty College, a student is considered a regular student when they enroll in one of the eligible programs.

### **Diplomas**

Upon completing the program and meeting all requirements to graduate, a student will be awarded a diploma (SEE PROGRAM DESCRIPTIONS).

### **Official Transcript Policy**

Arthur's Beauty College will provide students with an official transcript once all institutional financial obligations are satisfied, or for payment periods where charges are fully paid through Title IV aid or other sources. If a balance remains on the account, the student may receive an unofficial transcript or may review their academic record by appointment, in compliance with FERPA. Access to review records will not be withheld due to unpaid balances.

### **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 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.

### **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 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.

### **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.