



# HEALTH AND STYLE INSTITUTE

## School Catalog

**2024 - 2025**

**Effective January 1, 2024**

**Volume 1  
Issue 2**

**Main Campus – Greensboro, NC**

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***Note: This catalog is not complete without the Catalog Inserts listed below***

VA PAYMENT COMPLIANCE POLICY – Title 38 United States Code Section 3679 (e) . . . . .	Catalog Addendum
STAFF/FACULTY ROSTER . . . . .	Catalog Addendum
TUITION . . . . .	Catalog Addendum
STUDENT ORIENTATION CHECKLIST . . . . .	Catalog Addendum

Health And Style Institute (“HSI”) makes every reasonable effort to provide accurate information in the contents of this catalog but reserves the right to make changes at any time without prior notice. HSI reserves the right to change or introduce policies and/or procedures including, but not limited to, graduation requirements, program offerings, individual courses, curriculum, instructors, and all other aspects of HSI operations. It is recommended that students regularly check the most recent catalog online at [www.healthandstyle.edu](http://www.healthandstyle.edu) or in paper at the school for updates and/or changes.

## **WELCOME TO HEALTH AND STYLE INSTITUTE**

Investing in education is an important decision. When exploring training options, which may increase your earning level and employment potential, you are, in effect, investing in yourself. Health And Style Institute (“HSI”) offers private career training in Salon and Spa Leadership, Cosmetology, Manicure, Makeup Artistry, Skin Care Therapy, and Teacher Training.

Our well-established, long-term relationships with local area employers help to provide updates on any new developments or market trends in the industry. HSI provides current, industry-relevant training that enables students to begin new careers or enhances their current career. Students train in a comfortable environment with experienced instructors who make the learning experience meaningful and enjoyable. All licenses and approvals are displayed in the lobby of the campus.

## **STATE LICENSING**

HSI is licensed by the North Carolina State Board of Cosmetic Art Examiners. (NCSB), 121 Edinburgh South Drive, Suite 209, Cary, NC 27511, or call (919) 736-6123. Students may obtain program performance information from the State Board.

## **NATIONAL ACCREDITATION**

HSI is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314, telephone number 703-600-7600.

## **OBTAINING OR REVIEWING DOCUMENTS**

To obtain or review documents describing accreditation, approval or licensing students should make a written request to the Executive Director.

## **STATEMENT OF OWNERSHIP**

The school is owned and operated by Health and Style Institute, LLC. Corporate members/officers are as follows:

Chief Executive Officer, Founder

Josh Taves

## **FACILITIES & EQUIPMENT**

Health and Style Institute is located in a 27,720 square-foot complex located in Greensboro, North Carolina, a short drive from Winston-Salem & High Point. The Cosmetology clinic consists of 90 individual hair stations plus 9 shampoo stations and color lounge area. The school is equipped with white boards, theory cassettes, videocassettes, standard textbooks, workbooks, state board book, styling book, posters, diagrams and test, televisions, DVD players, and video players. For the convenience and comfort of the students, the facility has a reception area, bathrooms, a break room, and large parking lot adjacent to the building. The North Carolina State Board of Cosmetic Arts Examiners has approved HSI's facilities for student teacher ratios not to exceed 25:1 for Core and 20:1 for Advanced classes.

The areas immediately surrounding each campus offer a wide variety of restaurants and retail shopping, as well as quick access to the interstate. The facilities are completely accessible to physically challenged individuals and offer administrative and other support services. We have ample complimentary parking available. A library of cosmetology reference books and DVDs are available for students to check out during regular student hours.

## **INSTITUTIONAL MISSION**

The mission of Health and Style Institute is to provide students with a quality education so as to prepare them to begin a career as a professional.

## **HOURS OF OPERATION & SCHOOL CALENDAR**

The school's administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. HSI offers day and evening class schedules with new classes generally starting every 4 weeks. Students enrolling in day classes typically attend seven classroom hours per day, 5 days a week with brief breaks as applicable and a one-hour lunch break (35 hours per week). Students enrolling in evening classes typically attend 4 classroom hours per day, 5 days per week with one 10-minute break each day (20 hours per week). Typical class schedules are outlined below by program. Exact schedules may be ascertained from the Admissions Department. Students should monitor the student bulletin board for any changes in class schedules as they are subject to change periodically.

## CLASS START DATES, ATTENDANCE SCHEDULES & HOLIDAYS

**Class Start Dates:** Please refer to the Catalog Addendum to review the HSI's start dates by program.

### Class Attendance Schedules:

Program	Day Schedule	Evening Schedule "Part-Time"
Cosmetology/SSL – Core (first 300 hours)	Mon – Fri, 9AM-5PM or Part Time Mon-Fri 10AM-2PM	Mon – Fri, 5:30PM-9:30 PM*
Cosmetology/SSL – Advanced/Clinic	Tue – Sat, 9AM-5PM or Part Time Tues-Sat 10AM-2PM Tues, Thurs & Sat 9AM -5PM Currently Not Enrolling	Mon - Fri, 5:30PM-9:30 PM*
Skin Care Therapy	Full Time = Mon-Fri, 9AM-5PM Part Time = Mon – Fri, 8:30AM-12:30PM OR Mon –Fri, 1:00PM-5:00PM*	Mon – Fri, 5:30PM-9:30 PM
Manicure	TBD*	TBD*
Makeup Artistry	Mon- Fri 9AM-4PM	Mon-Fri, 5:30PM-9:30PM
Teacher Training	Mon- Fri, 9:00AM – 5:00PM*; Mon, Tues & Wed 9AM -5PM	Mon-Fri, 5:30PM to 9:30 PM. Or Mon-Fri, 10:00AM to 2:00PM
* Check with the Admissions Department for upcoming schedules.		

### Holiday Schedule

	2024	2025
New Year's Day – School Closed	1/1/24	1/1/25
Memorial Day – School Closed	5/27/24	5/26/25
Independence Day – School Closed	7/4/24	7/4/25
Labor Day – School Closed	9/2/24	9/1/25
Thanksgiving Day- School Closed	11/28/24	11/27/25
Christmas/New Year – School Closed	12/24/24 – 12/25/24	12/24/25-12/25/25

**Note:** Health and Style Institute reserves the right to change start dates, attendance, and holiday schedules as necessary.

### Inclement Weather and School Closing Policy

In the event of inclement weather, students should call the school for recorded messages concerning school closings due to inclement weather.

## DIRECTIONS

**From Asheboro:** Take 220 North toward Greensboro. Merge onto I-40 W via Exit 81 towards Winston-Salem. Take the Koury Blvd exit (Exit 217) toward Convention Center Mall and turn left onto Koury Blvd. Turn Right onto Four Seasons Town Centre. Health and Style Institute is in an outparcel to Four Seasons Town Center Mall (behind the mall near J.C. Penny).

**From High Point:** Take Highway 68 (Eastchester Dr.) to I-40 E towards Greensboro. Take Exit 217 for West Gate City Blvd. Go straight at the traffic light off the exit. This will put you on Pinecroft Rd. Turn Left on Vanstory. Take the first Left and Health and Style Institute is on your left (behind the mall near J.C. Penny).

**From Winston Salem:** Take Highway 68 (Eastchester Dr.) to I-40 E towards Greensboro. Take Exit 217 for West Gate City Blvd. Go straight at the traffic light off the exit. This will put you on Pinecroft Rd. Turn Left on Vanstory. Take the first Left and Health and Style Institute is on your left (behind the mall near J.C. Penny).

**From Burlington:** Take Church Street to Alamance Rd. Then take I-40 W toward Greensboro. Take the Koury Blvd exit (Exit 217) toward Convention Center Mall and turn left onto Koury Blvd. Turn Right onto Four Seasons Town Centre. Health and Style Institute is in an outparcel to Four Seasons Town Center Mall (behind the mall near J.C. Penny).

**From Lexington:** Take Highway 52 North to I-40 East. Take Exit 217 for West Gate City Blvd. Go straight at the traffic light off the exit. This will put you on Pinecroft Rd. Turn Left on Vanstory. Take the first Left and Health and Style Institute is on your left (behind the mall near J.C. Penny).

## ACCESS TO PUBLIC TRANSPORTATION

PART Express is the regional bus system connecting the major cities of the Piedmont and bringing people from the outlying counties into the urban areas. 14 PART Express Routes are offered during weekdays with 2 Routes running on the weekend. PART vehicles drive 60,000 revenue miles per year. There are 23 Park & Ride lots scattered across the Piedmont Triad. PART served 544,061 passenger trips in FY '09 with an average length of 26 miles. You can learn more about PART, including routes and times, by visiting [www.partnc.org](http://www.partnc.org) online or by calling: (336) 662-0002. Routes are subject to change.

## ADMISSIONS REQUIREMENTS

The Admissions Office is open from 9:00 a.m. to 7:00 p.m., Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday. Individuals interested in learning more about HSI and its training programs should contact HSI to schedule an appointment to meet with an Admissions Advisor.

### Statement of Non-Discrimination

HSI admits students of any legal age, sex, religion, race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at HSI. HSI does not discriminate on the basis of age, sex, religion, race, color, disability, nationality or ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

### Students with Self-Disclosed Disabilities

Health And Style Institute will provide reasonable and appropriate accommodations to students with known physical and intellectual disabilities in order to provide an equal opportunity to participate in the school's programs. Accommodations to students with known physical and intellectual disabilities are permitted at the discretion of Health And Style Institute's Director. Students who are requesting accommodations are required to provide documentation of their disabilities from a physician, psychologist, or other qualified evaluator prior to acceptance. All accommodations must be requested and approved before the student begins class. To be considered for accommodations please notify the Director in writing of the request and provide all needed documentation for the requested accommodation.

### Admissions Policies and Procedures for All Programs

HSI has an open application policy allowing applicants to apply at any time. The first step in the process is for applicants to complete a personal interview with an Admissions Advisor. During this interview, the Admissions Advisor will evaluate the individual's reasons for seeking training and assess their background and experience along with their desire and ability to make such a commitment. HSI will attempt to educate applicants about the local job market, demand for salon professionals, skills and knowledge required to work in these occupations and about HSI's programs and services. Based on this exchange of information, the Admissions Advisor will make a recommendation as to whether HSI offers training and services that will enable them to realize their goals. If so, a mutual decision will be made as to which training program is appropriate. Students are allowed to re-enter a program subject to reinstatement and re-entry policies.

Students enrolling in any of our career programs must be beyond the compulsory age of attendance (16 years of age in North Carolina). Applicants who possess a high school diploma, G.E.D. or its equivalent must provide documentation of their credential to the school. Applicants, except those enrolling into the Teacher Training Program, who have not earned any of these credentials may be accepted and enroll if they earn passing scores on the Ability to Benefit ("ATB") exam, also known as the Wonderlic Basic Skills Test ("WBST"). ATB applicants must achieve a verbal score of no less than 200 and a quantitative score of no less than 210 on the WBST. Alternatively, students enrolling in programs of 600 clock hours or more may establish the ability to benefit from the program by successfully completing 225 clock hours (or 6 credit hours) of that program. When enrolling utilizing the ATB process, federal student aid may not be used to pay for training. Students who have previously enrolled utilizing the ATB at HSI or another institution and wish to apply for federal student aid are subject to additional requirements. ATB students must make other satisfactory arrangements for payment with a school representative. Students enrolling in our Teacher Training program must have either a valid North Carolina practitioner's license or a Certificate of Completion for a North Carolina State Board Approved practitioner's program with the expectation of passing both components of the licensure exam prior to the completion of the Teacher Training program. Prior to enrolling in the Teacher Training program applicants must also possess a high school diploma or a high school graduation equivalency certificate.

Only test scores appearing on the **Official** WBST Individual ATB Score Report provided by the Wonderlic Testing Services Department may be used for ATB determination. This exam will be administered by an independent, certified exam proctor. Upon passing the ATB exam and satisfying all other aforementioned admissions requirements, the applicant may be accepted for admission.

HSI does not recruit from other schools that offer similar programs. Transfer of hours from other approved programs is permitted at the discretion of HSI's Executive Director. Although criminal convictions are not an absolute bar to admission, applicants should be aware that CRIMINAL CONVICTIONS MAY AFFECT A STUDENT'S ABILITY TO BE LICENSED. HSI offers financial aid to those who qualify, through Federal grants and Federal loans.

### Transfer Credit

Health and Style Institute may transfer completed course work from accredited institutions that are recognized by the North Carolina State Board of Cosmetic Art Examiners. Students that transfer from one cosmetic art discipline to different cosmetic art discipline will not receive credit for hours received in the initial curriculum. Only clock hours which were completed with a passing grade may be accepted. Determinations of satisfactory academic progress will be made based on actual contracted hours at the institution. If accepted, the clock hours will be counted as attempted and completed for purposes of satisfactory academic progress. The student must provide a sealed official transcript and North Carolina State Board of Cosmetic Art Examiners' Transfer Form from each institution that credit transfer is sought. Any student attempting to transfer credit may be asked to repeat core or pass the standard core test or take additional assessment(s) as required. The core test consists of a written exam and practical exam. Students may be required to demonstrate proficiency in all tested areas to test out of core. Students may not be granted credit for all hours received from previous training. Evaluations are by appointment only and are scheduled with Health and Style Institute.

All students MUST complete at least 1,000 clock hours of their Cosmetology, 500 clock hours of their Skin Care Therapy, and 1300 hours of this Salon and Spa Leadership training at the Health and Style Institute in order to receive a graduation certificate. Transfer credit is not accepted in the Manicure Program, Teacher Training, or \*Makeup Artistry programs.

**\*Students who have graduated from the Health and Style Skin Care Therapy program are eligible to receive transfer credit when enrolling in the 300 hour upgrade option for the Makeup Artistry program.**

Students who wish to transfer credit for cosmetology instruction from another state must meet the specific guidelines outlined in 21 NCAC 14J 0501 of the North Carolina State Board of Cosmetic Arts Examiners Board Rules.

Health and Style Institute will notify the Department of Veterans Affairs in writing of awarded transfer credit and any corresponding reduction in training time for students enrolled in and receiving benefits for a program authorized by the Department of Veterans Affairs.

### Physical Requirements

All students should understand that the physical requirements and demands of their chosen future profession are significant. These requirements include:

- Standing/sitting for long periods of time
- Having basic dexterity & eye/hand coordination
- Having a sense of form & artistry
- Enjoying working with the public
- Keeping up with the latest fashions & beauty techniques
- Making a strong commitment to your education
- Being aware that the work can be arduous & physically demanding because of long hours, & using your hands for long periods of time. Side effects could be carpal tunnel syndrome, lower back/hip pain, varicose veins, blood waste, allergies & dermatitis.

### High School Validity Policy

Health and Style Institute recognizes valid high schools registered with their state's department of education. Certifications, diplomas, degrees, or other forms of education completion documents shall not be accepted from learning centers, schools, academies, or other entities deemed fraudulent or categorized as a diploma mill. A diploma mill is defined as an entity which:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV), a federal agency, or a state government.

To ensure that all applicants possess a valid high school diploma or GED the following procedures will be adhered to:

- The original diploma or transcript must be provided to the Admissions Office.
- The Admissions Representative confirms the validity of the high school information by reviewing the high school's website. If the school is approved by the respective State Education Department, then it will be deemed valid.
- If the high school's website does not contain the necessary information to determine if the HS diploma is valid, then the admissions representative will contact the school/entity directly to determine if the diploma is a valid document per the school's policy.
- If there is a question about the authenticity of the document, the admissions representative will ask the student for more information about the document; How much coursework was involved to obtain the diploma? How much did they pay for the education?
- Questionable documents will require the Director or Chief Compliance Officer to sign off on whether the diploma/transcript is acceptable.

If Health and Style Institute has determined that a high school graduation document is not from a valid high school diploma-granting institution, students will be ineligible for Federal Financial Aid. The applicant will then be informed of such determination and advised of the possibility of obtaining a GED.



## **GETTING STARTED**

Upon getting started, students will discover the benefits of HSI's educational programs and the resources available for providing them with the tools necessary to prepare for a new career.

### **Open Door Policy**

Any member of the faculty and administrative staff is available to students for confidential advisement. We welcome feedback from students regarding policies, instruction and curriculum. The Executive Director's door is always open should a problem arise. We would also like to share the students' enthusiasm and excitement when they find suitable employment.

### **New Student Orientation**

Generally, new student orientations are held on the first day of classes. Please confer with an Admissions Advisor for specific dates. Additional orientation sessions may be scheduled on an as-needed basis. All new students must attend a new student orientation session during their first two weeks of class.

### **Educational Methodology**

The HSI educational philosophy includes emphasis on utilizing a variety of delivery systems which enable students to learn through audio, visual, and kinesthetic experiences in the classroom and clinic setting. This training methodology has proven to be the most effective for the adult learner with emphasis on "learning by doing." It includes learning new information in small components and applying the newly learned concepts into an actual lab exercise. This methodology contributes not only to efficient and complete skill development but to a high degree of retention of new skills and knowledge as well. Instructors are readily available to assist students during this entire process and welcome any questions or feedback.

### **Counseling and Advisement**

HSI employs qualified instructors with industry experience so that as they deliver the theoretical and practical aspects of the curriculum, they are also able to impart "real world" analogies and expectations to our students. Our instructors will also serve as academic advisors throughout enrollment offering assistance in any way that they can to help students graduate and begin their careers in their chosen field. Career counseling is provided by Instructors as well as a Career Success Coordinator or the Executive Director. The school also maintains drug and alcohol education information and a list of counseling and support services, including local services, which can be obtained from the Financial Aid Office or Student Services Coordinator. Should students require assistance of any type during their enrollment they should arrange to meet with the Student Services Coordinator to request assistance.

### **Educational Materials**

Students will receive the books and materials necessary to complete the course. Students will sign an acknowledgement form to indicate receipt of some materials. Once books are issued, there are no refunds or exchanges.

## **LICENSURE BY THE STATE BOARD**

Whether students are training to begin a career as a Cosmetologist, Skin Care Therapist, Manicurist, Makeup Artist, or Cosmetology Teacher, they are going to need to become licensed by the North Carolina State Board of Cosmetic Arts in order to work in the state of North Carolina. HSI's programs are designed to prepare students to pass the certification exams required for licensure. As students near the final phase of their training program, they should meet with their instructor for advice and further assistance in preparing for these exams. In the initial phase of the training program, students will be provided with a pamphlet published by the North Carolina Board of Cosmetic Arts which include all of the information students need to know related to becoming licensed to practice in North Carolina. If student accounts are not current, the school may place a hold on mailing the licensing examination application to the State Board Examination Vendor until the account is brought current. Payment of fees required for licensure is the responsibility of students. For additional information regarding the requirements of licensure, students should refer to the North Carolina Board of Cosmetic Arts Examiners website (<http://www.nccosmeticarts.com/>).

## **CAREER SERVICES**

HSI is committed to assisting all students with attaining employment in their field of preparation upon graduation. We view this commitment as a joint effort between the school and the student. Students will receive counseling on resume preparation, job lead development, interviewing techniques, and other skills that assist in securing a career and retaining positions of more responsibility. Although HSI is committed to assisting with the career search process, students are expected to find employment by working on their own. Students are encouraged to meet with a Career Success Coordinator or the Executive Director within their last two months of school to begin the job search process. Students will receive assistance with preparing a professional resume, developing effective interviewing skills, and developing job leads. Students will also be encouraged to participate in mock interviews as part of their training.

While placement assistance and career services are always available, HSI cannot guarantee that students will become employed. HSI also reserves the right to withhold career and placement services if students have not met their academic or financial obligations with HSI.



## CLASSROOM POLICIES AND PROCEDURES

### Ethics and Conduct Pledge

All students pledge not to lie, cheat, steal nor tolerate those who do. Any and all violations of this pledge are grounds for immediate dismissal. Students are required to comply with all HSI regulations as outlined in this catalog and explained during the student's orientation session. Students are required to act in a manner that will reflect positively upon themselves, HSI, and the profession for which they are being trained.

### Being Prompt

Being prompt to school instills good work habits and will create an atmosphere of learning. All students must be prompt and punctual for their scheduled times. If students see that tardiness is unavoidable, they should contact the Student Services Coordinator prior to the beginning of classes to let her know of the situation. Students may not be able to clock in after their scheduled start time without permission from their instructor or an official of the school. When clocking in late, students may have to report to the Executive Director's office before attending class.

### Parking

Parking for Students and staff shall be at the upper end of the parking lot in the front of the school.

### Learning Materials

Proper learning materials and tools are required for each Student to successfully complete the Cosmetology, Salon and Spa Leadership, Manicure, and Skin Care Therapy Programs. Standard approved textbooks and equipment may be obtained through the Student Services office. No borrowing of any materials or tools will be tolerated. Each student is responsible for their personal belongings, including learning materials and tools. All learning materials should be marked with the student's full name in permanent marker.

### Uninterrupted Learning

Students are required to have all proper learning materials and tools in order to perform all assignments. Students must be prompt for classroom instruction, and notebooks and writing instruments must be brought to class each day in order to participate in the learning experience. Each student must complete all required assignments and be fully prepared for class. No student is permitted to leave the classroom without permission from the instructor. Students are not to be interrupted while in class (e.g. texting, personal calls, or visitors). Students may not be pulled from a required theory class to work on the clinic floor and will be booked out on the appointment log during scheduled class hours.

### Fire Drills

We consider fire drill procedures to be a very serious matter.

1. When a fire drill is in progress in the school building, Students, faculty, clients and anyone else in the building are expected to leave the building (no one is to remain in the building when the alarm sounds).
2. Students should proceed quickly and quietly to the nearest designated fire exit.
3. Students are to be quiet and stay with their instructor while outside the building.
4. Instructors will take attendance and wait for instructions on re-entering the building.

### Lockers

Students who no longer attend HSI are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of HSI. HSI may inspect a student's locker at any time.

## PROFESSIONALISM AND MUTUAL RESPECT

Students are expected to dress and act in a professional manner at all times including while attending classes and visiting the campus. At the discretion of HSI administration, students may be dismissed from school for any serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons on school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building policies, or any other stated or determined infractions of conduct. Refunds for students terminated because of not maintaining HSI's Student Conduct Requirements will be made according to the guidelines of the Cancellation and Refund Policy. General rules of etiquette and conduct expectations are listed below:

- **No food or drinks allowed outside of the student break room. This includes administrative offices and hallways.**
- Students should communicate with other students and staff in a positive and professional manner.
- Entry into the classroom should be done as quietly as possible. Students should also limit exiting the classroom as this can be disruptive to the classroom environment.
- Personal conversations should be conducted in the student break areas, not in the classroom or hallways.
- Cell phones should be turned off when in the classroom. Students should refrain from texting or gaming while in the classroom.
- Children, friends, relatives or any other individual who is not an actively enrolled student are not allowed to "hang out" on school premises while the student is in class. This can be very disruptive to the overall operation of the campus and the individuals will be asked to leave.
- Students must refrain from any malicious and/or purposefully disruptive activity in the classroom in order to avoid termination from school. Any problems, complaints or other issues with the campus or campus administration should be discussed with the appropriate campus administrator and not fellow students, according to the Grievance Policy.

## Dress Code

All Students are to dress in a professional manner.

The following regulations must be followed by all Students:

1. General Clothing Requirements:
  - a) Clothing must be professional, clean, and free of stains, tears, and wrinkles.
  - b) No denim is allowed including shirts, pants, skirts, etc.
  - c) Undergarments must be worn at all times but must not be visible.
  - d) Clothing with suggestive slogans is absolutely prohibited,
  - e) No clothing that is too tight/form fitting or too loose is allowed.
2. Clothing Colors Allowed:
  - a) All students are required to wear clothing in “school colors” which include black, grey, white, or red.
  - b) Tops may be black, grey, white or red and pants/skirts may be black or grey.
  - c) Only a minimal amount of print on clothing is acceptable and must be in the school colors described here.
3. Acceptable Clothing:
  - a) Pants/skirts are allowed as long as they meet the color restrictions stated in Item 2 above.
  - b) Students may wear slacks, leggings, corduroys, Dockers and dress pants.
  - c) Pants not allowed include jeans, denims, cropped pants, capris, tights, sweats, shorts, spandex, or cut offpants.
  - d) Skirts must be no shorter than the width of a dollar bill above the knee – no spandex, mini-skirts, etc.
  - e) Shirts/blouses must meet the color restrictions stated in Item 2 above, must be tucked in at all times and may not be midriff length, sleeveless, form-fitting or low cut.
4. Accessories:
  - a) Shoes must be ALL BLACK, closed-toe, professional and comfortable.
  - b) No open toe or open heel shoes, sandals, high heels, flip flops, work boots, bedroom slippers, or inappropriate footwear.
  - c) No hats, baseball caps, beanies, scarves, headbands, or inappropriate headwear allowed.
  - d) Smocks/aprons must be worn at all times while on the clock and must be clean, pressed, free of stains, worn zipped or buttoned at all times and not altered in any manner (i.e., sleeves cut off, etc.).
  - e) Nothing may be worn over smock/apron. Appropriate matching coats (same color as smock/apron) may be worn underneath smock/apron. NO sweatshirts/fleece pullovers are to be worn in class or on the clinic floor. Dress appropriately for current weather conditions.
  - f) School-issued nametags must be worn and visible at all times. If lost or damaged, there is a \$20 replacement fee.
5. Personal Hygiene:
  - a) Hair must be clean and styled prior to arriving at school.
  - b) Cosmetics must be applied (if desired) prior to arriving at school using trend appropriate techniques.
  - c) No inappropriate facial piercing(s).

Students who fail to comply with this dress code will be subject to reprimand and/or disciplinary action and may, at the discretion of the school administration, be asked to leave school and return with appropriate attire. Repeat infractions may result in termination of enrollment.

## Harassment

HSI is committed to providing a school environment free from all forms of harassment, intimidation, or insult based on age, ethnic origin, color, religion, or gender, and to taking positive action to eliminate such practices or remedy their effects. Harassment is any discriminatory conduct by an individual that intimidates, insults, or annoys another individual. Harassment on campus in any form is prohibited. Any instances of harassment on school premises should be reported to the Executive Director.

All students are to be treated equally, respectfully and without any form of harassment, intimidation, or offensive treatment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature that would create an intimidating, hostile, or offensive environment are forbidden. Any individual enrolled at HSI who engages in such practices will be subject to disenrollment. Please refer to the school’s complete Sexual Harassment policy and procedure statement in this catalog.

## **Safety Precautions and Requirements**

Students should take note of where fire extinguishers and emergency exits are located in the school facility. This information along with evacuation procedures are posted throughout the school. For the benefit of both clients and students, students must take precautionary measures including:

- Protect the client's clothing/skin by draping the client.
- Ask the client to remove any jewelry, hair accessories, glasses, etc.
- Keep any and all chemicals away from the eyes (in case of eye contact with chemicals, thoroughly rinse eyes with cold water)
- Wear gloves when dealing with chemicals.
- Use any product containing chemically active ingredients carefully to avoid injury to you and your client.

Side effects of participating in education and/or industry related activities could be carpal tunnel syndrome, lower back/hip pain, varicose veins, blood waste, allergies, & dermatitis.

## **Vaccinations Policy**

Health And Style Institute does not require vaccinations for admission into our school. If a student or potential student is interested in getting more information about vaccinations, they should contact their local public health department or consult with their health care provider.

## **Service Assignments**

HSI is a learning institute, and it is our philosophy that we learn through experiences. Services will be assigned to students to ensure that they gain experience with a variety of hairstyles and hair types. All students are required to perform all services assigned to them. Refusing to perform any service may result in written disciplinary action including, but not limited to, suspension. Client service assignments are only transferable if directed by an Instructor, Student Services Coordinator, or the Executive Director of the school. All services must be thoroughly completed by the student. All parents, relatives and friends must pay HSI for services provided in the school.

## **Client Awareness**

As a student, the HSI salon guest should be viewed and treated as a Very Important Person. Professional conduct and mutual respect are expected at all times with the guest. Any complaints by a guest about student behavior will be investigated and may result in written disciplinary action if the complaint is found to have merit. No student is allowed to solicit clients from the school and any student found soliciting clients from the school will be terminated from the program without warning.

## **School Property**

Each student is responsible for any damages they may cause to HSI property. Each student shall care for all school property in a safe, diligent manner and ensure that the school facilities remain in proper condition.

## **Damage to Client Clothing**

Using proper protective material will help prevent any damage to client clothing. Students shall be responsible for any damage caused to their client's clothing resulting from the failure to use protective material, such as proper draping.

## **Smoking**

Health and Style Institute is a non-smoking facility. Students may smoke outside the premises in designated smoking areas only.

## **Clean Up**

To ensure a safe, clean learning environment, all students must clean up after themselves. Students are required to obey all State Board rules of personal hygiene, sanitation, and sterilization while in school. Clean up should occur immediately after students have finished their work and should become a habit. The staff will ensure that Students strictly adhere to all clean up procedures. Students are responsible for their stations and their assignments.

## **Electronics**

No radios, cellular phones, or other electronic devices are allowed on the clinic floor or in classrooms. Students may use their cellular phones on their scheduled breaks in the break room or in the back outside of the building only.

## **Insurance**

It is the responsibility of each student to obtain medical and property insurance. Students should check with their homeowner insurance company about coverage for their educational materials and personal belongings. HSI is not responsible for student belongings.

## **ATTENDANCE, ABSENCES & TARDINESS**

Students will find it difficult to successfully develop marketable skills without regular, consistent attendance. Since students are expected to progress and complete the program according to their attendance schedule of record, they are encouraged to attend their training sessions as scheduled. Part-time students are generally scheduled to attend 20 classroom hours per week while full-time students are usually scheduled for 35 hours per week.

## **Attendance Requirements**

When make-up time is made available, students are strongly encouraged to make up all missed time. All absences are recorded such that student records do not distinguish excused vs. unexcused absences. Students are encouraged to maintain 80% or better attendance rates. Monthly reviews of attendance are conducted, and students may be counseled if they are not successfully meeting or exceeding an attendance rate of 70% or more. Students' enrollment will be terminated after 14 consecutive calendar days of absence without having an official Leave of Absence on file and approved by a school official.

HSI will monitor, validate and post student time sheets weekly. Students may be able to arrange to complete make-up time to improve their overall attendance percentages. The Friday and Saturday attendance policies will be enforced. Students that do not maintain a minimum attendance percentage of 70% or better may be counseled regarding their attendance and its impact on their academic progress and placed on Attendance Monitoring for 30 days. Their progress will be reviewed at the end of the 30-day period. Those who have improved their cumulative attendance rate to 70% or higher will be removed from Attendance Monitoring. Those who have not may receive continued counseling and will remain on Attendance Monitoring. Their attendance may be reviewed every 30 days until they have improved their overall attendance rate to 70% or better.

The general rule to follow is that if the school is open, students are required to be present. Absences will count against the student's attendance rate which may result in dismissal from school. Students are encouraged to meet with their instructor or the Student Services Coordinator and arrange to make up all time missed as soon as possible.

## **Advance Notice of Absence or Tardiness**

Students should conduct themselves as though they are on-the-job professionals. They are expected to attend classes as scheduled and to arrive early or at least on time for each class. In the event that situations outside the control of students are going to cause them to be late or absent from class, they are to call the Student Services Coordinator prior to the start of their class. (Example: Hello, its Wednesday, June 9 at 7:40 am. This message is for the Student Services Coordinator. This is Jane Smith, and I will not be in today until 12 pm. Thank you.""). Any undocumented absence or a no call/no show may be cause for written disciplinary action from the school. Tardiness is NOT acceptable. Students who are late for theory class may not be allowed to enter the classroom until the next scheduled break and will not receive attendance credit for the time they missed. Students should read and be very familiar with the Attendance policies and procedures described in this catalog.

## **The Time Clock & the Importance of Clocking In and Out Daily**

All students are responsible for clocking in and out as they arrive for class and leave the building, including lunch breaks. Anytime students leave the building they must clock out. Time clock punches are posted to the minute. HSI will monitor and validate all time sheets weekly and will post the results. Students are responsible for reporting to HSI any discrepancy of hours. HSI will review the discrepancy and may hold a meeting with the student to review its findings.

## **Make Up Time**

Health and Style Institute is not obligated to provide make-up hours. However, when make-up hours are made available, we encourage students to attend, if necessary, in order to graduate on time. Make-up hours may only be allowed when another regularly scheduled class, which corresponds to the student's current program segment (i.e. core students can only make up time in another core class, advanced students can only make up time in another advanced class), is in session and there is space available. Students who are approved to attend a make-up session are being offered make-up hours only. HSI cannot guarantee that the particular lesson missed will be offered immediately or on-demand. In some instances, it may take weeks or months for the specific missed lesson to be offered again. Students attending make-up hours must follow along with the class session/lesson being given. Students may not refuse to participate so they may 'work on their own' or finish an assignment for another Instructor while the rest of the class works on a prescribed lesson plan.

If a student must miss a class for any reason, they must work with their instructor to complete a Request for Make-up Hours Form. This form must be approved and signed by either the Lead Instructor or Campus Executive Director. Students must bring the completed and approved form to the make-up class and present it to the instructor, or they may be prohibited from attending. Students making up time should clock in and out as usual in order to ensure proper credit for attendance.

## **Change of Schedule**

Students should present all change of schedule requests to the school for approval or disapproval. Whenever possible, requests for a change of schedule should be submitted at least two weeks prior to the date of the proposed change in order to allow the school an opportunity to work the changes into their class scheduling if possible. Schedule Change Fees may apply. For further information please see the Executive Director or Student Services Coordinator.

## **Inclement Weather**

In the event of inclement weather, HSI will have campus closure information on the local news and traffic stations. Also, by calling the main telephone number at the campus, students may learn of closures and/or delayed openings.

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR ALL STUDENTS IN ALL PROGRAMS**

### **Measurement of Progress**

All training programs are expressed in clock hours. One clock hour consists of 50 minutes of instruction within a 60-minute period. An academic year consists of 900 clock hours. All Health and Style Institute programs are contained within one or two academic years as follows:

<b><u>Program</u></b>	<b><u>Clock Hours</u></b>	<b><u>Academic Year</u></b>
Salon and Spa Leadership	1800	900 clock hours
Cosmetology	1500	900 clock hours
Makeup Artistry	900	900 clock hours
Teacher Training	800	900 clock hours
Skin Care Therapy	600	900 clock hours
Manicure	300	900 clock hours

### Same As or Stricter Than

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

### Grading Policy

In measuring students' academic performance, qualitative progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

<b>Grading Scale</b>	
<b>Letter Grade</b>	<b>Numeric Grade</b>
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### Course Incompletes/Repetitions/Non-Credit Remedial Program

The school has no non-credit remedial courses and does not assign grades of "Incomplete." These items have no effect on satisfactory academic progress standards. Should students earn a grade of less than 75% in any required curriculum unit, that unit must be improved to a grade of 75% prior to graduation. Repetitions will be considered towards both scheduled hours and actual hours when calculating academic progress. A "Withdrawal" is a withdrawal from school and has no impact on satisfactory progress.

### Graduation Requirements

In order to qualify for graduation, students must successfully complete all hours in the program and pass all exams, required of the program with a minimum grade average of 75%.

### Certificate of Completion

A Certificate of Completion will be awarded to all students who meet the minimum requirements to graduate from their program or course and meet all financial obligations to HSI.

### Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. In certain circumstances a LOA may be granted if a student follows the school's policy for properly requesting and documenting the LOA. The school may grant a LOA in the case of: a medical or other emergency, a death in the immediate family, a car accident, a serious illness or injury which requires time away from school, the need to be an essential caregiver to an immediate family member, a temporary mandatory job requirement, or if a student is called into active duty for the military. Any other reasons will be considered on a case by case basis. In order for a student to be placed on LOA the student must submit a request in writing and in advance. The request must be submitted to either the Student Services Coordinator or the Executive Director. The school's Leave of Absence form must be completed, and any supporting documentation must be submitted with the request. This written request must minimally include the reason for the LOA and the student's signature. The school may grant a LOA to a student who does not provide the request prior to the LOA only due to acceptable unforeseen circumstances. In this case, the school will document the reason for its decision, collect the request from the student at a later date, and it will establish the start date of the approved LOA as the first date the student was unable to attend.

Students will not be assessed any additional charges as a result of a requested LOA. Students will not be granted a LOA if the LOA, together with any LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period. Students granted a LOA, in accordance with the school's policy, are not considered to have withdrawn from school and no refund calculation will be performed as a result. Students on LOA will have their contract and maximum time frame period extended by the same number of calendar days taken in the LOA. Changes to the contract period must be either (i) changes to an enrollment agreement which are initialed by all parties or (ii) detailed in an enrollment agreement addendum, which must be signed by all parties. Students returning from a Leave of Absence or other official interruption of training must return to school in the same satisfactory progress status they had before prior to their departure.



A student will be withdrawn if the student takes an unapproved LOA. Students on an approved LOA who do not return by the expiration date will be withdrawn with a withdrawal date, for the purposes of calculating a refund, equal to the student’s last date of attendance.

### Transfer Students

New students that transfer to HSI with hours from another school will start with 0 hours and be evaluated at the same schedule as any other new student except that their contract length will be adjusted to give them credit for attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

### Evaluation Periods

Each training program is divided into “evaluation periods” rather than traditional quarters or semesters. Academic progress is reviewed on completion of these evaluation periods as defined below for each program. Evaluation periods are calculated based on hours actually attended. Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology: 450, 900, 1200 and 1500 actual clocked hours
- Skin Care Therapy: 300 and 600 actual clocked hours
- Manicure: 150 and 300 actual clocked hours
- Teacher Training: 400 and 800 actual clocked hours
- Salon and Spa Leadership: 450, 900, 1350 and 1800 actual clocked hours
- Makeup Artistry: 450 and 900 actual clocked hours

### Grades and Reviews of Progress

Students should strive to continually meet the minimum progress, attendance, and grade requirements throughout their enrollment period and to complete each evaluation period on time. Not only does failure to complete on time place students’ enrollment at risk, but each delay postpones graduation and the ability to become licensed and employed. All academic progress standards are cumulative from the point of entry into school and apply to all students (full-time, part-time and less than part-time) enrolled in the Cosmetology, Salon and Spa Leadership, Skin Care Therapy, Manicure, Makeup Artistry, and Teacher Training. To avoid delayed graduation, termination of enrollment and elimination of eligibility for financial aid, student must be making satisfactory academic progress. Students meeting the scheduled requirements for academic progress and attendance at an academic review point are considered to be making satisfactory academic progress and will remain eligible for financial aid awards. Students will be given hard copies of their Satisfactory Academic Progress Determination at the time of each evaluation. Students who do not meet the required progress standards will receive written notification of their loss of eligibility for financial aid.

### Maximum Time Frame (PACE)

Students may be allowed a maximum time frame of 1.5 times the program length in weeks (based on the hours in their program and number of hours they attend per week) to satisfy all academic requirements. A final review of academic progress will be made no later than the date on which the students’ maximum time frame expires. Students who fail to meet all graduation requirements on completion of the maximum time frame will no longer be eligible for Federal Financial Aid and will be notified in writing of such action by the school. However, students requiring additional time to earn certain service completions, which may be needed for state licensure eligibility, may submit an appeal to attend on a space available basis. Approval of this appeal is at the sole discretion of the school. Students who are dismissed due to failure to meet the standards for academic progress must reapply for reinstatement according to HSI’s policy in order to continue training. Please note that transfer hours from another institution that are accepted toward students’ educational program are counted as both attempted and completed hours for the purpose of determining when the allowable Maximum Time Frame has been exhausted. The maximum time frame for each program is listed below.

MAXIMUM TIME ALLOWED				
Program Name	Hours	Weeks		Scheduled Hours
		Full-Time (35 or 30 Hours/Week)	Part-Time (20 Hours/Week)	
Cosmetology	1500	65	113	2250
Skin Care Therapy	600	26	45	900
Manicure	300	13	23	450
Salon and Spa Leadership	1800	78	135	2700
Teacher Training*	800	35	60	1200
Makeup Artistry**	900	45	68	1350

\*Students attending the Teacher Training Program 21 hours per week have a maximum time allowed of 58 weeks.  
 \*\* Student enrolled in the full-time Makeup Artistry program attend 30 hours per week.

### Attendance Progress Reviews

Students are expected to maintain a cumulative minimum attendance rate of 66.7% in order to be considered to be making satisfactory attendance progress. The cumulative attendance rate is calculated by dividing the total hours attended by the total hours scheduled since the beginning of the program. At the end of each evaluation period, the school will determine whether students have maintained the minimum attendance rate indicating that they have the ability to graduate within the maximum time frame.



## **Academic Progress Reviews**

All formal progress determinations are based on cumulative performance from the beginning of the program. Students are expected to successfully complete all of the academic requirements (including exams, attendance, and practical/clinical assignments) scheduled for each evaluation period with a minimum cumulative grade average of 75% or higher.

## **Evaluations of Progress**

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

## **Financial Aid Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and are considered to be making satisfactory academic progress during the warning period which is typically the subsequent evaluation period. Students will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, they may be placed on probation and, if applicable, students may be deemed ineligible for Title IV financial aid.

Students who are placed on financial aid warning Status may continue to receive federal financial aid for one additional payment period. However, financial aid awards may not be made to students unless and until they meet all scheduled requirements for the evaluation period by no later than the next academic review point. Students will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students may not be placed on financial aid warning status for two consecutive evaluation periods.

## **Financial Aid Probation**

Students who fail to meet minimum requirements for attendance or academics after the warning period may be terminated from the program and will become ineligible for Title IV financial aid. Students may appeal the decision(s). Should they prevail upon the appeal, they will be placed on financial aid probation, provided with a personalized academic plan that will allow them to successfully meet Satisfactory Academic Progress standards by the end of the next evaluation period and as they are considered to be maintaining satisfactory progress during the financial aid probation period, their Title IV financial aid can be reinstated.

Only students determined to have the ability to meet the minimum Satisfactory Academic Progress Policy requirements by the end of the next evaluation period or have an approved academic plan may be placed on probation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. Students will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probation period the student has still not met the minimum requirements for academics and attendance as either outlined in the Satisfactory Academic Progress Policy or as defined in their personalized academic plan, they will be deemed not making Satisfactory Academic Progress and will lose their eligibility for Title IV financial aid. Students will be notified in writing of the loss of eligibility for financial aid.

## **Re-Establishment of Satisfactory Academic Progress**

Students who are deemed NOT to be making Satisfactory Academic Progress may re-establish Satisfactory Academic Progress and eligibility for Title IV financial aid by making up missed tests and assignments and increasing cumulative grade average to 75% or better and increasing their cumulative attendance rate to 66.7% or better.

## **Reinstatement of Title IV Financial Aid**

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress.

## **Re-Entries and Interruptions**

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time either during a Leave of Absence or during a period of time in which a student was withdrawn, does not affect Satisfactory Academic Progress.

A Leave of Absence will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved Leave of Absence. Students wishing to re-enroll in school after withdrawing may be required to submit a letter to the school administration and may be subject to additional fees. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the Executive Director. Students who are re-enrolling after a period of withdrawal are placed in the same Satisfactory Academic Progress standing as when they left.

## **Appeals Related to Satisfactory Academic Progress and/or Loss of Eligibility for Financial Aid**

If students are determined NOT to be making Satisfactory Academic Progress at the end of a warning period, they may appeal the negative determination within 5 days of notification. The school would typically give consideration to appeals made based on the death of a relative, an injury or illness of the student, or other special circumstances. Students must submit their written appeal notice to the Executive Director or other school administrator with supporting documentation including reasons why they failed, why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. Students will be notified of the results of their appeal in writing within 14 days of the date it was received by the school.

The school administration may, at its discretion, grant the appeal and place the students on probation. As students are considered to be making Satisfactory Academic Progress until the end of the next payment period, the school may also reinstate their eligibility for Title IV financial aid. If the institution determines during the review of the appeal that the student appeal should be granted but they still could not complete the training within the maximum timeframe, the institution will develop an academic plan for the student which they must follow in order to continue to maintain satisfactory progress. The academic plan will be monitored by the institution and reviewed at the next scheduled payment period to make sure that students are adhering to their academic plans. If, at the end of the next evaluation period, students are still not making progress or are not following the approved academic plan, they will then receive another written notice terminating their enrollment and canceling their eligibility to receive Title IV financial aid. The student may apply for re-entry according to school policy.

A copy of the appeal documents along with the appeal determination record will be maintained in each student's permanent file. The results of the appeal review are final and not appealable and will be maintained in students' permanent files.

## **Impact of Academic Progress on Financial Aid**

Students who are receiving Title IV financial aid funds and do not maintain satisfactory progress will not be eligible for Title IV student aid until satisfactory progress has been achieved in accordance with the school's policy on warning and probation. Once federal monies have been terminated, the balance of the tuition owed is the responsibility of the student.

## **REINSTATEMENT**

Students who left school, whether voluntary or involuntary, are eligible for reinstatement at the discretion of the Executive Director. Students requesting reinstatement will be charged an administrative reinstatement fee of \$150.00. Reinstatement applies to any withdrawn student who is returning to their program of study within 180 calendar days of their last date of attendance. Students who wish to re-enter after 180 days since their last date of attendance are considered a Re-Enrollment (not a reinstatement), which requires a new Enrollment Agreement and all applicable fees outlined in the Re-Entry Enrollment Agreement. Any student accepted for reinstatement will re-enter the program on a 30-day trial basis at the point they were at the time of withdrawal and may be provided a personalized plan that they must follow for the evaluation period. At the end of the 30-day trial period, if it is determined that trial students have successfully followed the plan set out by the school, they will be allowed to remain in school. If the plan has not been successfully followed, the school reserves the right to terminate the student's enrollment. To have financial aid reinstated, students must be approved for reinstatement and meet the standards required to be eligible for student aid.

## **SUSPENSION & TERMINATION**

Students will be terminated for failure to: have attendance recorded for 14 consecutive calendar days, meet minimum standards for academic progress, meet the minimum conduct standards of HSI, or fulfill their financial obligations according to their agreement with HSI. The school reserves the right to suspend and ultimately dismiss students for reasons, including but not limited to, the following: failure to attend classes regularly; failure to complete the program within the contracted scheduled time; failure to adhere to the Saturday attendance policy; refusal to complete assigned classes or Student Salon work; breach of school rules and regulations; falsification of school records; cheating; conduct or conditions that pose a direct, adverse threat (including bullying) to other students, guests or employees of HSI; or failure to make required cash payments. Intentional destruction of school property, destruction of other students' or staff members' property, physical violence and threats of violence can mean immediate dismissal/suspension without warning. Students are responsible for their own educational equipment and personal belongings that may have been left in the school. These items must be removed by the student from the school's premises within 30 days from the date of the dismissal/suspension or they will be removed by the school and disposed of accordingly.

Should students find it necessary to discontinue their training, they are encouraged to meet with the Executive Director to discuss their situation and submit written notification of their request. Whether termination of enrollment is voluntary or involuntary, students are obligated for the amount of tuition and fees due to HSI based on the refund policy. Students have the right to appeal dismissal decisions made by HSI administration by submitting a written request to the Executive Director describing any mitigating circumstances or conditions that warrant special consideration.

## GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, HSI will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained on file by the school. Most challenges that students experience while in school can be worked out with school staff just by opening lines of communication and having positive and constructive discussions regarding the situation. Students having any challenges are asked to first meet with their instructor and/or Student Services Coordinator to address these concerns. If students believe that this meeting did not properly address their concerns, they should either request a meeting with the Executive Director to discuss the situation or they may follow the instructions below for filing a formal grievance.

Note that appeals related to academic progress and reinstatement of federal student aid require specific information to be included in the appeal. Please refer to the “*Appeals Related to Satisfactory Academic Progress and/or Loss of Eligibility for Financial Aid*” section of the School Catalog.

### ***Procedures for Filing a Formal Grievance***

The following procedure outlines the specific steps of the complaint process.

1. Students should direct their complaint in writing to the Executive Director within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
3. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
6. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency and/or State Board:
  - a. National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS) located at 3015 Colvin Street Alexandria, VA 22314, telephone number 703-600-7600.
  - b. North Carolina State Board of Cosmetic Art Examiners at the following address: North Carolina State Board of Cosmetic Art Examiners, 1201 Front Street, Suite 110, Raleigh, NC 27609, or call (336) 733-4117. Complaints may also be filed online at: <https://www.nccosmeticarts.com/inspections/complaints.aspx>

## PAYMENTS & FINANCIAL ASSISTANCE

### **Payment Methods**

HSI accepts payment for tuition, educational materials and other fees through cash payments, major credit cards (Visa, MasterCard, and Discover), personal or company check, private educational loans, institutional loans, federal student loans and federal grant programs such as Pell Grant and Vocational Rehabilitation. In the event that students are unable to pay the entire cost of tuition and fees at the time of enrollment, HSI will make every effort to work with students to develop payment plans, which are reasonable for their individual budgets. All outstanding student account balances are billed directly to the student, and students must abide by the payment terms and conditions. HSI reserves the right to terminate any students' enrollment for failure to satisfy delinquent accounts according to the prearranged agreement. Students interested in pursuing financing should meet with a member of the Financial Aid Office.

### **Payment Due Dates & Consequences for Late or Non-Payment**

All student payments are due and payable as agreed upon in the Contract Addendum/Installment Note & Disclosure Statement jointly executed by the student with the school. Any payment not received by the tenth (10th) day following the due date shall be deemed late and may result in the student being placed on financial leave of absence and being assessed a \$5.00 late charge. Once the school has exhausted all reasonable efforts to collect payments due from students and the amount remains unpaid, students may be terminated from the program and, in addition to the late fees stated above, delinquent students may be dismissed from school and delinquent accounts may be turned over to an agency for collection. In this case, students will be charged the school's cost of collecting the outstanding balance, including but not limited to court costs or reasonable attorneys' fees. If accounts are not current, the school may place a hold on mailing the licensing examination application to the State Board Examination Vendor until the account is brought current.

**Purchase of Required Equipment & Supplies**

Students are required to have a certain educational material such as textbooks, supplies equipment etc. for use during their training program. These materials are purchased from the school. Students are responsible for their State Board Testing Fees, the cost of any additional mannequins they may require, and any expenses related to resume development and distribution.

**TUITION REFUND & CANCELLATION POLICIES**

- This refund policy applies to terminations from any program for any reason including voluntary withdrawal, by student or school, including student decision, course or program cancellation, or school closure.
- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If a student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the Registration Contract, all monies collected by the school will be refunded even if the student has begun classes. The official “date of determination” of withdrawal or termination will be the postmark on written notification; the date said notification is delivered to the school in person or by phone or the date of expulsion by the school. For a student on an approved leave of absence, the date of determination is the earlier of the date the student notifies the school of the intent to drop or the scheduled return date should the student fail to return on that date. Attendance is monitored weekly to ensure that unofficial determinations of withdrawal and refunds are made in a timely manner.
- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$150 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are calculated from the last date of attendance and based on scheduled hours:

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL PROGRAM	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.001% 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%

- Any monies due the applicant or student shall be refunded within 45 days of the “date of determination” as defined above.
- This refund policy applies to tuition and fees charged in the Registration Contract. No refunds are made for educational materials or textbooks. Other miscellaneous charges the student may have incurred at the institution (EG: extra materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and Registration Contract. Upon withdrawal/termination from school any balance(s) owed including, but not limited to, those resulting from this policy are due in full immediately.
- In the event of termination of a program, students currently enrolled and for whom instruction has not begun, will either receive a full refund of their tuition or be provided the opportunity to complete their training at a later time.
- In the event the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option and in its sole discretion will either: make a pro rata refund of tuition or participate in a teach-out agreement.
- In the event the school cancels a program and ceases to offer instruction after students have enrolled and before instruction has begun, the school at its option and in its sole discretion will either: 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 program; or participate in a teach-out agreement; or provide a full refund of all monies paid.
- Students will be terminated for failure to have attendance recorded for 14 consecutive calendar days.

**TITLE IV REFUND POLICY**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by Students who withdraw, drop out, are dismissed, or take a leave of absence and don’t return from a LOA prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds.

However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of scheduled hours up to the day the student withdrew divided by the total scheduled hours in the payment period. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = 100% of the disbursed aid minus the earned aid.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the Student a post-withdrawal disbursement which must be paid within 120 days of the Student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the Student's withdrawal. Refunds are allocated in the following order up to the net amount disbursed from each source:

- Unsubsidized FFEL/Direct Stafford Loans
- Subsidized FFEL/Direct Stafford Loans
- FFEL/Direct PLUS (Parent)
- Federal Pell Grants for which a return of Title IV funds is required.
- Federal Supplemental Educational Opportunity Grants for which a return of Title IV funds is required.
- Teach Grants for which a return of Title IV funds is required.
- Iraq Afghanistan Service Grant, for which a return of Title IV funds is required.
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

## FEDERAL FINANCIAL AID

Federal financial assistance is available to HSI students who are enrolled in certain programs. In order to qualify, the student must be enrolled in a program that is approved for financial aid by the US Department of Education. Students may contact HSI's Financial Aid Office for additional information.

### *Types of Aid Available*

Gift aid, which does not need to be repaid, includes the **Federal Pell Grant**. Pell Grant eligibility is based solely on each student's EFC and HSI's cost of attendance, and the grant amount varies each year depending on federal appropriations. The loan programs available at HSI include the Federal Direct Subsidized Loan Program, the Federal Direct Unsubsidized Loan Program, and the Federal PLUS Loan Program. Any awards from the federal loan programs must be repaid in accordance with the terms of the promissory note, which is signed by either the student or the parent.

The Federal Direct Subsidized and Unsubsidized Loans are fixed-rate loans available for eligible students with a limit of \$9,500 per academic year (loan amounts may be prorated based on academic program length). A maximum of \$3,500 can be subsidized, meaning that the federal government pays the interest on the loan while the students are in school attending at least half-time. The additional \$6,000 unsubsidized loan amount is available only for eligible students. The fixed-interest rate for Federal Direct subsidized loans first disbursed as of July 1, 2022, is 4.99% percent and the fixed-interest rate for Federal Direct unsubsidized loans is 6.54%.

*\*Note: Annual financial aid awards may be prorated if you are enrolled in a program that is less than 30 weeks in duration or less than one academic year (900 clock hours) in length.*

The PLUS Loan program is available for the parents of dependent students only and has a fixed interest rate of 7.54% percent for Direct PLUS borrowers. The PLUS loan is repayable immediately upon disbursement. PLUS, Loan eligibility annually is the difference between the Cost of Attendance and the total of all other aid.

### *Applying for Student Financial Assistance*

HSI participates in the following federal (Title IV) financial aid programs: Federal Pell Grant, Federal Direct Loans, both subsidized and unsubsidized, and Federal PLUS loans. Students apply for all of these funding programs by completing a Free Application for Federal Student Aid (FAFSA), available in the Financial Aid Office, or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

To be eligible for federal financial aid, students must meet the following general eligibility criteria:

- Be a US citizen or eligible non-citizen,
- Have a valid Social Security Number,
- Be registered with Selective Service, if required,
- Must not be in a "default" status on a student loan or owe an overpayment of grant aid,
- Possess a high school diploma, GED or its equivalent or, subject to certain restrictions, meet U.S. Department of Education (ED) standards for having proven the ability to benefit,
- Must not be incarcerated,
- Must not have been convicted of drug possession or sales in violation of ED rules and regulations, and
- Must be enrolled in a program which meets certain minimum length requirements, and which leads to a degree, diploma, or certificate.



Students reapply each award year for financial aid, and some students may be considered crossovers if their aid eligibility is determined for each term or payment period out of a different award year. Students must maintain Satisfactory Academic Progress in order to continue eligibility for all forms of student financial aid. After the FAFSA data is submitted, students will receive a Student Aid Report (SAR) Information Acknowledgement in the mail or an email with directions to the students' SAR on the web. HSI will receive the students' information electronically. This data includes the Expected Family Contribution (EFC), which is used by the Financial Aid Office to determine the students' eligibility for all federal aid. Students receive an award notification from HSI that shows the aid expected to be received from each aid program.

### ***Awarding Aid***

HSI uses the federally mandated formula to determine financial need as follows: Cost of Attendance - Expected Family Contribution = Financial Need. The Cost of Attendance is determined by HSI and includes both direct costs (tuition, fees, and books) and indirect costs (room and board, transportation, and personal expenses). The EFC is determined by the federal government using the data from the FAFSA. The students' need for financial aid is the difference between these two numbers, and aid is awarded to students in the following order: Federal Pell Grant, Federal Direct Loans, and Federal PLUS Loan. Assistance from other agencies is considered in determining a student's eligibility for financial aid and is considered after a student's Pell Grant eligibility is determined.

### ***Verification Policy***

Verification refers to the process of both collecting documentation from students and/or parents to support the information reported on the financial aid application(s) and comparing the source documentation to the information as reported. To be in compliance with the federal law, the federal government requires verification and HSI must collect the documentation specified. The Department of Education requires that schools verify students' files under the following circumstances:

- If the student's ISIR has an asterisk next to the EFC.
- If the Office of Financial Aid discovers conflicting information in the students' files or has reason to believe that the information provided by the students is not correct.

In addition, it is HSI's policy to collect suitable documentation in the following circumstances:

- The Office of Financial Aid has determined that the students' financial and other information warrant a "dependency status override."
- The students or parents qualify for any type of professional judgment adjustment.

In compliance with federal regulations, HSI will not disburse or deliver any federal loan funds until required verification is complete. Collecting and submitting the necessary documentation in a timely manner is the responsibility of the students, though the Office of Financial Aid should assist and advise the students where necessary.

Students must either submit all required verification documentation within 10 days of the class start date or contact the financial aid office for an extension to the verification deadline. The final year-end deadline for verification documentation is the earlier of 120 days after the students' last date of attendance or September 1st following the close of the pertinent fiscal year (June 30th).

If students do not furnish the required verification documentation by the verification deadline, HSI may cancel the students' financial aid awards for the award year. Any federal Pell Grant funds, which were disbursed, may be refunded in full, and pending loan applications may be canceled. All efforts will be made to assist the students in obtaining the required verification documentation by the deadline or the extended deadline. Financial aid awards may change based on the verification process. Should the financial aid award change, the students will be provided with a revised award letter indicating the new award.

Students who are selected for verification will be placed in one of the five following groups: V1, V2, V3, V4 and/or V5. The group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student's spouse and, if applicable, the parent(s) whose data was also included on the FAFSA. Applicants submitting the FAFSA utilizing the IRS data retrieval may not be required to provide an income tax transcript.

The data to be reviewed will correspond to the data required in each of the following groups:

- |  |                                 |
|--|---------------------------------|
| V1 Standard Verification Group           | V4 Custom Verification Group    |
| V2 SNAP Verification Group               | V5 Aggregate Verification Group |
| V3 Child Support Paid Verification Group | V6 Household Resources          |

### **Items That May Be Verified**

- AGI (adjusted gross income) Federal taxes paid.
- UTI (untaxed income)
- Number in the household
- Number in post-secondary education
- High School Completion Status
- Identity/Statement of Education Purpose
- SNAP
- Child Support Paid



Untaxed income includes the following: Social Security benefits, child support received, untaxed payments to IRA/Keogh plans, foreign income exclusions, and earned income credits. A copy of the students', spouses', and/or parents' federal income tax transcript(s) and a completed verification worksheet verify most information. Students, spouses or parents who do not and are not required to file a tax return for the base year must complete a non-filer's paperwork.

### ***Voter Registration Information***

Voter registration information will be made available to students in the Financial Aid Office.

## **STUDENT RECORDS**

The Student Services Coordinator is responsible for the maintenance of the official student record. All requests for copies should be made through this office. Official transcripts are released to other institutions by request only. Request must be typed or printed in ink on a standard 8.5" by 11" sheet of paper. Request must include institution name, address, city, state, zip code, area code, phone number, and contact person. Transcripts will be mailed within fourteen (14) business days from the date of the request. *All financial obligations must be met in order for the school to release a transcript.*

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Because HSI is a post-secondary educational institution, the rights described in FERPA belong to the students at HSI, rather than their parents. The term "student" as used in the following FERPA policy applies to currently enrolled students and former students who were accepted, began attending classes, and either graduated, withdrew or did not graduate. Questions about FERPA or FERPA rights should be addressed to the Executive Director.

### ***Annual Notification***

Students are notified of their FERPA rights by receipt of this document during orientation. Faculty and staff are notified of HSI's FERPA policies and procedures by receipt of this document, given to all full and part-time employees at the time of hire.

### ***Student Rights Under FERPA***

Students (or parent or guardian if the student is a dependent minor) have the right to inspect and review their educational records according to the following procedure:

- Request amendment of their educational records - Students may ask HSI to amend a record that they believe is inaccurate or misleading. They may submit a written request for amendment of their record(s) to the Executive Director, specifying why they believe the record is inaccurate or misleading. The Executive Director will notify the student of the decision made on the request for amendment.
- Consent for disclosure of their educational records - The exceptions to disclosure of student records only with written consent are noted below.
- File a complaint with the U.S. Department of Education-Individuals who have questions about FERPA or who wish to file a complaint should contact:

*Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C., 20202-4605*

### ***Procedures to Inspect Educational Records***

Students should submit to the Executive Director a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Executive Director will make the needed arrangements for access as promptly as possible and notify the student in writing of the time and place where the records may be inspected. Access will be given in 30 calendar days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

### ***Refusal to Provide Copies***

HSI reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student lives within commuting distance of HSI.
- The student has an unpaid financial obligation to HSI.
- There is an unresolved disciplinary action against the student.

### ***Disclosure of Education Records***

HSI will disclose information from students' education records only with the written consent of the student (or parent or guardian if the student is a dependent minor), EXCEPT:

- To school officials who have a legitimate education interest in the records. A school official is:
  - A person employed by HSI in an administrative, supervisory, academic or research, or support staff position.
  - A person employed by or under contract to HSI to perform a special task, such as an attorney, auditor or financial aid consultant.
- A school official has a legitimate education interest if the official is:
  - Performing a task that is specified in his or her position description or by a contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in conjunction with an audit, review or evaluation of compliance with education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of HSI.
- To accreditation agency, government agency or the National Accrediting Commission of Career Arts & Sciences, or in direct response to a directive of the Commission.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- The records of a disciplinary proceeding conducted by HSI against an alleged perpetrator of a violent crime will be disclosed to the alleged victim of that crime without the written consent of the alleged perpetrator.
- To parties requesting directory information, if a student has not provided a written request for the non-disclosure of such information.

### ***Directory Information***

HSI designates the following items as Directory Information: Student name, address, telephone number, date and place of birth, major field of study (program), participation in officially recognized activities, dates of attendance, degrees, certificates and awards received, most recent previous school attended and photograph. HSI may disclose any of those items without prior written consent unless notified in writing to the contrary by the tenth calendar date following a student's program start date.

## **STUDENT RIGHT TO KNOW DISCLOSURE**

Federal law requires that schools disclose certain information regarding completion, graduation and transfer out rates for eligible programs to students as well as information on student diversity and other important data. You can find this and other information by visiting the College Navigator website at: <http://nces.ed.gov/collegenavigator/?q=health+and+style&s=all&id=456968>

## **CAMPUS CRIME AND SECURITY POLICY**

### ***General Information:***

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is performed by the institution's chief compliance officer who contacts the correct police department district for statistics and the institution's "Daily Incident Log", and then records those statistics. Each Year by October the institution will hand out to all currently enrolled students and current employees a copy of the updated crime report. During the year all newly enrolled students will receive a copy of the current crime report as part of the student pre-enrollment process.

3. Only students, employees and other parties having business with this institution should be on institutional property. The visitor must also wear a visitor's badge while on campus. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a) Health And Style Institute does not have any security personnel. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a) Do not leave personal property in classrooms.
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people.
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving.
  - f) The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The school has no formal program, other than orientation, which disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee or evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
  - i) The institution does not currently have policies and procedures allowing voluntary confidential crime reporting. Health And Style Institute does not have procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions Daily Incident Log located on campus at the front desk. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. Information is also located within the school catalog.
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion while investigations are being performed, termination and/or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
- Report the offense to the school administration.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
  - Contact law enforcement

14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. Information for crime victims about disciplinary proceedings. The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. Link: <http://sexoffender.ncsbi.gov/disclaimer.aspx>

### ***Timely Warning***

In the event that a situation arises, either on or off campus, that the Local Police constitutes an ongoing or continuing threat, a school wide “timely warning” will be issued. The warning will be issued throughout the school to students and staff through word of mouth. If the particular circumstances of the crime could pose immediate threat to the community and individuals, Health and Style Institute may also post a notice on the school’s phone system to provide the community with more immediate notification.

Also, a notification of the crime will be posted on the front doors of the building to ensure the safety of all students, staff, and customers of the Health and Style Institute. Anyone with information justifying a timely warning should report the circumstances to the Greensboro Police Department, by phone (336)-373-2496) or 911, or in person at the Police Department.

### ***Emergency Evacuation Plan***

This school's campus consists of one building. If an emergency evacuation is required, you will be notified by either your instructor or by a message service. All effected members of the school will follow the emergency plan posted in the area you are currently located in. On an annual basis the institution will conduct an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures. If a fire is discovered in the building, the following procedures should be followed:

### ***Emergency Exit Procedure***

Emergency exit procedures to be followed in event of fire or other emergency are posted in each school. If a fire is discovered in the building, the following procedures should be followed:

- **CLEAR** anyone in immediate danger.
- **CONFINE** the fire by closing all doors and windows to the area.
- **CALL** the Fire Department.
- **ACTIVATE** the alarm.
- **EXTINGUISH** the fire if safe to do so.
- **EVACUATE** quietly and calmly using your nearest Emergency Exit. Walk down. Use Safe Stairwell Procedures:
  - Remove high-heeled shoes.
  - Move quickly. Walk in single file using handrails.
  - Be prepared to move to one side for Emergency Personnel.
  - Allow others to enter without holding up traffic.
  - Assist those who are slower or physically impaired.
  - Treat injuries at stairwell landings if necessary and safe to do so.
  - Do not smoke.
  - Do not spread false information.
- **FOLLOW** directions of Emergency Personnel

**IF YOU SMELL SMOKE OR HEAR THE ALARM ...Before opening any door, feel the top of the door with your hand.**

- If the door is **HOT-DO NOT OPEN IT**
  - Proceed to an alternate door.
  - If no alternate door, notify a staff member to contact the Fire Department.
  - If you cannot locate a staff member quickly enough, go to any phone and dial 911 and request assistance. Give your exact location and all known facts.
- Seal the door and any vents with cloth material to keep smoke out.
- If there is smoke, stay low. Air is cooler and cleaner close to the floor.
- If water is available, keep a wet cloth over your mouth and nose.

- Do not break the window. Signal at the window by waving a bright colored object, since breaking a window provides a new source of oxygen to feed the fire and could injure people below.
- Remain calm. Help is on the way.
- If the door is **NOT HOT**
  - Brace behind the door and open it cautiously.
  - Check corridor for smoke. If there is smoke present, stay low and crawl.

## CAMPUS CRIME STATISTICS

Crimes Reported	2020	2021	2022	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime
<b>Criminal Homicide</b>					
Murder (Includes non-negligent manslaughter)	0	0	0		0
Negligent manslaughter	0	0	0		0
<b>Sex Offenses</b>					
Rape	0	0	0		0
Fondling	0	0	0		0
Incest	0	0	0		0
Statutory rape	0	0	0		0
Robbery	3	0	0	P	0
Aggravated assaults	0	1	0	P	0
Burglaries	0	0	0		0
Motor Vehicle Thefts (on Campus)	0	0	0		0
Arson	0	0	0		0
<b>Arrest and Referrals</b>					
Liquor law violations	1	0	1	P	0
Drug law violations	0	0	1	C	0
Illegal Weapons Possession	0	0	0		0
<b>Hate Crimes</b>					
Larceny-theft	0	0	0		0
Simple assault	0	0	0		0
Intimidation	0	0	0		0
Destruction/damage/vandalism of property	0	0	0		0
<b>Crimes Against Women Act</b>					
Domestic violence	0	0	0		0
Dating violence	5	2	0	P	0
Stalking	0	0	0		0

### *Hate Offenses:*

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

### *Crimes Against Women*

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],

- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”
- “Dating violence” means violence committed by a person –
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of the relationship; and
  - The frequency of interactions between the person involved in the relationship.”
- “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.”

### ***Definition of Terms***

- The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
- The term **awareness programs** refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs.
- The term **risk reduction** refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.
- The term **ongoing awareness and prevention campaigns** refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.
- The term **bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

### ***To Report a Crime and other Contact Information Requirements***

Office Responsible to provide a copy of the Campus Security information	Financial Aid (336)-885-3452
Who to contact to report an incident at the Institution	Executive Director (336) 885-3452 Chief Executive Officer (770) 635-5750
Local Law enforcement agency to report an incident	Non-emergencies Greensboro Police: (336)-373-2496 EMERGENCIES DIAL 911
Title IX Coordinator Name and contact information	Josh Taves, C.E.O. (770) 635-5750; jtaves@healthandstyle.edu



# COMPUTER AND NETWORK USE POLICY

## ***Introduction***

This acceptable use policy governs the use of computers and networks on the HSI campus. As users of these resources, students are responsible for reading and understanding this document. This document protects the consumers of computing resources, computing hardware and networks, and system administrators.

## ***Rights and Responsibilities***

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

## ***Existing Legal Context***

All existing laws (federal and state) and campus regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Users do not own accounts on school computers but are granted the privilege of exclusive use. Under the Electronic Communications Privacy Act of 1986 (Title 18 U.S.C. section 2510 et. seq.), users are entitled to privacy regarding information contained on these accounts. This act, however, allows system administrators or other employees to access user files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of the institution. For example, system administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on school computer facilities are considered "educational records" under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. section 1232[g]).

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the network may have their own policies governing the use of those resources. When accessing remote resources from HSI facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

## ***Enforcement***

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the unit administering the accounts or network. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct, which are more serious, may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior. In addition, offenders may be referred to the sponsoring agency, department, employer, or other appropriate office for further action. If the individual is a student, the student may be subject to termination. Any offense that violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to appropriate institutional offices and/or law enforcement authorities.

When at school, students should be completing school-related work. Excessive or repeated use of the computer for personal use while at HSI is not acceptable. This includes playing computer games, downloading unauthorized programs, etc. Students will receive a warning if it is determined that this kind of activity continues. Subsequent infractions can result in termination of enrollment.

## ***General Rules***

Conduct which violates this policy, includes, but is not limited to, the activities in the following list.

- Unauthorized use of a computer account.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.

- Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using campus resources for commercial activity such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or campus regulations.
- Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

### ***PLANS TO COMBAT THE UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL THROUGH THE USE OF HEALTH AND STYLE INSTITUTE NETWORK***

Health And Style Institute has in place programs to combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with the educational and research use of the network. These programs include the following:

1. **Technological Deterrents.** The institution uses the following technological- based deterrents to combat the unauthorized distribution of copyrighted material by users of the institution's network –accepting and responding to Digital Millennium Copyright Act (DMCA) notices.
2. **Educating the Community.** The institution utilizes appropriate means (e.g., inclusion of information in the student documents and educating incoming students) to inform students, staff, and faculty about appropriate and inappropriate uses of copyrighted materials. These educational efforts will include information that informs students that unauthorized distribution of copyrighted material may subject a student to civil and criminal liabilities, a summary of penalties for violation of Federal copyrights laws; and a description of the institution's policies with respect to unauthorized peer -to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted material using the Health And Style Institute network.
3. **Program Review.** The institution through the use of relevant assessment criteria shall review the effectiveness of its program to combat the unauthorized distribution of copyrighted material, which shall also include reviewing legal alternatives available for downloading or otherwise acquiring copyrighted material. Relevant assessment criteria could include items such as reviewing whether the institution is following best practices, before and after comparisons of bandwidth used for peer-to-peer applications, low recidivism rates, and reductions in the number of legitimate electronic infringement notices received from rights holders.

### **LEGAL ALTERNATIVES FOR DOWNLOADING**

The institution makes available information about legal alternatives for accessing and downloading copyrighted material. As a part of the review to be conducted pursuant to A.3 above the institution shall reassess determinations made regarding the availability of legal alternatives for downloading or otherwise acquiring copyrighted material.

A growing number of secure, RIAA-approved options are available for downloading music files. A few of the services that have emerged include:

amazonmp3™ -<http://www.amazon.com/mp3>

Amazon MP3, digital music service offering a large selection of a la carte DRM-free MP3 downloads. Songs can be downloaded for a modest fee.

Apple™ iTunes -<http://www.itunes.com/>

Users pay a modest fee per song to download music that can then be burned onto CDs or placed on an iPod™, Apple's portable music listening device. iTunes claims to have 500,000 songs in its database. Its software comes in both Mac and Windows versions.

D2U Digital Downloads at the University - <http://www.washington.edu/computing/d2u/>

D2U is about legal, safe, and easy use of streaming, downloading, and podcasting digital media at the UW.

As of June 1, 2007, the University of Washington no longer contracts with an online music service. However, there are still several legal online services available directly to the UW community. It is important to make sure that your music is coming from a legal source; the links below offer a great place to start in your search for legal music.

Napster® - <http://www.napster.com/>

The new Napster charges a monthly fee for unlimited listening. For a modest fee individual songs can be burned onto CD. Napster boasts of having 500,000 songs from all musical genres. Its software requires Microsoft™ Windows.

Rhapsody is a subscription service from Real™ (the makers of the Real Media Player). They charge a monthly fee for unlimited listening, and a modest fee to download and store songs.

Y! Music™ - <http://new.music.yahoo.com/>

Find music videos, internet radio, music downloads and all the latest music news and information on Yahoo! Music. Yahoo! Music Unlimited is a subscription music service that requires an annual or monthly fee for unlimited listening. Songs can be downloaded and stored for modest fee.

Zune™ - <http://www.zune.net/>

Zune Marketplace offers songs, albums, DRM-free MP3s, music videos, audio/video podcasts and more. Offers a subscription music service that allows unlimited downloads for a monthly fee or individual tracks can be downloaded for a modest fee.

### ***Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws***

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see [www.copyright.gov](http://www.copyright.gov) and [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **SEXUAL HARASSMENT POLICY**

Sexual harassment involves a school employee explicitly or implicitly conditioning a student's participation in an education program or activity or basing an education or employment decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Similarly, no employee, agent, or third party shall promise, imply, or grant any preferential treatment to any student for engaging in sexual conduct or submission to sexual harassment.

Hostile environment harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. This type of sexually harassing behavior is sufficiently severe, persistent, or pervasive as to limit a student's ability to benefit from an education program or activity or has created a hostile or abusive educational or work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sex are examples of a hostile environment. This type of sexual harassment also includes a display in the workplace of sexually suggestive objects or pictures or graphic verbal commentaries about an individual's body, dress, or habits.

### ***Grievance Procedures***

Any student who feels that he or she is a victim of or a witness to sexual harassment, including but not limited to any of the conduct listed above, by any HSI employee, student, or third party, should report the matter to the HSI Sexual Harassment/ Equal Employment Opportunity Officer: Josh Taves, Chief Executive Officer, 615 Ernest W Barrett Pkwy, Kennesaw, GA 30144, 770-635-5750.

The EEO Officer or his alternate will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. The investigation will be initiated within seven calendar days of the student's complaint.

The complainant may be asked to appear before the EEO Officer or his alternate and/or the ad hoc Grievance Committee to answer questions about the allegation(s). The Committee may call such witnesses as are appropriate, and the complainant may also request that the Committee hears witnesses.

If the complainant requests that his or her name be kept confidential, that request will be honored. However, such a course of confidentiality may hinder the investigation and/or limit HSI's ability to respond to the situation.

The EEO Officer or his alternate will maintain documentation of the allegation(s) and any related hearing(s) and provide written notice to the complainant of the outcome of the investigation and any related hearing(s). The EEO Officer will follow written procedures for conducting the investigation, reporting subsequent problems, and making follow-up inquiries to the complainant(s).

Any employee, student, agent or third party who is determined, after such investigation, to have engaged in sexual harassment in violation of this policy is subject to appropriate disciplinary action, up to and including dismissal, expulsion, contract termination, and/or appropriate legal action. The EEO Officer or his alternate is responsible for sending a written notice of the disciplinary action to the alleged harasser within seven calendar days of the date of the completion of the investigation or the conclusion of the last hearing. The institution will take any and all reasonable steps to prevent the recurrence of sexual harassment.

### ***Appeal Procedures***

Any employee, student, agent or third party who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy has the right to appeal any disciplinary action. Such appeal must be made in writing to the EEO Officer or his alternate within ten calendar days of the date of the written notice of disciplinary action. The ad hoc Grievance Committee will hear the appeal and a written decision will be sent to the appellant within three calendar days of the appeal hearing. The decision of the Grievance Committee is final.

### ***Retaliation Prohibited***

Retaliation against a sexual harassment complainant by any employee, student, agent or third party is prohibited. Likewise, retaliation against any witness or other participant in an EEO hearing or investigation by any employee, student, agent or third party is also prohibited. Any such retaliation will be grounds for disciplinary action, up to and including dismissal, expulsion, contract termination and/or appropriate legal action.

### ***Office for Civil Rights***

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
1-800-USA-LEARN FAX  
(202) 401-0689  
TDD 1-800-437-0833  
e-mail: [CustomerService@inet.ed.gov](mailto:CustomerService@inet.ed.gov)

### ***Sexual Assault Prevention***

Students and employees are encouraged to:

- Use the buddy system when entering the parking lot.
- Report any suspicious activities or individuals to school staff.
- Report any sex offenses promptly, remembering the importance of preserving evidence, to either the Executive Director or the Director of Education
- Consider reporting any sex offenses to the Police.

Any students or employees alleged to have perpetrated a sex offense may be subject to disciplinary actions, up to and including suspension and termination. HSI will assist the victim of any sex offense by making a change in classroom arrangements to separate the victim and alleged offender, whenever reasonably possible.

Sexual assault prevention programs are offered to all students and staff at least annually, and detailed information is posted on the Student Bulletin Board when the programs are scheduled.

### ***Timely Warnings***

HSI will issue a timely warning to all students and employees of any on-campus crimes that are reported to school staff and/or police and are considered a threat to students and employees, by means of postings on bulletin boards, flyers and announcements in classrooms.

## **REGISTERED SEX OFFENDERS**

Law enforcement information regarding registered sex offenders can be found at: <http://sexoffender.ncsbi.gov/disclaimer.aspx>

## **DRUG AND ALCOHOL ABUSE**

The illegal possession, use and/or sale of alcohol or drugs on campus is prohibited, and employees or students found to be in violation of this policy may be subject to suspension or termination. HSI's policies related to drug and alcohol abuse prevention are outlined below in this Student Catalog which is distributed to all students. The policies are also posted on school bulletin boards for students to review. Additionally, this policy is reviewed and distributed to all staff annually. This policy contains information on HSI standards and sanctions and on local rehabilitation and treatment centers.

## **DRUG AND ALCOHOL ABUSE PREVENTION STUDENT & EMPLOYEE POLICY**

### ***Policy Statement***

In compliance with the Drug-Free Schools and Communities Act of 1989, Health and Style Institute has established the following policy toward promoting a drug-free learning environment: *HSI prohibits students and employees from the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance, or being under the influence of the same while at the institution or while attending/participating in school-related activities on or off school grounds. Students and employees are further prohibited from being under the influence of alcohol while at school or while attending/participating in school-related activities on or off school grounds.* Drug and alcohol abuse information is given to each student and employee annually.

### ***School Sanctions***

The following sanctions will be imposed on a student or employee in violation of the policy regarding **use, possession or being under the influence**.

- **First Infraction** - The student or employee and Executive Director will have a counseling session that will be documented and become a part of the student's permanent record or employee's personnel file. The student or employee will be advised to voluntarily seek professional counseling.
- **Second Infraction** - The student will be administratively withdrawn from HSI; the employee may be dismissed.

The following sanctions will be imposed on a student or employee in violation of the policy regarding the **selling or trafficking of controlled substances**.

- **First Infraction** - Immediate administrative termination for both students and employees, and referral to the appropriate authorities for prosecution.

HSI reserves the right, in extreme cases, to immediately dismiss any student or employee in violation of this policy, the above outlined procedure notwithstanding. Health and Style Institute further reserves the right to refer students or employees to the proper legal authorities for prosecution.

### ***Legal Sanctions***

Information regarding local and federal legal sanctions related to drug offenses is outlined below. Students and employees are encouraged to read this information carefully.

### ***North Carolina Drug Trafficking Penalties***

The following chart represents your potential sentence if you are charged with a **first offense drug possession charge** under North Carolina drug laws.

<b>If the substance or drug is:</b>	<b>Then the potential sentence is:</b>
<b>Schedule I-</b> Class I felony	• 3-8 months in prison
<b>Schedule II-</b> Class 1 misdemeanor	• 6 months-1 year in jail
<b>Schedule III-</b> Class 1 misdemeanor	• 6 months-1 year in jail
<b>Schedule IV-</b> Class 1 misdemeanor	• 6 months-1 year in jail
<b>Schedule V-</b> Class 2 misdemeanor	• 30 days- 6 months in jail
<b>Schedule IV-</b> Class 3 misdemeanor	• Up to 30 days in jail

### ***North Carolina Drug Trafficking Penalties (Ref: [NCGS 90-91](#))***

<b>North Carolina Illegal Trafficking Penalties Marijuana</b>	10 – 49 lbs.	Class H Felony 25 – 30 Months	\$5,000 Fine
	50 - 1,999 lbs.	Class G Felony 35 – 42 Months	\$25,000 Fine
	2,000 – 9,999 lbs.	Class F Felony 70 – 84 Months	\$50,000 Fine
	10,000 lbs. or more	Class D Felony 175 – 219 Months	\$200,000 Fine
<b>Heroin</b>	4 – 13 grams	Class F Felony 70 – 84 Months	\$50,000 Fine
	14 – 27 grams	Class E Felony 90 – 117 Months	\$100,000 Fine
	28 grams or more	Class C Felony 225 – 279 Months	\$250,000 Fine
<b>Cocaine</b>	28 – 199 grams	Class G Felony 35 – 42 Months	\$50,000 Fine
	200 – 399 grams	Class F Felony 70 – 87 Months	\$100,000 Fine
	400 grams or more	Class D Felony 175 – 219 Months	\$250,000 Fine
<b>Methamphetamines</b>	28 – 199 grams	Class F Felony 70 – 84 Months	\$50,000 Fine
	200 – 399 grams	Class E Felony 90 – 117 Months	\$100,000 Fine
	400 grams or more	Class C Felony 225 – 279 Months	\$250,000 Fine

## Federal Drug Trafficking Penalties

### Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b>	5 kgs or more mixture	<b>First Offense:</b>
Cocaine Base (Schedule II)	5-49 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	50 gms or more mixture	Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more, pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life  If death or serious injury, mandatory life  Fine not more than \$8 million if an individual, \$20 million if other than an individual	



Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life  If death or serious injury, mandatory life  Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 years  If death or serious injury, not less than 20 years, not more than life  Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years  If death or serious injury, mandatory life  Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years	Not more than 10 years
Hashish	10 kg or less	Fine not more than \$250,000, \$1 million other than individual	Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil	1 kg or less		

## Health Risks of Illegal Drug Use

Health risks of using and abusing alcohol and drugs are outlined in the charts above. Students and employees are encouraged to read this information carefully.

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	•Euphoria •Drowsiness •Respiratory depression •Constricted pupils •Nausea	•Slow and shallow breathing •Clammy skin •Convulsions •Coma •Possible death	•Yawning •Loss of appetite •Irritability •Tremors •Panic •Cramps •Nausea •Runny nose •Chills and sweating •Watery eyes
Morphine	High	High			
Codeine	Moderate	Moderate			
Hydrocodone	High	High			
Hydromorphone	High	High			
Oxycodone	High	High			
Methadone and LAAM	High	High			
Fentanyl and Analogs	High	High			
Other Narcotics	High-Low	High-Low			
Depressants					
Chloral Hydrate	Moderate	Moderate	•Slurred speech •Disorientation •Drunken behavior without odor of alcohol	•Shallow respiration •Clammy skin •Dilated pupils •Weak and rapid pulse •Coma •Possible death	•Anxiety •Insomnia •Tremors •Delirium •Convulsions •Possible death
Barbituates	High/Moderate	HighModerate			
Benzodiazepines	Low	Low			
Glutethimide	High	Moderate			
Other Depressants	Moderate	Moderate			
Stimulants					
Cocaine	Possible	High	•Increased alertness •Euphoria •Increased pulse rate and blood pressure •Excitation •Insomnia •Loss of appetite	•Agitation •Increased body temperature •Hallucinations •Convulsions •Possible death	•Apathy •Long periods of sleep •Irritability •Depression •Disorientation
Amphetamine / Methamphetamine	Possible	High			
Methylphenidate	Possible	High			
Other Stimulants	Possible	High			
Cannabis					
Marijuana	Unknown	Moderate	•Euphoria •Relaxed inhibitions •Increased appetite •Disorientation	•Fatigue •Paranoia •Possible psychosis	•Occasional reports of insomnia •Hyperactivity •Decreased appetite
Tetrahydracannabinol	Unknown	Moderate			
Hashish and Hashish Oil	Unknown	Moderate			
Hallucinogens					
LSD	None	Unknown	•Illusions and hallucinations •Altered perception of time and distance	•Longer, more intense "trip" episodes •Psychosis •Possible death	•Unknown
Mescaline and Peyote	None	Unknown			
Amphetamine Variants	Unknown	Unknown			
Phencyclidines and Analogs	Unknown	High			
Other Hallucinogens	None	Unknown			
Anabolic Steroids					
Testosterone (Cypionate, Enanthate)	Unknown	Unknown	•Virilization •Acne •Testicular atrophy •Gynecomastia •Aggressive behavior •Edema	•Unknown	•Possible depression
Nandrolone (Decanoate, Phenpropionate)	Unknown	Unknown			
Oxymethalone	Unknown	Unknown			

### ***Voluntary Treatment, Counseling or Rehabilitation***

HSI encourages any student or employee who feels that s/he may have a problem with drugs or alcohol to seek treatment, counseling or rehabilitation. Both students and employees are encouraged to meet with the Executive Director, in strictest confidence, for assistance in locating appropriate sources of help. HSI will make every effort to work with any individual who voluntarily seeks treatment.

Brochures and information on alcohol and drug use and abuse are located in the Financial Aid Office. Students and employees are encouraged to take this information and share it with others.

### ***Educational Programming***

HSI is committed to a drug and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Staff and instructors are strongly encouraged to attend.

### ***Substance Abuse Treatment Centers***

This list is intended as a guide to just some of the local treatment centers that you might contact for assistance.

#### **Treatment Centers**

Fellowship Hall Inc.

5140 Dunstan Road---Greensboro, NC (336)

621-3381

#### **Moses Cone Health System-Behavioral Health System**

700 Walter Reed Drive---Greensboro, NC

(336) 832-9700 or 1-800-711-2635

#### **ARCA (Addiction Recovery Care Association)**

1931 Union Cross Road

Winston Salem, NC 27107

877-615-2722 or 336-784-9470

## **COMPLETION RATES/PROGRAMS PERFORMANCE**

<b>NACCAS Outcome Rates</b>	<b>Completion Rate</b>	<b>Placement Rate</b>	<b>Licensure Rate</b>
2022	55.95%	69.76%	84.90%

<b>By Program</b>	<b>Salon &amp; Spa Leadership</b>	<b>Cosmetology</b>	<b>Skin</b>	<b>Teacher Trainer</b>	<b>Makeup</b>
Completion	56.60%	50.00%	54.93%	77.27%	56.82%
Placement	85.19%	83.33%	62.41%	85.71%	88.89%
Licensure	72.73%	85.71%	89.17%	75.00%	83.33%

### ***Confirmation***

Health And Style Institute is committed to ensuring the successful graduation and career placement outcomes of the students it admits. In order to fulfill its mission, Health and Style Institute is only interested in admitting students who are willing to make the necessary sacrifices enabling them to attend classes regularly, achieve appropriate levels of academic progress, participate in class discussions and exercises, and display a positive attitude. Displaying all of these characteristics highly increases the probability of a successful outcome for individual students and their classmates. While it's easy for a candidate to promise these things in the admissions consultation, we've found that reviewing each student's attendance, progress, and conduct throughout the first 21 days, the "Confirmation Period", will show his/her willingness to follow through with his/her commitment.

## CAMPUS CONTACT INFORMATION

Great communication is vital to the students' success. Throughout the educational process, students will need assistance from various staff members. Below is a brief summary of some of the most common needs and an indication as to whom the student should contact for assistance.

When this happens...	Contact...
Tardy/Early Departure	Instructor and Student Services Coordinator
Absence from class	Instructor and Student Services Coordinator
Housing, Transportation and Childcare Concerns	Instructor and Student Services Coordinator
Schedule Change	Instructor and Student Services Coordinator
Attendance and/or Grade Verification	Instructor and Student Services Coordinator
Change of Academic Program	Instructor and Student Services Coordinator
Change of address, telephone number, employment information, etc.	Student Services Coordinator
Transcript and/or Certificate of Completion	Student Services Coordinator

## TRAINING PROGRAM DESCRIPTIONS

HSI's training programs are designed primarily to provide vocational and technical skills to students who are looking to begin a new career. The ultimate objective of these programs is for students to become employed using the skills obtained through training, earning a wage commensurate with their skill level. The content shown for each of the programs illustrates generally recommended courses.

Although these programs include courses that are designed to prepare individuals to become licensed by the State Board, licensure is not a requirement for course/program completion. HSI does not guarantee that students will become licensed or employed upon graduation.

This section of the catalog provides an overview of each of the programs and courses taught. The programs are organized into the following categories:

- Cosmetology
- Skin Care Therapy
- Teacher Training
- Manicure
- Salon and Spa Leadership
- Makeup Artistry

### ***Student: Instructor Ratios***

The school maintains a maximum ratio of one teacher for every 25 enrolled students. During student practical work on live models, there is a maximum ratio of one teacher for every 20 students. From time to time, the ratio of instructors to students may exceed 1:25 in theory or demonstration classes in accordance with State Board regulations. However, this is a rare occurrence.

## COSMETOLOGY PROGRAM OUTLINE (1500 Clock Hours)

### ***Cosmetology Program Goals***

- Teach each Student the fundamentals of cutting, styling, permanent waving and coloring the hair.
- Assist each Student to reach his or her fullest potential within the 1500 hours they are in school.
- Support each Student to successfully complete the program and pass the state board examination in their field of study.
- Prepare the Student to enter a suitable Occupation (Stylist, Salon Manager, Salon Owner, Hair Stylist, Platform Artist, Shampoo Tech, and Sales Rep.).

### ***Student Goals***

- For each Student to understand all the fundamentals of cutting, styling, permanent waving, coloring the hair, nails, skin care, makeup.
- For each Student to successfully complete the 1500-hour cosmetology course, pass the North Carolina state board examination, and obtain employment in their field of study.

### ***Cosmetology Program Objectives***

- To incorporate the latest techniques and equipment to train the students in the art of cutting, styling, permanent waving, coloring, nails, skin care, & makeup.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and Students.
- To incorporate methods of Student goal setting.
- To incorporate the best method of teaching Students both verbal and non-verbal communication and marketing skills.

### ***Instructional Methods***

Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs and student salon activities.

### ***Program Length***

The following schedules are available:

- Full-Time: 35 hours per week for approximately 43 weeks meeting Tuesday through Saturday from 9 am to 5 pm with a one-hour lunch. Core is the first 9 weeks meeting Monday through Friday from 9 am until 5 pm with a one-hour lunch.
- Part-Time: 20 hours per week for approximately 78 weeks meeting Monday through Friday from 5:30 pm until 9:30 pm. Core is the first 15 weeks.

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

Grading Scale	
Letter Grade	Numeric Grade
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### ***Program Description***

The State of North Carolina requires 1500 clock hours for graduation and testing in Cosmetology. During the first 300 hours, the student will be in the Core Phase. The student's time in Core (beginner) is spent in classroom work consisting of lecture, demonstrations, practice on mannequins and evaluations. Upon completion of 300 hours, and provided that the student has submitted all assigned work, maintained all grade and attendance levels, Students will advance to the Adaptive Phase and be permitted to practice on guests in the clinic. Once the Student has completed 900 hours, the student will test into the Creative Phase where the student will finish his/her education. All of the Student's time during Adaptive and Creative Phases will be spent on practical work, additional advancement lectures, class projects and complete subject reviews as well as salon management techniques.

All programs are taught in English. The program includes extensive instruction and practical experience in cutting, hair coloring, permanent waving, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, state laws & regulations, salon type administration, resume/cover letters, and job interviewing.

### ***Cosmetology Program Curriculum***

Practical work is integrated with theory and science of cosmetology in such a manner that practical experience is concurrent with theoretical knowledge.

Instructional methods used are hands-on projects, step-by-step methods, objective based learning, group activities, demonstrations, and lectures. A total of 1500 teaching hours is offered.

## Cosmetology Program - Units of Instruction

Units	Classroom/ Lecture	Lab/ Performances	Total Hours
Orientation	3		
Life Skills	4		
Professional Image	4		
Infection Control	40		
Anatomy/Physiology	20		
Chemistry/Electricity	45		
Properties of Hair/Scalp	30		
Principles of Hair Design	50		
Shampooing/Rinsing/Draping	4		
Hair Cutting	40	115	
Braiding/Wigs/Hair Extensions	20	10	
Chemical Texturizing Services	55	70	
Hair Coloring/Lightening	50	55	
Skin, Scalp Disorders/Disease	25		
Hair Removal	5	5	
Facials, Make-up, Cosmetics	20	10	
Manicuring/Pedicuring	20	19	
Nail Growth, Disorders/Disease	25		
Salesmanship/Marketing	10		
MSDS/FDA	10		
Federal/State Laws	10		
Laws Governing Cosmetology	10		
Employment/Resume Writing	10		
Scalp Massage	10	15	
Temporary Rinses	5	5	
Semi-Permanent Color	5	20	
Wet Hairstyling	15	118	
Thermal Styling	20	120	
Lash Brow Tint	5	4	
Hand/Foot Massage	5	19	
Advanced Chemical Texture Services	30	50	
Advanced Hair Coloring	40	50	
Advanced Hair Cutting	40	50	
Salon Management	10	25	
On The Job/Salon Preparation	10	35	
<b>Totals</b>	<b>705</b>	<b>795</b>	<b>1500</b>

\*Student will receive a minimum of 300 hours within the Beginner: Core portion of the program.

## SKIN CARE THERAPY PROGRAM OUTLINE (600 Clock Hours)

### *Skin Care Therapy Program Goals*

- Teach each Student all the fundamentals of skin care including anatomy and physiology of the skin, disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, product knowledge and application, spa body basics, hair removal, business basics, effective retailing and communication skills.
- Assist each Student reach his or her fullest potential within the 600 hours they are in school.
- Support each Student to successfully complete the 600-hour skin care therapy course, pass the esthetician state board examination, and obtain employment in their field of study.
- Prepare the Student to enter a suitable occupation (Professional Esthetician in Salon/Spa, Skin Care/Cosmetic Buyer or Assistant, Manufacturer Representative, Professional Make-up Artist, Assistant to Dermatologist/Cosmetic Surgeon, Beauty Advisor at a Cosmetic Counter or Department Store, Guest Artist or Demonstrator for Skin Care/Cosmetic Manufacturer).

### *Student Goals*

- To understand the fundamentals of skin care, facials, facial massage, hair removal, spa body basics, business aspects, product knowledge and effective retailing.
- To successfully complete the course and pass the state board examination and obtain employment in their field of study.

### *Skin Care Therapy Program Objectives*

- To incorporate the latest techniques and equipment to train the Salon Future Professionals in the art of skin care skills.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and Students.
- To incorporate methods of Student goal setting.
- To incorporate the best method of teaching Students both verbal and non-verbal communication skills.



### ***Instructional Methods***

Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs and student salon activities.

### ***Program Length***

- Full-Time: 35 hours per week for approximately 18 weeks meeting Monday through Friday from 9 am until 5 pm with a one-hour lunch. Core is the first 3 weeks.
- Part-Time: 20 hours per week for approximately 30 weeks meeting Monday through Friday from 8:30 a.m. until 12:30 p.m. or 1 p.m. to 5 p.m. or 5:30 p.m. until 9:30 p.m. Core is the first 4 weeks.

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

Grading Scale	
Letter Grade	Numeric Grade
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### ***Program Description***

The State of North Carolina requires 600 clock hours for graduation and testing in Skin.

Care Therapy. The course teaches the student the systematic and scientifically applied principles of skin care in theory, concept and application. An all-encompassing and modern course that includes the anatomy and physiology of the skin, disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, product knowledge and application, spa body basics, hair removal techniques, business basics, effective retailing and communication skills, professional ethics, service promotion, hygiene and personal grooming, safety precautions and procedures, state laws and regulations.

### ***Skin Care Therapy Program Curriculum***

Practical work is integrated with theory and science of skin care in such a manner that practical experience is concurrent with theoretical knowledge. Instructional methods used are hands-on projects, step-by-step methods, objective-based learning, group activities, demonstrations, & lectures.

## Skin Care Therapy Curriculum – Units of Instruction:

		Theory/Demo	Clinic	Total Hours
<b>A. Skin Care/General Theory</b>				
1.	Introduction/Opportunities	7	8	15
2.	Anatomy, Physiology & Histology	23	48	71
	a. Body Systems			
	b. Skin Functions			
	c. Nutrition			
3.	Sanitation/Disinfection	21	50	71
	a. Bacteria/Viruses			
	b. Your professional responsibility			
	c. Universal precautions			
	d. Contagious diseases			
4.	Chemistry/Electricity	12	20	32
	a. Branches of Chemistry			
	b. Ingredients			
	c. Electrical equipment safety			
	d. Electricity			
5.	Disorders	14	25	39
	a. Grades of acne			
	b. Disorders of the glands			
6.	Treatment Room/Machines	13	43	56
	a. Creating a professional atmosphere			
	b. Room preparation and setup			
	c. Sanitation and clean up procedures			
	d. How to use each machine			
7.	Massage	14	42	56
	a. Benefits of massage			
	b. Massage contraindications			
	c. Types of movements			
8.	Hair Removal	19	25	44
	a. Morphology of the hair			
	b. Client consultation/contraindications			
	c. Hair growth cycle			
	d. Methods of hair removal			
9.	Specialty Treatments	9	44	53
	a. Aromatherapy			
	b. Spa Body Treatments			
	c. Antioxidants			
	d. Mature Skin and Hormones			
	e. Microdermabrasion			
<b>B. Makeup</b>		10	25	35
1.	Psychological aspects of makeup			
2.	Makeup products/tools/supplies			
3.	Makeup color theory			
4.	Assessing clients features/face shape			
5.	Corrective makeup			
6.	Skin tones			
7.	Applying artificial lashes			
<b>C. The Business of Skin Care</b>				
1.	Salon/Spa Business	18	20	38
	a. Public relations			
	b. Succeeding in a service profession			
	c. Importance of good record keeping			
2.	Selling Products and Services	21	20	41
	a. Knowing your products and services			
	b. Understanding your clients' needs			
	c. Client retention/building a clientele			
	d. Marketing			
3.	Career Planning	23	20	43
	a. Moving from school to work			
	b. Preparing for licensure			
	c. Preparing your resume			
	d. Developing effective communication skills			
	e. How important it is to continue your education			
<b>D. North Carolina State Laws and Regulations</b>		6	0	6
<b>Total Hours</b>		<b>210</b>	<b>390</b>	<b>600</b>

\*Student will receive a minimum of 75 hours within the Beginner: Core portion of the program.

## TEACHER TRAINING PROGRAM OUTLINE (800 Clock Hours)

### ***Teacher Training Program Goals***

- To receive a certificate and preparation to successfully pass the examination to become a licensed teacher in the State of North Carolina.
- The Teacher Training Curriculum includes 150 hours on methods of teaching and laws governing cosmetology. Six hundred fifty (650) hours of practice teaching. Training of student teacher is under the direct supervision of a licensed cosmetic art teacher.
- Career Opportunities: School Owner, School Director, Educator, Teacher

### ***Student Goals***

- For each Student to understand all the fundamentals of instructing in cosmetology.
- For each Student to successfully complete the 800-hour teacher training program and pass the North Carolina State Board examination and obtain employment in their field of study.

### ***Teacher Training Program Objectives***

- This course is to equip licensed professionals with the necessary tools and skills to completely teach in a licensed public or private cosmetology school.

### ***Instructional Methods***

Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs and student salon activities.

### ***Program Length***

- Full-Time: 35 hours per week for approximately 23 weeks meeting Monday through Friday from 9:00 am to 5:00 p.m. with a one-hour lunch break.
- Part-Time: 20 hours per week for approximately 40 weeks meeting Monday through Friday from 5:30 p.m. to 9:30 p.m. or 21 hours per week for approximately 39 weeks meeting Monday, Tuesday and Wednesday from 9:00 a.m. to 5:00 p.m. with a one hour lunch

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

Grading Scale	
Letter Grade	Numeric Grade
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### ***Program Description***

The Teacher Training Program offers basic methodology training in the principles of cosmetology instruction in order for the student to start a successful career as a licensed instructor in a licensed school. Instructional methods used are hands-on projects, step-by-step methods, objective based learning, group activities, demonstrations and lectures.

**Teacher Training Program Curriculum** (under direct supervision of Licensed Instructor)

Units	Classroom/Lecture	Lab	Total Program Hours
Orientation	3		
The Career Education Instructor	7	20	
The Teaching Plan and Learning Environment	7	20	
Teaching Study and Testing Skills	7	20	
Basic Learning Styles and Principles	7	40	
Basic Methods of Teaching and Learning/Effective Presentations	14	40	
Communicating Confidently	7	10	
Effective Classroom Management and Supervision	7	60	
Achieving Learner Results	7	20	
Program Development and Lesson Planning	7	40	
Educational Aids and Technology in the Classroom	7	40	
Assessing Progress and Advising Students	7	10	
Making the Student Salon an Adventure	7	10	
Career and Employment Preparation	7	10	
The art of retaining students	7	30	
Educator Relationships	7	20	
Learning is a laughing matter	7	10	
Teaching success strategies for a winning career	7	20	
Teams at work	7	20	
Evaluating Professional Performance	7	10	
Preparation for Advanced Master Educator	7		
Classroom Lecture and demonstration		200	
Totals	150	650	800

**Additional Requirements for Graduation**

1. Compile and complete a notebook/portfolio containing a copy of daily lesson plans from assigned chapters.
2. Conduct theory/classroom, practical demonstration and other pertained materials prepared by the trainee.
3. Complete all financial obligations to the school.

**MANICURE PROGRAM OUTLINE (300 Clock Hours)****Manicure Program Goals**

- Teach each Student all the fundamentals of sculpting nails, nail wraps, nail tips, nail overlays, gel nails, nail repair, fill-ins, manicuring, pedicures, paraffin wrap treatments, air brushing, nail art and electric filing.
- Assist each Student in reaching their fullest potential within the 300 hours they are in school.
- Support each Student to successfully complete the 300-hour Manicure course and pass the Manicure state board examination and obtain employment in their field of study.
- Prepare the Student to enter a suitable profession (Nail Salon Owner/Manager, Nail Technician/Manicurist, Nail Artistry, Consultant, and Manicure Teacher).

**Student Goals**

- To understand all the fundamentals of sculpting nails, nail wraps, nail tips, nail overlays, gel nails, nail repair, fill -ins, manicuring, pedicures, paraffin wrap treatments, air brushing, nail art and electric filing.
- To successfully complete the course and pass the state board examination and obtain employment in their field of study.

**Manicure Program Objectives**

- To incorporate the latest techniques and equipment to train the students in the art of manicuring skills.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and students.
- To incorporate methods of future professional goal setting.
- To incorporate the best method of teaching students both verbal and non-verbal communication skills.

**Instructional Methods**

Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs and student salon activities.

### ***Program Length***

- Full-Time: 35 hours per week for approximately 9 weeks meeting Tuesday through Saturday from 9:00 a.m. to 5:00 p.m. with a one-hour lunch break. Core is the first 2 weeks.
- Part-Time: 20 hours per week for approximately 15 weeks meeting Monday through Friday from 12:00 p.m. to 4:00 p.m.

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

Grading Scale	
Letter Grade	Numeric Grade
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### ***Program Description***

The State of North Carolina requires 300-clock hours for graduation and testing in Manicure. The course teaches the student all the fundamentals of manicuring and pedicures, sanitation, anatomy and physiology, nail disorders and disease, massage of the hand, arms, legs and feet, artificial nails, professional ethics, service promotion, personal appearance & hygiene, safety precautions and procedures, state laws and regulations.

### ***Manicure Curriculum***

Practical work is integrated with theory and science of Manicure in such a manner that practical experience is concurrent with theoretical knowledge. Instructional Methods used are hands-on projects, step-by-step methods, objective based learning, group activities, demonstrations, & lectures. A total of 250 teaching hours is offered. Classroom work includes lectures on subject, demonstration, questions and answer on textbooks, written examinations, and in-class practice of procedures and methods. No manicurist student may perform any live model performances until he/she has completed 16 hours of classroom work, including at least four hours of bacteriology and four hours of sanitation.

Manicure students are required to bring at least 10 patrons with diverse needs to the school to complete his/her practical performances required during their enrollment period.

### ***Manicure Program – Units of Instruction***

		Theory/Demo	Clinic	Total Hours
1.	Introduction/Salon Conduct	5 hours		5 hours
2.	Anatomy & Physiology	30 hours		30 hours
	a. Bacteriology			
	b. Nails/Disorders & Diseases			
	c. Skin/Disorders & Diseases			
3.	Sanitation/Sterilization	25 hours	1 hour	26 hours
4.	Equipment/Chemicals	10 hours	1 hours	11 hours
	a. Implements			
	b. Cosmetics			
	c. Product Chemistry/Safety			
5.	Manicure/Pedicure/Massage	65 hours	20 hours	85 hours
	a. Plain			
	b. Oil			
	c. Polish/Nail Art**			
6.	Artificial Nails	65 hours	14 hours	79 hours
	a. Acrylic Nails			
	b. Gel Nails			
	c. Wrapping			
	d. Nail Tip			
	e. Electric Filing Techniques			
7.	Introduction & Demonstration of New Products & Techniques	20 hours	2 hours	22 hours
8.	Professional Ethics/MOSH Regulations	5 hours		5 hours
9.	Business Practices	20 hours		20 hours
	a. Client Consultation			
	b. Salesmanship/Retail			
10.	Hygiene and Personal Grooming	5 hours		5 hours
11.	Safety Precautions and Procedures	5 hours	2 hours	7 hours
12.	State Laws and Regulations	5 hours		5 hours
	<b>Total Hours</b>	<b>260 hours</b>	<b>40 hours</b>	<b>300 hours</b>

\*Students will receive a minimum of 60 hours in the Beginner: Core portion of the program.

\*\*Nail Art should be covered in Nail Polish Clinic Hours, but techniques and designs are extracurricular activities, not a safety or client protection, minimum competency skill requirement.

## **SALON AND SPA LEADERSHIP OUTLINE (1800 Clock Hours)**

### ***Salon and Spa Leadership Program Goals***

- Teach each student the fundamentals of salon business tools, operating costs, budgeting, inventory management, safety judgments, cutting, styling, permanent waving, and coloring the hair that are needed to be successful in the field of cosmetology and salon management.
- Assist each student to reach his or her fullest potential within the 1800 hours they are in school.
- Support each student to successfully complete the program and pass the state board examination.
- Prepare the student to enter a suitable occupation (Salon Leader, Salon Owner, Salon Manager, Hair Stylist, Platform Artist, and Sales Rep.)

### ***Student Goals***

- For each student to understand all the fundamentals of salon business tools, operating costs, budgeting, inventory management, safety judgments, cutting, styling, permanent waving, and coloring the hair.
- For each student to successfully complete the 1800-hour salon and spa leadership course and pass the North Carolina state board examination and obtain employment in their field of study.

### ***Salon and Spa Leadership Program Objectives***

- To incorporate the latest techniques and equipment to train the students in the art of salon management, salon marketing, recordkeeping, cutting, styling, permanent waving, coloring, nails, skin care, and makeup.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and students.
- To incorporate methods of student goal setting.
- To incorporate the best method of teaching students both verbal and non-verbal communication and marketing skills.

### ***Instructional Methods***

- Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs, and student salon activities.

### ***Program Length***

- Full-Time: 35 hours per week for approximately 52 weeks meeting Tuesday through Saturday from 9 am to 5 pm with a one-hour lunch. Students in the Core and Leadership portions of the program meet Monday through Friday from 9 am until 5 pm with a one-hour lunch.
- Part-time: 20 hours per week for approximately 90 weeks meeting Monday through Friday from 5:30pm to 9:30pm.

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

<b>Grading Scale</b>	
<b>Letter Grade</b>	<b>Numeric Grade</b>
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### ***Program Description***

The Salon and Spa Leadership program offers all of the core competencies of the 1500-hour Cosmetology program while further expanding on salon management and administration. Students enrolled in the Salon and Spa Leadership program complete an additional three hundred hours of instruction learning critical aspects of running a salon by focusing on such concepts as salon design, product selection, retail pricing, personnel management, scheduling, effective communication, and other vital components of salon leadership. The students' time in Core (beginner) is spent in classroom work consisting of lecture, demonstrations, practice on mannequins, and evaluations. Upon completion of the 300 hours, and provided that the student has submitted all assigned work and maintained all grade and attendance levels, students will advance to the Adaptive Phase and be permitted to practice on guests in the clinic. Once the student has completed 900 hours, the student will test into the Creative phase where he or she will continue to 1500 hours. Once the student has successfully completed 1500 hours, he or she will move into the Salon and Spa Leadership portion of the program for the remaining 300 hours. All of the student's time during Adaptive and Creative phases will be spent on practical work, additional advancement lectures, class projects, and complete subject reviews.



Units	Classroom/	Lab/	Total Hours
Orientation	3		
Life Skills	4		
Professional Image	4		
Infection Control	40		
Anatomy/Physiology	20		
Chemistry/Electricity	45		
Properties of Hair/Scalp	30		
Principles of Hair Design	50		
Shampooing/Rinsing/Draping	4		
Hair Cutting	40	115	
Braiding/Wigs/Hair Extensions	20	10	
Chemical Texturizing Services	55	70	
Hair Coloring/Lightening	50	55	
Skin, Scalp Disorders/Disease	25		
Hair Removal	5	5	
Facials, Make-up, Cosmetics	20	10	
Manicuring/Pedicuring	20	19	
Nail Growth, Disorders/Disease	25		
Salesmanship/Marketing	10		
MSDS/FDA	10		
Federal/State Laws	10		
Laws Governing Cosmetology	10		
Employment/Resume Writing	10		
Scalp Massage	10	15	
Temporary Rinses	5	5	
Semi-Permanent Color	5	20	
Wet Hairstyling	15	118	
Thermal Styling	20	120	
Lash Brow Tint	5	4	
Hand/Foot Massage	5	19	
Advanced Chemical Texture Services	30	50	
Advanced Hair Coloring	40	50	
Advanced Hair Cutting	40	50	
Salon Management	10	25	
On The Job/Salon Preparation	10	35	
Salon and Spa Types	15		
Salon and Spa Operating Costs	15		
Permits, Public Utilities, & Insurance	15		
Decorating and Arranging the Salon	15		
Salon Business Tools	15		
Salon Marketing	15		
Merchandising in your Salon	15		
Labor Related Laws	15		
Salon and Spa Personnel	15		
Salon Record-Keeping	15		
Professional Practices in Skincare	20		
Histology of Skin	20		
Esthetician Salon Development	15		
Client Consultation and Skin Analysis	15		
Conditions and Disorders of the Skin	10		
Professional Ethics	20		
Medical Terminology	15		
Business Insurance	15		
Facility Hygiene	20		
<b>Totals</b>	<b>1005</b>	<b>795</b>	<b>1800</b>

## **MAKEUP ARTISTRY PROGRAM OUTLINE (900 Clock Hours)**

### ***Makeup Artistry Program Goals***

- Teach each Student all the fundamentals of skin care including anatomy and physiology of the skin, disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, product knowledge and application, spa body basics, hair removal, business basics, effective retailing and communication skills.
- Prepare the Student to enter a suitable occupation (Makeup Artist, Film/TV, Special Effects, Runway, Bridal, Consulting, Sales Rep Professional Esthetician in Salon/Spa, Skin Care/Cosmetic Buyer or Assistant, Manufacturer Representative, Assistant to Dermatologist/Cosmetic Surgeon, Beauty Advisor at a Cosmetic Counter or Department Store, Guest Artist or Demonstrator for Skin Care/Cosmetic Manufacturer).
- Teach each student the fundamental manipulative skills, safety judgments, proper work habits, and desirable attitudes that are needed to be successful in the field of makeup artistry.
- Assist each student to reach his or her fullest potential within the 900 hours they are in school.
- Support each student to successfully complete the program and provide employment assistance.
- Prepare the student to enter a suitable occupation as a makeup artist (.)

### ***Student Goals***

- To understand the fundamentals of skin care, facials, facial massage, hair removal, spa body basics, business aspects, product knowledge and effective retailing.
- To successfully complete the course and pass the state board examination and obtain employment in their field of study.
- For each student to understand the fundamental manipulative skills, safety judgments, proper work habits, and desirable attitudes of makeup artistry.
- For each student to successfully complete the 900-hour makeup artistry course and obtain employment in their field of study.

### ***Makeup Artistry Program Objectives***

#### ***Makeup Artistry Program Objectives***

- To incorporate the latest techniques and equipment to train the Makeup Professionals in the art of skin care and makeup skills.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and Students.
- To incorporate methods of Student goal setting.
- To incorporate the best method of teaching Students both verbal and non-verbal communication skills.
- To incorporate the latest techniques and equipment to train future makeup professionals in the field of makeup artistry.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and students.
- To incorporate methods of student goal setting.
- To incorporate the best method of teaching students both verbal and non-verbal communication and marketing skills.

### ***Instructional Methods***

- Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs, and student salon activities.

### ***Program Length***

- Full-Time: 35 hours per week for 26 weeks meeting Monday through Friday from 9am to 5pm with a one-hour lunch.

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

Grading Scale	
Letter Grade	Numeric Grade
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

### ***Program Description***

Throughout the course, students will develop the analytical skills required to determine appropriate makeup services to achieve the best look for each client. The course applies academic and practical learning with related information to ensure that students are competent and equipped with the knowledge needed to successfully gain employment in the field. In addition to makeup fundamentals and application, students will learn the skills needed to deliver worthy service for value received in an employer-employee relationship. The course teaches the student the systematic and scientifically applied principles of skin care in theory, concept and application. An all-encompassing and modern course that includes the anatomy and physiology of the skin, disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, product knowledge and application, spa body basics, hair removal techniques, business basics, effective retailing and communication skills, professional ethics, service promotion, hygiene and personal grooming, safety precautions and procedures, state laws and regulations. They will also practice effective communication skills, visual poise, and proper grooming. Through lectures, labs, projects, and practical exercises, students are taught the significance of a positive attitude, personal integrity, and self-confidence.

## Makeup Artistry Curriculum Skin Care Portion – Units of Instruction:

		Theory/Demo	Clinic	Total Hours
<b>A. Skin Care/General Theory</b>				
1.	Introduction/Opportunities	7	8	15
2.	Anatomy, Physiology & Histology	23	48	71
	a. Body Systems			
	b. Skin Functions			
	c. Nutrition			
3.	Sanitation/Disinfection	21	50	71
	a. Bacteria/Viruses			
	b. Your professional responsibility			
	c. Universal precautions			
	d. Contagious diseases			
4.	Chemistry/Electricity	12	20	32
	a. Branches of Chemistry			
	b. Ingredients			
	c. Electrical equipment safety			
	d. Electricity			
5.	Disorders	14	25	39
	a. Grades of acne			
	b. Disorders of the glands			
6.	Treatment Room/Machines	13	43	56
	a. Creating a professional atmosphere			
	b. Room preparation and setup			
	c. Sanitation and clean up procedures			
	d. How to use each machine			
7.	Massage	14	42	56
	a. Benefits of massage			
	b. Massage contraindications			
	c. Types of movements			
8.	Hair Removal	19	25	44
	a. Morphology of the hair			
	b. Client consultation/contraindications			
	c. Hair growth cycle			
	d. Methods of hair removal			
9.	Specialty Treatments	9	44	53
	a. Aromatherapy			
	b. Spa Body Treatments			
	c. Antioxidants			
	d. Mature Skin and Hormones			
	e. Microdermabrasion			
<b>B. Makeup</b>		10	25	35
1.	Psychological aspects of makeup			
2.	Makeup products/tools/supplies			
3.	Makeup color theory			
4.	Assessing clients features/face shape			
5.	Corrective makeup			
6.	Skin tones			
7.	Applying artificial lashes			
<b>C. The Business of Skin Care</b>				
1.	Salon/Spa Business	18	20	38
	a. Public relations			
	b. Succeeding in a service profession			
	c. Importance of good record keeping			
2.	Selling Products and Services	21	20	41
	a. Knowing your products and services			
	b. Understanding your clients' needs			
	c. Client retention/building a clientele			
	d. Marketing			
3.	Career Planning	23	20	43
	a. Moving from school to work			
	b. Preparing for licensure			
	c. Preparing your resume			
	d. Developing effective communication skills			
	e. How important it is to continue your education			
<b>D. North Carolina State Laws and Regulations</b>		6	0	6
<b>Total Hours</b>		<b>210</b>	<b>390</b>	<b>600</b>

\*Student will receive a minimum of 75 hours within the Beginner: Core portion of the program

## ***Makeup Artistry Curriculum Makeup Portion Units of Instruction***

<b>Makeup Core Instruction</b>			
Evolution of Makeup	20		
Infection Control	20	7	
Facial Anatomy & Physiology	20		
Tools of the Trade	20	7	
Color Theory	20		
Client Consultation	20	7	
Creating the Canvas	20	7	
Facial Features	20		
The Everyday Application	20	7	
Special Events	20	7	
High Fashion & High Definition	20	7	
Makeup for Men	20	7	
Makeup for Teens	20	7	
Makeup for Aging Skin	20	7	
Camouflage Makeup	20	7	
Airbrush Makeup	20	7	
Lashes	20	7	
Professional Image	20		
Advanced Techniques	20	10	
The Business of Makeup	20		
<b>Totals</b>	<b>200</b>	<b>100</b>	<b>300</b>
<b>Program Totals</b>			<b>900</b>

## **MAKEUP ARTISTRY UPGRADE OPTION PROGRAM OUTLINE (300 Clock Hours)**

### ***Makeup Artistry Program Goals***

- Teach each student the fundamental manipulative skills, safety judgments, proper work habits, and desirable attitudes that are needed to be successful in the field of makeup artistry.
- Assist each student to reach his or her fullest potential within the 300 hours they are in school.
- Support each student to successfully complete the program and provide employment assistance.
- Prepare the student to enter a suitable occupation as a Makeup Artist (Film/TV, Special Effects, Runway, Bridal, Consulting, Sales Rep.)

### ***Student Goals***

- To understand the fundamentals of makeup, business aspects, product knowledge and effective retailing.
- To successfully complete the course and pass the state board examination and obtain employment in their field of study.
- For each student to understand the fundamental manipulative skills, safety judgments, proper work habits, and desirable attitudes of makeup artistry.
- For each student to successfully complete the 900-hour makeup artistry course and obtain employment in their field of study.

### ***Makeup Artistry Program Objectives***

#### ***Makeup Artistry Program Objectives***

- To incorporate the latest techniques and equipment to train the Makeup Professionals in the art of skin care and makeup skills.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and Students.
- To incorporate methods of Student goal setting.
- To incorporate the best method of teaching Students both verbal and non-verbal communication skills.
- To incorporate the latest techniques and equipment to train future makeup professionals in the field of makeup artistry.
- To incorporate discipline, punctuality, and pride in all the work that is done in the school by both staff and students.
- To incorporate methods of student goal setting.
- To incorporate the best method of teaching students both verbal and non-verbal communication and marketing skills.

### ***Instructional Methods***

- Learning methods include discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, presentations, labs, and student salon activities.

### ***Program Length***

- Full-Time: 35 hours per week for 9 weeks meeting Monday through Friday from 9am to 5pm with a one-hour lunch.

### ***Grading Policy***

In measuring students' academic performance, progress is measured through the assignment of grades in terms of a percentage of success with corresponding letter grades as indicated in the Grading Scale Chart.

Grading Scale	
Letter Grade	Numeric Grade
A	100% - 90%
B	89% - 80%
C	79% - 75%
F (Failing)	Below 75%

**Program Description**

Throughout the course, students will develop the analytical skills required to determine appropriate makeup services to achieve the best look for each client. The course applies academic and practical learning with related information to ensure that students are competent and equipped with the knowledge needed to successfully gain employment in the field. In addition to makeup fundamentals and application, students will learn the skills needed to deliver worthy service for value received in an employer-employee relationship. The course teaches the student the systematic and scientifically applied principles of skin care in theory, concept and application. An all-encompassing and modern course that includes the anatomy and physiology of the skin, disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, product knowledge and application, spa body basics, hair removal techniques, business basics, effective retailing and communication skills, professional ethics, service promotion, hygiene and personal grooming, safety precautions and procedures, state laws and regulations. They will also practice effective communication skills, visual poise, and proper grooming. Through lectures, labs, projects, and practical exercises, students are taught the significance of a positive attitude, personal integrity, and self-confidence.

**Makeup Artistry Upgrade Curriculum Makeup Portion Units of Instruction**

Makeup Core Instruction			
Evolution of Makeup	20		
Infection Control	20	7	
Facial Anatomy & Physiology	20		
Tools of the Trade	20	7	
Color Theory	20		
Client Consultation	20	7	
Creating the Canvas	20	7	
Facial Features	20		
The Everyday Application	20	7	
Special Events	20	7	
High Fashion & High Definition	20	7	
Makeup for Men	20	7	
Makeup for Teens	20	7	
Makeup for Aging Skin	20	7	
Camouflage Makeup	20	7	
Airbrush Makeup	20	7	
Lashes	20	7	
Professional Image	20		
Advanced Techniques	20	10	
The Business of Makeup	20		
Totals	200	100	300

## **STUDENT ACHIEVEMENT LEVEL PROGRAM**

This program was developed as a means of motivating, inciting, recognizing and rewarding both Cosmetology and Skin Care students for superior achievement in the clinic. This program is designed to motivate clinic students toward higher and higher levels of achievement and provides incentives and recognition for doing so, just like in the real world.

Very often, the difference between a “good” and a “great” salon professional is one who not only provides services accurately to the satisfaction of the client but the speed with which these services are delivered. Professionals who can maintain quality while working with a reasonable degree of speed will have happier clients and have a higher earning potential. Clients appreciate abbreviated time in the salon chair. Salon owners appreciate the increased revenue that comes with volume and professionals who can demand higher prices commensurate with the quality of the services provided. The professional who can build a satisfied client base and increase revenues for a salon owner can demand a higher wage and earn positions working in the best salons. They can also begin to seriously consider self-employment! All good salon professionals develop accuracy over time with more and more experience providing services. Our goal is to graduate students who are acutely aware of this market reality and who graduate with the most competitive skills possible.

In order to prepare our students for these marketplace realities, HSI is excited to have all clinic students participate in the Student Achievement Level program. Students will begin their clinic experience at Level I and will have the opportunity advance to higher levels based on their ability to meet the minimum requirements of each level. Advancing through the level is not a graduation requirement. As they advance from one level to the next, they will begin to experience the benefits and recognition worthy of their skill level.



## REMEMBERING THE 4 A'S

- **1st A = Attendance**
  - Students must be in attendance to learn. Much of the students' experience is dictated by their attendance pattern. Students who attend consistently according to their schedules generally earn higher grades. Students must also meet attendance requirements to receive the best job leads.
- **2nd A = Appearance**
  - Students should dress according to their new career. Since HSI frequently has employers on campus, students must always be **prepared. One never knows when they may meet their future employer.**
- **3rd A = Attitude**
  - Students should maintain a positive attitude. Things may not always go as planned and everyone has a rough day. However, having a positive attitude only increases the possibility of a successful outcome.
- **4th A = Academics**
  - HSI encourages students to stay focused on academic excellence and to the educational process including:
    - Taking notes, reading ahead, and studying the material
    - Staying focused and eliminating unnecessary distractions
    - Learning to problem solve and asking for help when it's needed.

**By remembering the 4 A's, students will find that succeeding at HSI is easy!**

## NOTES

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## HEALTH AND STYLE INSTITUTE CATALOG ADDENDUM

*To accompany 2020 / 2021 Edition*

### **Title 38 United States Code Section 3679 (e) Compliance Policy**

Effective July 31, 2019, any individual accepted for enrollment (which includes completing all required enrollment documentation) in one of Health and Style Institute's educational programs, who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits:

- Must submit a certificate of eligibility for entitlement to education assistance no later than the first day, which is the standard published orientation/class start date, of his or her educational program.
- Must provide additional information necessary (such as completing all required enrollment agreements and supporting documentation) to the proper certification of enrollment by Health and Style Institute.
- Shall be permitted, in accordance with and beginning on the standard published orientation/class start dates, to attend or participate in the educational program during the period beginning on the date the individual provides to a Health and Style Institute official, a VA certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to Health and Style Institute.
  2. 90 days after the date the institution certified tuition and fees following receipt of the certificate of eligibility.
- In the event there is a difference between the student's financial obligation for educational program related tuition/fees and the amount of the VA education benefit disbursement, the individual may be required to make additional payment arrangements with Health and Style Institute to cover the balance.

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

Although individuals, whose total cost of tuition/fees will be covered by their VA education benefits, will not be required to borrow additional funds, they may, at their sole discretion and based on eligibility, opt to do so to cover other ancillary education related expenses.

# HEALTH AND STYLE INSTITUTE CATALOG ADDENDUM

To accompany 2024 / 2025 Edition

Health and Style Institute - Personnel Rosters	
Faculty	Administrative
Dionne Battle, Lead Instructor	Erik Maney, Executive Director
Nashaun Bethea	Barbara Midgett, Associate Director of Financial Aid
Creshendle Alexander, Instructor	Claire Simpson, Financial Aid Advisor
Antoinette Council, Instructor	Alma Moya, Business Office Manager
Nicole Jones, Instructor*	Carlestra Grant, Student Services Coordinator
Christopher Green, Instructor	Alex Cruz Saez, Associate Director of Admissions
Charvaris Lewis, Instructor	Derrica Mathews, Admissions Advisor
Monica Logan, Instructor	Robert White, Salon Manager
Gaynell Ellerbe, Instructor	Tiera Brown, First Impressions Coordinator*
Twanna Jarrett, Instructor	Ciana Carr, First Impressions Coordinator*
Angel McClurken, Instructor*	Faith McKinnon, First Impressions Coordinator*
Jorequa McDuffie, Instructor*	
Nga Russell, Instructor*	
Wakeelah Washington, Instructor	Corporate Officers
Jessica White, Instructor*	Josh Taves, Chief Executive Officer, Founder
Sonya Scarborough, Instructor	DiDi Blaylock, Chief Admissions and Marketing Officer
	Kari Six, Chief Compliance Officer
	Antonio C. Wallace, Vice President of Operations
	Nina Pak, Director of Salon and Spa Services
	Peg Lowry, Corporate Accountant
	William Cadaret, Accounts Receivable Manager
	Laura Pearson, Payroll Manager

Note: All faculty and staff are full-time unless denoted with a "\*".

Health and Style Institute (North Carolina) 2024 Orientation & Start Schedule			
Salon and Spa Leadership, Cosmetology, Makeup Artistry, (Full-Time) Skin Care Therapy, and Teacher Training		(Part-Time) Skin Care Therapy and Makeup Artistry	
1/4/24	7/11/24	1/4/24	9/12/24
1/25/24	8/1/24	2/1/24	10/10/24
2/15/24	8/22/24	2/29/24	11/7/24
3/7/24	9/12/24	3/28/24	12/5/24
3/28/24	10/3/24	4/25/24	
4/18/24	10/24/24	5/23/24	
5/9/24	11/14/24	6/20/24	
5/30/24	12/5/24	7/18/24	
6/20/24	12/26/24	8/15/24	
Manicure = TBD			

Note: For information on all classes included those marked "TBD," please contact the Admissions Department. HSI reserves the right to change class start dates and schedules at any time without notice as necessary. Certain schedules may not be available.

Health and Style Institute - Tuition and Fees (Effective January 1, 2024)				
Program	Tuition	Registration Fee	Educational Materials	Total Cost
Cosmetology (FT)	\$21,395	\$150	\$2,450	\$23,995
Cosmetology (PT)	\$22,395	\$150	\$2,450	\$24,995
Skin Care Therapy (FT)	\$10,195	\$150	\$2,450	\$12,795
Skin Care Therapy (PT)	\$10,395	\$150	\$2,450	\$12,995
Manicure	\$ 6,850	\$150	\$450	\$7,450
Teacher Training (FT)	\$13,995	\$150	\$850	\$14,995
Teacher Training (PT)	\$14,495	\$150	\$850	\$15,495
Salon and Spa Leadership (FT)	\$24,895	\$150	\$2,950	\$27,995
Salon and Spa Leadership (PT)	\$25,895	\$150	\$2,950	\$28,995
Makeup Artistry (FT)	\$14,795	\$150	\$2,050	\$16,995
Makeup Artistry (PT)	\$15,295	\$150	\$2,050	\$17,495

Note: Transfer and re-enrolling students are subject to specific rates. Review your enrollment agreement for more information.

## STUDENT ORIENTATION CHECKLIST STATEMENT OF ATTESTATION & ACKNOWLEDGEMENT

**Student's Printed Name:** \_\_\_\_\_

**PLEASE READ & SIGN BELOW:**

I have participated in the Health and Style Institute orientation on \_\_\_\_\_, 20\_\_\_\_ and verify that I have received and read the School Catalog, I understand & agree to all policies included in these publications, including, but not limited to:

- I have received and read the Objectives of my Program of Study
- I have received and read information related to the Desired Student Characteristics related to professional behavior while in school.
- I have received and read information related to job opportunities in my chosen field.
- I have received and read information related to program lengths and schedules.
- I have received and read information related to licensure requirements.
- I have received and read General School Policies including, but not limited to:
  - Clocking Procedures
  - Lockers
  - Educational Material Policy
  - Dress Code
  - Standards of Conduct//Rules
  - Campus Security and Crime Awareness
  - Drug-Free School and Workplace Statement.
  - Satisfactory Academic Progress, Attendance and Leave of Absence Policies
  - Student Grievance Policy
  - Tuition Refund Policy
  - Disciplinary Policy
  - Counseling Resources and Procedures
  - Reference Materials
- I have received and read Financial Aid Policies related to
  - Consumer Information
  - Verification Policy
  - Satisfactory Academic Progress
- Safety/First Aid
  - Evacuation Procedures
  - Location of and Use of Fire Extinguishers
- Voter Registration Forms have been made available to me.
- I have received and read the following policy statements:
  - Acceptable Internet Use Statement
  - Computer and Network Use Policy
  - Family Education Rights and Privacy Act
  - Student Right to Know Policy
  - Sexual Harassment Policy

I agree to comply with the policies of HSI as stated in this catalog.

**FREEDOM OF INFORMATION ACT & FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

I hereby give ( ) do not give ( ) my permission to Health and Style Institute to release the contents of my school records, resume and any similar information to employers for their reference. I understand that any contents of my school records sent to an employer will be only for the purpose of job placement. Further, I hereby grant my permission to Health and Style Institute to use my image when posting content related to campus-based activities and events on social media. This may be done without further contacting me, or until I revoke this agreement in writing.

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Student Signature

Date