



## **Elite Institute of Cosmetology Student Catalog**

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**AUGUST 2017**

**Updated September 2018**

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## 1 INTRODUCTION

This catalog was developed by the Managing Director and is regularly maintained by the entire Elite Institute team to assure accuracy and relevance. We have designed the catalog to provide you as much information as we can about Elite Institute of Cosmetology and its programs, rules, and regulations. This catalog supersedes all previous student catalogs and memos. On behalf of Elite Institute of Cosmetology, we wish you the best of luck in the coming months as you advance your education and boundless success for the rest of your career.

### 1.1 Ownership

Elite Institute, Inc. is an Ohio Corporation. Julie Logan is the sole owner.

### 1.2 Mission Statement

Elite Institute of Cosmetology is dedicated to provide the highest quality education to students through programs such as 1800 Hour Advanced Cosmetology Program and 1500 Hour Cosmetology Program that would enable the successful student, after licensing, the opportunity for employment and longevity in the cosmetology industry.

### 1.3 History

Elite Institute, Inc., DBA Elite Institute of Cosmetology was founded in December 2010. In May 2012, the school opened at 221 Chillicothe Street, Portsmouth, Ohio. In August 2017, Elite Institute of Cosmetology will re-locate to 1619 Chillicothe Street, Portsmouth, Ohio. The new location of Elite Institute is completely renovated with state of the art equipment. The student salon floor features wall-to-wall Elite Institute of Cosmetology is dedicated to educate and train each future artist of the Beauty Industry.

### 1.4 Accreditation and Licensing

**Elite Institute of Cosmetology and all of its programs are accredited by National Accrediting Commission of Career Arts & Sciences.**

NACCAS  
3015 Colvin Street, Alexandria, VA 22314  
(703) 600-7600  
<http://naccas.org/naccas/>

**Elite Institute of Cosmetology is licensed from The Ohio State Cosmetology and Barber Board.**

The Ohio State Cosmetology and Barber Board  
1929 Gateway Circle, Grove City, Ohio 43123-9309  
(614) 466-3834  
<http://cos.ohio.gov/>

**Elite Institute of Cosmetology is recognized by the Secretary of Education, United States Department of Education, Washington DC, as an Institution of Higher Education, eligible to participate in Federal Financial Aid.**

<https://www.ed.gov/>

OPEID: 042548

## **1.5 Constitution Day and Voter Registration**

**Constitution and Citizenship Day-** A school that receives Federal funds for a fiscal year must hold an educational program on the United States Constitution on September 17 of such year for the students served by the school process. The date is on the school calendar.

The Institution plans to have a presentation hosted by the Financial Aid office not to exceed one hour on or about September 17 depending on whether the school is open. At that time the FA office will present information derived from the information provided by the department of Education.

Incorporated into the presentation will be the distribution of voter registration cards for all student not currently registered.

Voter registration forms are available upon request in the financial aid office.

Forms for registering to vote in Ohio may be found online at:

<http://www.sos.state.oh.us/sos/elections/Voters/register.aspx>

Forms for Kentucky may be found online at:

<http://elect.ky.gov/registertovote/Pages/default.aspx>

Forms for West Virginia may be found online at:

<https://ovr.sos.wv.gov/Register/Landing>



## **2 ADMINISTRATIVE STAFF AND FACULTY**

An "employee" of Elite Institute of Cosmetology is a person who regularly works for Elite Institute of Cosmetology on a wage or salary basis. Elite Institute of Cosmetology is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, sex, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

ALL FACULTY LICENSES ISSUED BY THE OHIO STATE COSMETOLOGY AND BARBER BOARD

### **2.1 Administrative Staff**

Julie Logan	Owner, Administrative Director
Brittany Mader	Managing Director
Rhonda Yeager	Financial Aid Director

### **2.2 Faculty**

Garianne Colwell	Educator Director, (Substitute when needed)
Lyndsay Parker	Educator for 1500 Hour Cosmetology Program & 1800 Hour Advanced Cosmetology Program
Terra Kazee	Educator for 1500 Hour Cosmetology Program & 1800 Hour Advanced Cosmetology Program
Alexandrea Rucker	Receptionist

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### 3 FACILITY

#### 3.1 Hours of Operation

Student Hours <sup>1</sup> :	Monday, Tuesday, Thursday – 8:30 am – 7:30 pm, 1 <sup>st</sup> Friday of each month – 8:30 am – 7:30 pm
Administration	Monday – Friday 8:30 am – 4:30 pm

#### 3.2 Training Facility

Elite Institute of Cosmetology is located in Portsmouth, Ohio. Portsmouth is in southern Ohio along the beautiful Ohio River in Scioto County. Elite Institute has a large parking lot for students, staff and clients. It is located by The Mill Tavern and The Portsmouth Cinemas. The institute is a newly remodeled building in modern style. Elite Institute is approximately 6,000 square feet. It has a spacious clinic floor with 28 work stations, a practical work ledge to accommodate students working on mannequins, 4 pedicure chairs and 4 manicure stations. The shampoo area has 8 shampoo sinks and 4 dryers. The practice clinic area has 50 stations (using both tables and the practical ledge area) amongst two classrooms with 2 dryers. Elite Institute has 2 state of the art classrooms that are fully computerized with audio-video equipment, Mobi View Tablets with a Smart Board. It has 1 well equipped skin care room with a chair/table and 1 waxing station. One student break area with a refrigerator and microwaves along with a lounge area and media center with Internet access. The school has a student locker room where students can store their personal belongings. There is a grand reception/waiting area that is computerized and contains vending machines for convenience. The school has two restrooms (handicapped equipped) for clients. There is a dispensary/color bar area which makes an ideal learning environment. Along with 4 administrative offices, there is an equipment/storage room, a janitor's closet with two washer and dryer combo sets, and a conference room. For the safety of the students and staff, Elite Institute has a monitored alarm system that can be activated in lieu of calling 911 in case of emergency as well as a 24-hour surveillance system. A visual tour and/or pictures of the new location will be available Fall 2018. More information will be added as it becomes available and can be found at [www.iloveelite.com](http://www.iloveelite.com).

#### 3.3 Campus Security

The Annual Safety and Security Report is available on the web at <http://iloveelite.com/school/THE%20CLERY%20ACT%20SECURITY%20REPORT.pdf> and upon request.

Elite Institute refers all campus law enforcement issues to the Portsmouth City Police Department (740)-353-4101 for non-emergency instances and 911 for all emergency cases) as the school does not have private campus security personnel. Campus security statistics are available upon request.

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<sup>1</sup> Always under instructor supervision

### **3.4 Hate Crime Reporting**

If you observe any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately inform your Educator and complete an Incident Report. This applies to crimes in the building or in the parking lot of the school. Please ensure that you complete all information on the form based on the information you have. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate personnel may contact you later or others to gather additional information.

Crimes that should be reported are: murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, robbery, aggravated assault, burglary, motor vehicles theft, arson, all hate crimes involving bodily injury and all liquor, drug or weapons law violations.

### **3.5 Weapons on Campus**

Elite Institute of Cosmetology has a zero-tolerance policy regarding weapons on campus (campus is defined as building, parking lot, or in one's vehicle) or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.). Violation of this rule will result in immediate termination and the appropriate authorities will be notified.

### **3.6 Smoking Policy**

No smoking of any kind is permitted inside the facility. Smoking may take place only in designated smoking areas outside the facility. Smoke breaks will be granted by permission only in respect to the administrative staff, faculty, clients and other students. When returning from a smoke break, the designated smoking area must be left free of all debris and all doors must be securely closed.

### **3.7 Locker Policy**

A locker is available to each student during the first week of school. Students will need to purchase their own locks. No deposit is required. Should a locker shortage occur, no more than two students will share a locker. Each student will be required to maintain his or her locker in good repair while enrolled at Elite Institute. Students are to use only the locker assigned to them and should not have any encounter with another student's locker. Should damage occur, the student will receive an itemized statement of costs to repair locker. No graduation or licensing paperwork will be completed until any locker damage charges have been paid in full. Elite Institute of Cosmetology reserves the right to enter any student's locker with or without the student's permission should the school deem it necessary. Students are discouraged from sharing or trading lockers. Students that do so run the risk of having their locker cleaned out by accident when one of the sharing/trading students drops or graduates. Should a student need an additional locker, they must see Administration and fill out an additional locker form.

### **3.8 Closure Due to Emergency**

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. In such instances, the Administration Staff will decide on the closure and provide the official notification to the employees. A notice will be placed on the front door if possible. The Administrative Staff will also make effort to use other sources of notification, i.e.: TV, newspaper, radio, text message, Facebook. All student and client data in our computer systems is backed up regularly on and off site. Elite Institute will honor the same winter weather morning delays and/or closings as the Portsmouth City School District.

### **3.9 Emergency Response & Evacuation Procedures**

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless said notification compromises efforts to contain the emergency. Should an immediate threat to the health or safety of students or staff occur on campus, the Administrative Staff will handle all necessary campus notifications without delay. Phone systems with availability to call 911 are located on all floors. Complete fire, sprinkler and burglary alarm systems are in place for the protection of the students and staff. A test of these systems will occur periodically, with or without notice.

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## 4 STANDARDS OF CONDUCT

Students are expected to conduct themselves in a courteous, respectful and professional manner. They are to observe school rules at all times. To assure that each student has carefully considered and evaluated all information available, Elite Institute of Cosmetology suggests that each student review the following statement of student rights and responsibilities.

THE SCHOOL RESERVES THE RIGHT TO CHANGE SCHOOL POLICIES, PROCEDURES, AND STANDARDS OF CONDUCT OR PRACTICES WITHOUT NOTICE.

### 4.1 School Rules

Elite Institute of Cosmetology is committed to affirmative actions that will continually enhance the diversity of our training and education that will build on the strengths of our current workforce. Developing efficient work habits, a positive attitude and defining goals during training can only enhance the graduate's potential for success.

Elite Institute of Cosmetology's rules and responsibilities include, but are not limited to, the following:

1. All students must obey all rules of personal hygiene, sanitation, sanitation assignments and personal conduct.
2. School begins promptly at 8:30am for day students. Students may receive credit for their time only when they are present in school and remain busy with assigned duties.
3. A phone call is mandatory if a student is going to be late or absent.
4. Tuition payments are expected without the student being reminded. It is the student's obligation to see that payments are made on time each and every month. Late fees may apply to late or missed payments
5. Each student is responsible for their own equipment at all times. The school cannot be held responsible for lost or stolen items.
6. Be fair, honest and NEVER STEAL. Elite Institute of Cosmetology administration can use discretion for disciplinary action against students involved in theft or destruction of property, which may include but is not limited to suspension, termination and/or prosecution to the fullest extent of the law.
7. Misuse of another person's belongings or use of items without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected. Do not borrow from one another. It is the responsibility of each student to have all components of their kit at all times.
8. Smoking inside Elite Institute of Cosmetology is prohibited.
9. Ill temper, open hostility, belligerence or quarrelsome attitudes towards instructors, staff, clients, or other students will not be tolerated and will be subject to school disciplinary procedures, suspension, and/or dismissal. Students
10. Profanity will not be tolerated. Crude or vulgar talking in the classroom or clinic area is not permitted.
11. No student is permitted to refuse any service. Students only receive credit for hours when they remain busy with clients, assigned tasks from an Educator, or tasks from the assigned task sheet. If a student does not do what is assigned, they will be asked to clock out and leave for the day.

12. Personal belongings must be kept in your assigned locker. The school is not responsible for lost or stolen items.
13. Incoming calls will be forwarded only in case of an emergency. For other incoming calls, messages will be given to the student.
14. Cell phones may only be used when on break or lunch outside the building or in the designated break areas. Cell phones in the classroom are only permitted when they are on silent or do not disturb.
15. Lunch break is mandatory for any student in attendance over 6 hours in a day.
16. All work must be checked by an educator for credit with grades to be given.
17. Only professional products approved by the school may be used in the student salon or practice areas.
18. Students are not to release attendance, financial or academic information regarding other students enrolled in the school.
19. Defacing, destroying, damaging, removing, or using public or private property without proper permission is prohibited.
20. Cheating in any way will not be tolerated. Any student caught cheating or forging initials, signatures or using the signature stamp will be referred to administration for suspension or termination from Elite Institute of Cosmetology.
21. The misuse of controlled substances to include prescription drugs and the use of any illegal drugs is strictly prohibited.

All students are urged to become familiar with Elite Institute's rules and standards of conduct and are expected to follow these rules and standards faithfully.

## **4.2 Code of Ethics**

Elite Institute's code of ethics is to maintain a high level of education by constantly seeking to improve our techniques through training seminars and to abide by the rules and regulations of the Board of Education and The Ohio State Cosmetology and Barber Board. Elite Institute's staff and students will always maintain good relationships with patrons and extend to them due respect. Elite Institute will advertise truthfully and honestly at all times. Above all, Elite Institute will produce students who will be an asset to this; our most respected and regarded profession.

## **4.3 Attendance**

Students are expected to attend classes according to their assigned schedule. Full time students are scheduled to attend 30 hours weekly, whereas part time students are scheduled to attend 20 hours weekly. Students are to clock in and out using their fingerprint. The computer records actual hours and does not round hours. The school therefore gives appropriate credit for all hours attended. Additionally, the school does not add or deduct attendance hours as a penalty or reward. Students must be in attendance for a minimum of three hours. Students cannot exceed ten hours per day or 40 hours per week. Attendance is monitored daily and students absent for 14 consecutive days will be determined as unofficial withdrawal. The first Friday of every month (unless otherwise noted due to holiday or an unforeseen circumstance), Elite Institute will open from 8:30am-7:30pm for students to make-up missed hours. This day is not mandatory.

#### 4.4 Tardiness

Arrive for all classes on time. Class begins promptly at 8:30am. Students who arrive after 9:00am may not be allowed to attend class or to clock in until after lunch break. The determination to allow the student to enter the class late will be made by the school staff based on the circumstances causing the tardiness and on the class activity. Excessive tardiness could result in suspension.

#### 4.5 Absence

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated approximately in weeks and include estimated days that the school is closed for holidays, educator training/conferences, special events, inclement weather or unforeseen circumstances, and a limited number of days scheduled to allow students time for make-up work. This allotted amount of time built into each individual student contract eliminates the need to define excused versus unexcused absences. However, once the student has exceeded the number of allotted time as stipulated on the individual enrollment agreement, then over-contract fees will go into effect. Students who have been absent for any reason are required to make up any missed class work, homework and tests at the discretion of the instructor.

#### 4.6 Dress Code

Students are expected to present a clean and professional appearance. Students must dress in a manner that is appropriate for a business setting, is not offensive to guests, and is safe to wear while performing services. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Elite Institute of Cosmetology's reputation or image of Elite Institute of Cosmetology is not acceptable. Students will not be permitted to attend school if they do not abide to the dress code; students will be asked to clock out and clock back in only when they conform to the dress code and after an Educator or Administrator approves them to do so.

Students are to arrive at school groomed, in full uniform, and in compliance with all appearance standards. The dress code is required if a student is clocked in and accruing hours. Elite Institute of Cosmetology reserves the right to maintain an aesthetic standard for all students, which includes but is not limited to the following:

**Shirts:** Students must wear the school issued solid black short sleeved school logo t-shirt. Students may wear shirts with sleeves under their school t-shirt but the shirt/sleeves must be black, white or gray. Students who desire long sleeve shirts or sweatshirts with the school logo will be given information on how to purchase such from an approved local retailer. Students have the ability to purchase additional school T-shirts from Elite Institute. Students are not permitted to design their own shirts or get them elsewhere. Students cannot wear hooded shirts or hooded sweatshirts. Undergarments may not be visible. Students in all programs who reach 1,000 hours will be issued an Elite Institute Red T-shirt with school logo that can be worn at any time.

**Pants:** Students must wear professional full-length, ankle, or capri solid black pants. Denim jeans, spandex, sweatpants, leather, vinyl, and mesh or see-through are not acceptable. Undergarments may not be visible and pants are not permitted to sag.

**Nails:** Nails must be clean, well groomed, and professional in appearance and length. Students' nails may be colored, but may not be chipped. If a student chooses to wear artificial nails, they must be maintained regularly outside of school. Nails cannot interfere with class work or practical assignments.

**Skirts and Dresses:** Not permitted unless for religious purposes. If this is the case, students are encouraged to inform an Educator or Administrator prior to wearing skirts or dresses.

**Footwear:** Students must wear footwear that covers the heel and toe. No open-toe shoes, flipflops or sandals.

**Apron or Smock:** An apron/smock is supplied in the student's kit. It must be clean, neat, not torn, unstained, unaltered, and worn at all times when on the practical student salon floor. If the apron does not meet these standards the student will be dismissed until the apron is in compliance. This means no holes, tears or stains and starting your day clean and wrinkle-free.

**Student Identification Badge:** Student name tags are to be worn as issued during all clocked hours to identify students and staff to guests. If the student does not have their ID badge, they must replace it, at a cost of \$10.00 or be dismissed until in compliance.

**Electronic Devices:** Students may be asked to remove cell phones, headphones or other electronic devices if they are deemed a distraction or inspiring unprofessional behavior. Cell phones are only permitted during break times or when approved by an Educator.

**Head Attire:** Students may wear headbands provided that they do not cover more than half of the head. Students may not wear any other head attire (i.e., hats, head scarves, bandanas) unless for a religious purpose.

**Hair:** All students must have their hair styled and well-kept. Short hair and facial hair must be well-maintained and well-trimmed.

**Makeup:** Makeup is not mandatory. However, students are required to wear attractive, pleasing makeup when doing so.

**Face/Body:** In order to stay pleasing to all types of clientele, students will be required to conceal obscene/vulgar tattoos. Facial piercing should be minimal; small studs are allowed but hoops and bars will not be permitted. Sunglasses are not permitted.

**Hygiene:** Be particular about your personal hygiene including cleanliness, mouth hygiene, and use of deodorants. Hair must be clean.

**Miscellaneous:** Students are not permitted to wear chains or weapons on clothing. Jewelry should be kept to a minimum and should not disrupt learning.

*For 1800 Hour Advanced Cosmetology Students:*

- At 1500 hours and at the school's digression, students will agree and sign the 1500 hour dress code policy for the final 300 hours of their education. Students who do not abide by this policy will be asked to clock out and will then follow the normal dress code policy.

*Elite Institute will have special dress code days during certain times of the year that pertain to theory and practical assignments or holidays. These days are scheduled at the discretion of the school and students will be notified in advance.*

## 4.7 Student Service Policy

Student service day is the second Monday (or Tuesday depending on salon clients and holidays) of each month.

Students may receive personal services if they:

1. Apply for service day at the end of each month or when given their monthly progress report/evaluation.
2. Maintain good academic standing
3. Maintain good attendance standing
4. Have permission from their instructor
5. Have completed their task sheets from the month prior
6. Are not assigned a client on the clinic floor
7. Pay for the service first or bring all of their own supplies

\*Students may not block off time for personal services.

\*Students may be required to clock out.

## 4.8 Policy on the Handicapped

Elite Institute of Cosmetology will make every effort to accommodate people with specific handicaps. No qualified handicapped person by reason of the handicap will be excluded from enrolling in the program of instruction. The school is equipped with handicap parking, ramps to sidewalks, bathroom facilities, and an elevator for convenient access to all floors.

## 4.9 Grievance Policy

Elite Institute of Cosmetology is committed to providing a sound and positive educational environment. Understanding that there may be times when students want to express concerns or feel the need to file an official grievance, the school has adopted the following procedure:

1. File the complaint in writing by means of a letter outlining the allegation or nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.
3. If the problem is not resolved through discussion, the complainant will be referred to the school's grievance committee. (The grievance committee consists of all Directors).
4. The school's grievance committee will meet within 21 calendar days of the receipt of the complaint and review allegations. The complainant must bring a copy of the written record of the prior meeting with the school representative.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the grievance committee will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information showing that the allegations were not warranted or based on fact.
7. If the complainant is still not satisfied with the outcome, he or she may contact the Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, OH 43123, 614-466-3834, or NACCAS, 3015 Colvin St., Alexandria, VA 22314, (703) 600-7600.

#### **4.10 Advising of Students**

The school's personnel are ready to be of assistance to students as needed. Information and advice are available to students regarding licensure requirements, reciprocity, employment opportunities, opportunities for continuing education, financial assistance, referrals for professional assistance and student progress within the course of study. Any problems that may arise will be discussed privately. Appointments can be scheduled on any school day. Referral information is available as well in the event the student is needing help of a more professional nature.

#### **4.11 Internal Complaint Process Policy**

Any student or staff complaint should be in writing via a grievance form and will be directed to the Administrative Office. The complaint will be reviewed by Administration in a timely manner and resolved to benefit all parties involved. See Grievance Policy (4.9).

#### **4.12 Privacy and Student Access to Records**

In compliance with the Family Education Right to Privacy Act (FERPA), Elite Institute of Cosmetology guarantees each student (or parent/guardian if the student is a dependent minor) access to his/her educational records at a time convenient to the student and applicable school official. A school official must be present during review of student files. The school requires written consent from the student or parent/guardian of a dependent minor for release of records in response to third party requests unless otherwise required by law (such as subpoena of the court). The school does not elect to publish directory information on students enrolled in the institution. The school provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. All student records are kept in locked file cabinets in the Administrative Offices. Student enrollment, academic and attendance records, and financial documents are kept for 6 years and at least since the effective date of the most recent grant of accreditation and in accordance with state and federal law. Personal information from a student file that is no longer needed is shredded to prevent identity theft.

#### **4.13 Leave of Absence**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during an ongoing program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. The LOA together with any additional leaves of absences must not exceed a total of 180 days within a single 12-month period. Students must follow the written policy and request a LOA - in advance, in writing, and include the student's signature - prior to the leave, stating the reason for the leave, which must be approved by Administration in accordance with school policy. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then Elite Institute may still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the accident and

an end date will be noted that will not exceed the 180-day maximum. Elite Institute will document the reason(s) for its decision and collect the request from the student at a later date. The official leave will extend the contract period and maximum time frame by the same number of days designated in the leave document or actually used by the student. There must be a reasonable expectation that the student will return from the LOA and the student will return in the same status at which he or she left. A student granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The institute will not assess the student any additional institutional charges as a result of the LOA. If enrollment is temporarily interrupted for a leave of absence, the student will return to class in the same progress status as prior to the leave of absence. No re-entry will be charged if the student returns to class on or before the first date scheduled after the LOA has ended. If students do not return on or before the end of the LOA, he or she will be considered withdrawn and a refund calculation will be performed. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

#### **4.14 Drug Policy and Prevention/Professional Referral**

Elite Institute of Cosmetology has Drug Abuse Prevention Program information available to our students. Elite Institute clearly prohibits the unlawful possession or disruption of drugs and alcohol by students and employees of the school or as part of the school activities. The penalties under state, local and federal law include arrest, fines and imprisonment for the unlawful possession use or distribution of illicit drugs and alcohol. Health risks associated with the use of illicit drugs and abuse of alcohol include physical dependence, convulsions, coma, hallucinations, nausea, depression, insomnia, agitation, psychosis, disorientation, and death. IV drug use is also commonly associated with HIV/AIDS. Administration will be available to any student if a problem exists. All conferences will be kept confidential. See the Annual Security Report and Drug Free Workplace Policy for more information.

Listed below are some area centers for advising, treatment and rehabilitation for drug and/or alcohol abusers, as well as other resources.

Alcohol Drug Addiction & Mental Health Service  
Board of Adams, Lawrence and Scioto County  
803 ½ Chillicothe Street, Portsmouth, OH 45662 740-354-5648

The Counseling Center (*domestic abuse, eating disorders, pregnancy counseling*)  
1634 11<sup>th</sup> Street, Portsmouth, OH 45662

Drug Abuse Rehabilitation Treatment Center  
1-800-405-8409

Drug Poison Information Center  
1-800-222-1222

Drug Abuse Accredited 24 Hour Helpline and Treatment  
1-800-374-2800

Shawnee Mental Health Centers  
901 Washington St., Portsmouth, OH 45662 740-354-7702

Compass Community Health  
1634 Eleventh St., Portsmouth, OH 45662 740-355-7102

### Federal Student Aid penalties for drug law violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite

Sale of a Controlled Substance	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if one of the following scenarios takes place:

- The student satisfactorily completes a drug rehabilitation program that a) complies with the criteria prescribed in the federal regulations and b) includes two unannounced drug tests.
- The conviction is reversed, set aside, or otherwise rendered nugatory.

#### 4.15 Vaccinations Policy

Elite Institute will comply with federal, state, and local laws regarding student vaccination requirements. More information about vaccinations can be obtained from your state authority on public health or your doctor.

#### 4.16 Satisfactory Academic Progress Policy (SAP)

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the school and is applied consistently to all students enrolled in a specific program and schedule. The policy is provided prior to enrollment to ensure a prospective student understands all requirements.

Elite Institute of Cosmetology and all of its programs are offered year-round. 1800 Hour Advanced Cosmetology Program classes begin quarterly (March, June, September, December). 1500 Hour Cosmetology Program classes begin monthly. For school closings and scheduled breaks please see the section of this catalog labeled "Calendar of Holidays". Elite Institute of Cosmetology offers clock hour programs only. Students cannot withdraw from individual courses. If students wish to change programs once they are enrolled, they must withdraw from their current program and start the enrollment process into the desired program. See the "Admission Requirements and Enrollment" section of the student catalog. Program

changes for students who receive TIV funds will be handled the same as a withdraw. Program charges and aid will be calculated, and reimbursements and disbursements will be made if any. Enrollment for a new program will be the same as any new student in the programs unless transfer hours are allowed. In that case aid, if eligible, will be prorated.

SAP is designed in compliance with Title IV (federal) law and its accompanying regulations, which are applicable to schools that participate in Title IV loan and grant programs and require those schools to enforce "Minimum Satisfactory Progress." (Under these complex regulations, the minimum rate of attendance is required to complete the program within the "maximum timeframe" established by Elite Institute of Cosmetology, which is 150% of the program's scheduled length.)

NOTE: Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds. Periods when a student doesn't receive Title IV aid must be counted toward maximum time frame.

**1. ATTENDANCE PROGRESS:** Attendance Progress is evaluated on a cumulative basis. At each evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is in satisfactory progress (min. 67%) and will complete the program within the maximum time frame.

**MAXIMUM TIME FRAME:**

The maximum time frame for course completion 150% of the regular course length. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**2. ACADEMIC PROGRESS**

The following factors will be used to measure and determine cumulative academic progress:

- Theory work (test grades, workbooks, homework, etc.)
- Practical work (hands on mannequin, clinic/live models, weekly task sheets)

**WRITTEN:**

93-100	A-EXCELLENT
85-92	B-VERY GOOD
75-84	C-SATISFACTORY
70-74	UNSATISFACTORY

**PRACTICAL:**

93-100 (4)	A-EXCELLENT
85-92 (3)	B-VERY GOOD
75-84 (2)	C-SATISFACTORY
70-74 (1)	UNSATISFACTORY

Students must maintain a "C" grade average (in the above listed areas), in order to be considered making satisfactory progress. Any tests missed, must be made up. All Exams must be passed with a minimum 75% or the Exam must be retaken.

**3. DETERMINATION OF PROGRESS**

Formal evaluations of progress will be conducted by the School's Administrative Staff when a student reaches their programs pre-set evaluation periods. For 1800 Hour Advanced Cosmetology Program students it will be at 450, 900, 1350 and 1800 actual hours. 1500 Hour Cosmetology Program students will receive evaluations at 450, 900, 1200 and 1500 actual hours. The design of the first evaluation period ensures that it occurs no later than the midpoint of the academic year or the course, whichever is sooner. The Evaluation of Progress Report will measure performance in cumulative academics based on grades received and will show their attendance progress based on their percentage of cumulative actual hours to scheduled hours. NOTE: Students may also receive an informal report card on a monthly basis that shows academic and attendance progress.

### **SATISFACTORY PROGRESS**

Satisfactory Progress is established on a formal Evaluation of Progress Report when a student meets the minimum of 75% cumulative average in academic work and a minimum of 67% cumulative attendance. Students will receive a written evaluation at the evaluation intervals and be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

Students that meet the minimum requirements at evaluation will be considered making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of program mid-point, the student must meet both attendance and academic minimum requirements on at least one evaluation by the mid-point of the program.

### **4. WARNING/PROBATION/APPEAL**

#### **Warning**

- Students who do not meet satisfactory progress will be placed on warning until the next scheduled evaluation.
- Students on warning are considered to be making satisfactory progress while during the warning period.
- Students will be advised in writing on the actions required to attain satisfactory by the next evaluation.
- Students will also be informed in writing at the evaluation periods of the potential that a lack of satisfactory progress could impact financial aid, if applicable.
- Students can re-establish satisfactory progress and/or financial aid eligibility, if applicable, as long as they meet the minimum 67% cumulative attendance and 75% academic requirements.
- If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will become ineligible to receive Title IV funds unless they successfully appeal and are placed on probation.

#### **Probation**

The school may allow for the status of probation for students who are not meeting minimum standards for satisfactory academic progress if:

- a. The school evaluates the student progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The school determines the progress standards can be met by the end of the subsequent evaluation period; or
- d. The school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. It is important to note that the academic plan developed by the Educator Director and student should reflect realistic and attainable goals for the student.

If granted probation after the above are met, the student will be considered to be making satisfactory academic progress while during the probationary period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students can re-establish satisfactory progress as long as they meet the minimum 67% cumulative attendance and 75% academic requirements by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Appeal Process**

A student is allowed to appeal a satisfactory academic progress determination unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

A student can re-establish satisfactory academic progress as long as he or she meets the minimum 67% cumulative attendance and 75% academic requirements. The appeal requires the following:

- a. It must be IN WRITING.
- b. Allowable reasons for appeal include death of a relative, an injury or illness of the student or other allowable special circumstances to be determined by the school administration;
- c. The student must submit documentation as to why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

A decision on the student's appeal will be made within three (3) business days and the results of the appeal are documented and will be in the student's file. A student who prevails upon appeal will have any funding (as applicable) reinstated and the satisfactory progress determination will be reversed. A student who does not achieve the minimum standards is no longer eligible for Title IV, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. See "Probation" above.

### **5. LEAVES OF ABSENCE/TEMPORARY INTERRUPTIONS**

A student returning from a leave of absence or re-entering the school after another official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

### **6. COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses are not offered at Elite Institute and therefore they have no effects upon the Satisfactory Academic Progress Policy.

### **7. RESTART AND RE-ENTRY**

Any student who withdrew or was terminated from the program and wishes to restart, must contact Admissions Representative and/or Administrative personnel to first determine whether they meet eligibility requirements to re-enroll based on their rate of attendance, academic average, time period elapsed since withdrawal or termination from the program, and other

objective metrics or credentials. A student who has completed any clock hours for any branch of cosmetology and who has been unable to finish the program within a five-year time period shall retain whatever clock hours the student completed for a five-year period from the date of the student's original enrollment. If the student is eligible, Elite Institute will review the student's prior enrollment, including disciplinary history and the reason for termination or withdrawal (as applicable), in order to determine whether the request to re-enroll may be granted. Elite Institute of Cosmetology retains discretion to grant or deny the request for any reason, based on the totality of the circumstances.

Students who wish to re-enroll will retain the same SAP status as when they discontinued/terminated the program. Students who re-enroll after a termination under SAP will retain the attendance and academic history from their previous enrollment at Elite Institute of Cosmetology, including, but not limited to, their status for purposes of determining eligibility for financial aid. Additionally, as noted above, a student restarting after a successful appeal from a SAP termination will restart the program with a SAP status of "Probation" and must generally regain Minimum Satisfactory Progress levels before the next required SAP evaluation point.

Students who wish to re-enroll must pay any balance owed to Elite Institute prior to restarting the program, unless other payment arrangements have been made. Students must also verify his or her financial aid status with the Financial Aid Director. This process can take up to 3 weeks and it will be carried out by the Financial Aid Director once re-enrollment eligibility has been confirmed. Students will be required to sign a new Enrollment Agreement. The terms and conditions of the new Enrollment Agreement will be based on the program requirements at the time the new Enrollment Agreement is signed. This means that the new Enrollment Agreement may reflect any applicable tuition increases or other program changes.

## **8. TRANSFER**

Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **4.17 Cancellation and Refund Policy**

For applicants who cancel enrollment or students who withdraw (officially or unofficially) from enrollment a fair and equitable settlement will apply. *Students must remove all personal belongings from the campus building within 14 days from the date of the withdrawal/termination or they will be removed by the School and disposed of accordingly. Official withdraw is described as notifying the school in some way (written or oral) that the student does not intend to return to the program. Date of determination for official withdraw will be the date of notification and/or postmark on mailed documents. The school will consider the student unofficially withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The withdraw date is determined by the last day attended, as evidenced by attendance records. Any money due to the applicant or student shall be refunded within 45 days of the official withdrawal date or the date the school determines that the student has withdrawn.* The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment

agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. The required date of the refund is determined by counting from the date the withdrawal was determined. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If a program is canceled subsequent to a student's enrollment and before instruction has begun, the school shall provide a full refund of all monies paid or completion of the course. If a program is canceled and instruction ceases after students have enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student transferring to another school based on the hours accepted by the receiving school OR provide course completion of the course OR participate in a Teach-Out Agreement with another institution. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR participate in a Teach-Out Agreement with another institution.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

#### 4.18 Title IV Federal Financial Aid (FFA)

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that training, the student may

be entitled to only a portion of that FFA, and the School must return to the appropriate FFA program any FFA exceeding that to which the student is entitled. All R2T4 calculations are based on award/payment periods, see Packaging section for explanation of how that is broken down.

### **Return to Title IV Policy**

The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans and Pell Grants.

The Return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. Official withdraw is described above.

The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as “personal living expenses.” The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV aid the student has earned up to that point is determined by a specific formula.

If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt.

The school may automatically use all or a portion of the student post-withdrawal disbursement of grant funds for tuition or any other contract charge. For all other school charges, the school needs the student’s permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. Student loans cannot be automatically received; the school needs the student (parent) permission to disburse post withdrawal loan funds. However, it may be in the student’s best interest to allow the school to keep grant funds to reduce the student’s debt at the school. If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student.

The school’s responsibility for returning unearned funds is limited to the greater of the Title IV aid retained by the school or the prorated institutional charges for the payment period. There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements. For example, if the student has

not completed the first 30 days of the program before the student withdraws, the student will not earn any FFEL/Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receives (or the school or parent received on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- the student institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at:

1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on the Student Aid site: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Following is the Federal Policy for distribution of Return of Title IV: (all calculations use the worksheets referred to in Volume 5 of the Student Financial Aid Handbook)

Return of Federal Title IV funds will be distributed in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grant for which a Return is required
5. Iraq and Afghanistan Service Grant for which a Return is required

**Post withdraw disbursements:**

Students who have aid that could have been disbursed at the date of withdraw (unofficial or official) will have the determination made as part of the Return to Title IV calculation. Pell that could have been disbursed and was not will be automatically calculated and disbursed in accordance with the calculation. Student loans (Student or Parent) will be calculated and the information sent to the student or parent (accordingly) asking for permission, in writing. Written notification needs to be returned NLT 10 days from notification for loans to be disbursed unless otherwise notified.

**Notification:**

Students will be notified, in writing, of any funds being sent back to the government or to them, within 30 days of withdrawal. Monies due to the government will be returned with 45 days of the date of withdrawal.

Students will be notified in writing within 30 days of any Post Withdrawal Disbursement that they may qualify for at the time of their last day of attendance.

#### **4.19 Grounds for Dismissal**

- 14 consecutive days of unexcused absences.
- Non-payment of tuition.
- Breaking rules and regulations, after 3 warnings.
- Low grades due to lack of effort after special tutoring and counseling.
- Using profanity, involved in immoral conduct on or near school premises, or involved in fights on school premises.
- Use of any chemical dependencies on or near the vicinity of the school premises.
- Clocking someone else's time "IN" or "OUT" at any time while they are not on the premises.
- Stealing time (clocking in, but not actually being on the school premises and coming back later to clock out)
- A termination fee of \$100 will apply

NOTE: If a first-time student or previously enrolled student is dismissed from school or withdraws on their own, at the school's discretion, the school may not consider the student for re-enrollment or returning to school for a minimum period of 6 months.

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## 5 ADMISSION REQUIREMENTS AND ENROLLMENT

### 5.1 Student Responsibilities and Rights

It is your responsibility as a student to:

- Review and consider all information about a school program before you enroll.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements that you sign.
- If you have a loan, notify the lender of any changes in name, address or school status.
- Know and comply with your school refund policy.

You have the right to ask a school:

- About its programs, instructional laboratory, other facilities and its facility
- The cost of attendance and the refund policies should a student drop out.
- How satisfactory progress is determined and what happens if you are not progressing satisfactorily.
- What special services and facilities are available for the handicapped.

### 5.2 Requirements for All Programs

The following applies to TITLE IV and NON-TITLE IV.

Applicants for all programs must be beyond the age of compulsory education (16) and be a High School graduate or have the equivalency (GED). Proof of education is required BEFORE start of class. A copy of high school diploma, GED Certificate, or official transcript (high school, college or GED) showing graduation date is acceptable.

Prior to acceptance, all applicants are encouraged to have a school visitation and a personal interview with a school representative. During the interview, the school program relative to each applicant's career preferences and individual motivation will be discussed.

Students who are accepted for training will be required to submit \$100 registration fee, proof of education, copy of social security card and driver's license at time of completing the required contract and paperwork. Entering students with previous training, and who have proper documentation from another school, (official transcripts or proof of active state license) will be subject to the Transfer Student section of this catalog.

Elite Institute registers on any day and classes start on the first Monday of March, June, September and December for the 1800 Hour Advanced Cosmetology Program. Elite Institute registers on any day and classes start the first Monday of every month for the 1500 Hour Cosmetology Program. See the "Class Schedule" section of this catalog for the next class.

Elite Institute does not recruit students already attending or admitted to another school offering similar programs of study.

Elite Institute's admission, training, and graduation policies preclude discrimination on the basis of race, creed, color, religion, sex, age, financial status, or ethnic origin. Courses are taught in English.

### **DIVERSITY**

Elite Institute has an open enrollment policy for those who otherwise qualify. Based on our current enrollment, our student population is all female with Caucasian, African-American, and two or more races declared.

Prior to September 2017, Elite Institute's student population received no financial aid in any form.

- **Transfer Students**

The transfer student will receive credit for previous training with proper documentation from the Ohio State Cosmetology and Barber Board and after being evaluated in both theoretical and practical abilities by a designated school official. The contracted program will then be modified proportionately, and the contracted hours and educational costs adjusted on the student's tuition/account card. The student must also purchase a new kit at the current cost. The Acceptance of any and/or all of the transferring hours and services is at the discretion of Elite Institute. Transferability of clock hours & services earned at Elite Institute to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not their Clock hours & services earned here at Elite Institute will be accepted by another institution of the student's choice.

- **Re-Entry**

Any student who withdrew or was terminated from the program and wishes to restart, must contact an Admissions Representative and/or Administrative personnel to first determine whether they meet eligibility requirements to re-enroll based on their rate of attendance, academic average, time period elapsed since withdrawal or termination from the program, and other objective metrics or credentials. A student who has completed any clock hours and has been unable to finish the program within a five-year time period shall retain whatever clock hours the student completed for a five-year period from the date of the student's original enrollment. A student who withdraws and re-enters will return in the same satisfactory academic progress status at which he or she left. Students who wish to re-enroll must pay any balance owed to Elite Institute prior to restarting the program, unless other payment arrangements have been made. Students must also verify his or her financial aid status with the Financial Aid Director. This process can take up to 3 weeks and it will be carried out by the Financial Aid Director once re-enrollment eligibility has been confirmed. Students will be required to sign a new Enrollment Agreement. The terms and conditions of the new Enrollment Agreement will be based on the program requirements at the time the new Enrollment Agreement is signed. This means that the new Enrollment Agreement may reflect any applicable tuition increases or other program changes. Tuition will be pro-rated, as applicable. If the student is eligible, Elite Institute will review the student's prior enrollment, including disciplinary history and the reason for termination or withdrawal (as applicable), in order to determine whether the request to re-enroll may be granted. Elite Institute of Cosmetology retains discretion to grant or deny the request for any reason, based on the totality of the circumstances. *Section 4.16[7] of the SAP Policy reiterates that students reentering will be in the same satisfactory academic progress status as when they withdrew.*

### 5.3 Ability To Benefit (ATB)

Elite Institute is not accepting students on the basis of his or her ability to benefit. A high school diploma, official transcript showing graduation date, or GED must be provided.

### 5.4 Financial Assistance

#### About Financial Aid

A financial aid program is available to help a student and family meet the expenses of a degree in cosmetology. A degree in cosmetology is one of the most important investments you can make. You and your family will be expected to contribute as much as you can from your own resources to help meet college expenses.

The purpose of financial aid is to help students and families meet educational expenses that cannot be met through their own resources. Financial aid can be either need-based or non-need-based. The results of the Free Application for Federal Student Aid (FAFSA) along with the cost-of-education will determine whether or not a student has financial need.

There are several types of financial aid available. Grants and scholarships are considered "gift aid" because they generally do not have to be repaid. Loans are considered "self-help aid" because loans have to be repaid. Loans are by far the largest source of financial aid for the majority of students and families. Most grants, some loans (Subsidized Stafford) are need-based financial aid programs. The Unsubsidized Stafford and the Parent Loan for Undergraduate Students (PLUS) are considered non-need-based. Scholarships can be based upon merit, financial need, or both.

There are three main sources of financial aid available to our students. These include the federal government, the institution and private entities. The federal government is the largest source of financial aid.

#### Completing the FAFSA

Each year, students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA serves as the application for all federal financial aid at Elite Institute of Cosmetology. You should file the FAFSA or Renewal FAFSA online at <http://www.fafsa.gov>. This is the fastest and most efficient way to file the FAFSA. FAFSA on the Web provides numerous edit checks that will help prevent errors. FAFSA on the Web is available beginning January 1 each year.

Students and parents should use the Data Retrieval Tool (DRT) whenever possible while filling out the FAFSA. This allows the IRS to automatically fill in any tax information and qualifies in most instances for the verification process.

You and your parent (if you are a dependent student) should each use PINs to sign the FAFSA electronically. If you or your parent do not already have a PIN, apply for one at <http://pin.ed.gov>.

**Elite Institute of Cosmetology's FAFSA school code is: 042548**

#### FAFSA Results

The federal government will process your Free Application for Federal Student Aid (FAFSA) and electronically send the results to the Financial Aid Office at Elite Institute of Cosmetology provided you listed us as one of the schools to receive the results of your FAFSA. You will also receive notification in the form of a Student Aid Report (SAR).

When you file your FAFSA online and provide a valid e-mail address, you will receive your SAR online. If you do not provide a valid e-mail address, you will receive a SAR Information Acknowledgement in the mail. You can call 1-800-4-FEDAID (1-800-433-3243) to request a paper SAR if necessary.

You should review your SAR carefully. It will contain the information you reported on the FAFSA. If you need to make corrections to your FAFSA information, you may do this online or by sending the SAR to Elite Institute of Cosmetology with the corrections indicated.

The data you put on your FAFSA is put through a needs analysis formula called the Federal Methodology. The output of this formula is called the Expected Family Contribution (EFC). The lower your EFC, the more financial need you will have. The lowest possible EFC is zero. In extreme cases, the EFC can go as high as 99,999.

**Eligibility Requirements**

Your Expected Family Contribution, i.e., the results of your FAFSA, subtracted from your Cost-of-Attendance equals your financial need.

**Cost of Education Minus Expected Family Contribution = Financial Need**

How much financial need you demonstrate will determine the programs for which you qualify. Even if you have no financial need, you may still qualify for the Unsubsidized Stafford Loan and Parent Loan for Undergraduate Students (PLUS). Your parent must be willing to apply for the PLUS loan and have a satisfactory credit history. Unfortunately, there is no guarantee that your aid will cover your full financial need or the full cost of attendance.

Financial Aid and budget information for programs less than 1800 hours is not available.

For the 1800 Hour Advanced Cosmetology Program			For Year 1	For Year 2	
Tuition	16,900	/2=	8,450	8,450	These are the direct costs of your program as defined in your contract
Fees	100		100		
Kit	1,600	/2=	1,600		
Room and Board	20,798	/2=	10,399	10,399	These are your indirect costs
Transportation	2,889	/2=	1,445	1,445	
Miscellaneous	1,000			1,000	
<b>Total Cost of Attendance</b>	<b>43,287</b>		<b>21,994</b>	<b>21,294</b>	

To be eligible for most federal financial aid programs, you must meet all of the following eligibility requirements:

- have financial need, except for some loan programs.
- have a high school diploma or General Education Development (GED) Certificate, or meet other standards established by your state and approved by the U.S. Department of Education. (Students who have been home schooled should contact the Financial Aid Office for guidance.)
- be enrolled or accepted for enrollment as a regular student working towards a degree in an eligible program.

- be a U.S. citizen or eligible noncitizen.
- have a valid Social Security Number.
- make satisfactory academic progress.
- sign a statement of education purpose and a certification statement indicating that you are not in default on a student loan nor owe an overpayment on a grant. Both statements are found on the FAFSA.
- register with the Selective Service, if required. You can register online at the Selective Service System's web site.
- never been convicted under a federal or state law of possessing or selling illegal drugs during a period of enrollment for which you were receiving federal student aid (grants, loans, and/or work-study).

### **Award Notification**

Once we receive the results of your FAFSA and if you are admitted to Elite Institute of Cosmetology, we will send you an Award Notice.

We also continue to update award notices throughout the school year if your aid package is revised. If you have questions about an award notice you receive, you should contact the Financial Aid Office.

If you decide not to attend Elite Institute of Cosmetology, please let us know. You also should inform the Managing Director to cancel your contract.

### **Overawards**

According to federal law, a student cannot receive need based aid that exceeds the student's financial need nor can the student receive aid that exceeds the student's cost of attendance. When an overaward exists, the student's aid must be reduced.

The first grants will be disbursed after the first 10 days' attendance; subsequent disbursements will be at 450 increments. The first loan disbursement will be at the 30-day attendance mark, subsequent will be at 450-hour increments. Refunds will be processed within 10 business days.

**FEDERAL FINANCIAL AID PROGRAMS AT A GLANCE**

Program Name	Eligibility/Criteria	Enrollment Requirement	2018-2019 Annual Amount	Application Required
Federal Pell Grant	Need-based, eligibility determined by federal government Undergraduate, no prior bachelor's degree	Full time Part-Time	\$652 to \$6,095 - Depending on eligibility and hours enrolled	FAFSA
Federal Direct Subsidized Loan	Need-based	Full time Part-Time	Dependent/Independent Students - Up to \$3,500 for freshman, \$4,500 for sophomores	Submit FAFSA and sign MPN
Federal Direct Unsubsidized Loan	Not need-based	Full time Part-Time	Dependent Students - Up to \$5,500 for freshman, \$6,500 for sophomores Independent Students - Up to \$9,500 for freshman, \$10,500 for sophomores	Submit FAFSA and sign MPN
Federal Direct Parent Loan for Undergraduate Students (PLUS)	Not need-based, parent loan, credit based	Full time Part-Time	Cost of attendance minus financial aid	Submit FAFSA, apply online and sign MPN
Private Education Loans	Not need-based, credit based	Full time Part-Time	Cost of attendance minus financial aid	Submit FAFSA, apply online and sign MPN

## 5.5 Scholarships

Scholarships are available periodically throughout the year.

### ***Award Components:***

Each year, the Elite Institute Admissions Team will select from the highly qualified students wishing to pursue a career in Cosmetology for our scholarship program. Recipients will be high school seniors from the following counties in Ohio (Adams, Lawrence, Pike, Ross, and Scioto), Kentucky (Boyd, Greenup and Lewis) and West Virginia (Cabell, Lincoln, Putnam, and Wayne). A qualifying recipient from each school will receive a \$500 scholarship that rewards outstanding students who are majoring in the field of Cosmetology. The highest-ranking student from this pool of candidates will receive the Elite Institute Senior Award, which is a \$1000 scholarship award.

### ***Award Criteria:***

1. Applicant must be a graduating senior at a qualifying regional high school.
2. Applicant must show a proven record of academic achievement, interest in the field of Cosmetology, and community service.
3. Applicant must be majoring in the 1500 Hour Cosmetology Program or the 1800 Hour Advanced Cosmetology Program at Elite Institute.
4. Applicant must have a minimum, cumulative GPA of 2.0 or higher on a 4.0 scale.
5. Financial hardship will be considered.

See school administration for forms on the application process.

## 5.6 Calendar of Holidays

Elite Institute is open Monday, Tuesday and Thursday 8:30 a.m. – 7:30 p.m. and the 1<sup>st</sup> Friday of each month, 8:30 a.m. – 7:30 p.m. Elite Institute is closed every Sunday. Closed Saturdays unless otherwise noted. Depending on what day a holiday falls, the school has the option to close the day before or after the holiday.

Holidays and scheduled breaks are listed below:

New Year's Day	Christmas Day
Martin Luther King Day	Spring Break – April 18, 2019 through
President's Day	April 23, 2019
Memorial Day	Fall Break – The first full week of August
Independence Day	Winter Break – December 24, 2018
Labor Day	through January 4, 2019
Thanksgiving Day and the day after	

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## 6 1800 HOUR ADVANCED COSMETOLOGY PROGRAM

### 6.1 Course Syllabus

**DESCRIPTION:** The primary purpose of this cosmetology course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field. This program covers the basic cosmetology practices while combining the advanced elements to further the student's knowledge and skill to better prepare the student for positions in cosmetology that allow them to work alone and obtain an Independent Contractor's License.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic and advanced manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
6. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

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

**FORMAT:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, task sheets and other related learning methods are used in the course.

**GRADING PROCEDURE:** Students are assigned theory study and minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated a satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**WRITTEN:**

93-100	A-EXCELLENT
85-92	B-VERY GOOD

**PRACTICAL:**

93-100 (4)	A-EXCELLENT
85-92 (3)	B-VERY GOOD

75-84	C-SATISFACTORY	75-84 (2)	C-SATISFACTORY
70-74	UNSATISFACTORY	70-74 (1)	UNSATISFACTORY

## 6.2 Class Schedule

Classes begin the first Monday of March, June, September and December.

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated approximately in weeks and include estimated days that the school is closed for holidays, educator training/conferences, special events, inclement weather or unforeseen circumstances, and a limited number of days scheduled to allow students time for make-up work.

Full-time students are scheduled at approximately 30 hours per week. The course takes approximately 72 weeks to complete.

Part-time students are scheduled for 20 hours per week. This course takes approximately 108 weeks to complete.

Make-up days will be scheduled the first Friday of every month unless it falls on a holiday weekend or otherwise noted.

Extended Day

Monday, Tuesday, Thursday  
8:30am-7:30pm

## 6.3 1800 Hour Advanced Cosmetology Course Breakdown

SUBJECT <i>(1500 HOUR COSMETOLOGY PORTION)</i>	1500 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. INFECTION CONTROL &amp; PRINCIPLES/PRACTICES</b> <ul style="list-style-type: none"> <li>• Bacteriology</li> <li>• Dispensary Requirements &amp; Operations</li> </ul>	60	30	15
<b>2. PROPERTIES OF THE HAIR &amp; SCALP</b> <ul style="list-style-type: none"> <li>• Trichology</li> <li>• Draping Techniques/Client Protection</li> <li>• Shampoos/Rinses/Treatments</li> <li>• Disorders/Diseases/Conditions</li> <li>• Chemistry (Basics/pH)</li> </ul>	120	60	30
<b>3. HAIR PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>• Styling &amp; Finishing (<i>Roller Setting/Hair Molding</i>)</li> <li>• Thermal Styling (<i>Thermal Iron/Straightening/Blow-dry Techniques</i>)</li> <li>• Formal Styling (<i>Braiding/Wigs/Hair Pieces &amp; Hair Additions</i>)</li> <li>• Haircutting Basics</li> <li>• Haircutting Techniques &amp; Tools (<i>Shears/Razor, Texturizing/Clippers/Trimmers</i>)</li> </ul>	460	230	115

<b>4. CHEMICAL PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>Chemical Texturizing (<i>Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections</i>)</li> <li>Hair Coloring (<i>Dimensional Coloring Techniques/Corrections</i>)</li> </ul>	480	240	120
<b>5. MANICURE &amp; PEDICURE PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>Structure of Nails (<i>Anatomy of Bones, Skin and Muscles</i>)</li> <li>Diseases, Disorders, and Conditions</li> <li>Basic Manicure and Pedicure</li> <li>Manicure and Pedicure (<i>Tools/Equipment</i>)</li> <li>Hand/Arm/Foot/Leg Massage</li> <li>Artificial Nail Enhancements/Maintenance</li> </ul>	120	60	30
<b>6. SKIN CARE PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/Tissues</i>)</li> <li>Diseases, Disorders and Conditions</li> <li>Basic Facials (<i>Techniques/Treatments/Facial Make-up/Hair Removal</i>)</li> <li>Relaxation Treatments/Health History</li> <li>Electricity (<i>Principles/Safety/Effects/Therapies</i>)</li> </ul>	120	60	30
<b>7. SALON OPERATIONS &amp; COMMUNICATION SKILLS</b> <ul style="list-style-type: none"> <li>Salon Operation &amp; Management (<i>Sales/Consultation/Career Development/Professional Image</i>)</li> <li>Communication Skills (<i>Listening Skills/Product &amp; Service Education/Consultation</i>)</li> </ul>	120	60	30
<b>8. COSMETOLOGY LAWS &amp; RULES</b> <ul style="list-style-type: none"> <li>Ohio Administrative Code / Ohio Revised Code / Inspection &amp; Enforcement</li> <li>Continuing Education / Policies &amp; Procedures</li> <li>Human Trafficking (1 hour)</li> </ul>	20	10	5
<b>TOTAL</b>	1500	750	375
<b>Flexible Learning Hours</b>		375	
<b>SUBJECT</b> <i>(300 HOUR ADVANCED PORTION)</i>	<b>300 Hour Core</b>	<b>Non-Clinic</b>	<b>Clinic</b>
<b>9. COSMETOLOGY LAWS &amp; RULES</b> <ul style="list-style-type: none"> <li>Ohio Revised Code Statutes</li> <li>Ohio Administrative Rules</li> <li>License and Permit Policy &amp; Procedures</li> <li>CEU Policies &amp; Procedures</li> <li>Inspection and Enforcement Policy and Procedures</li> </ul>	50	20	30

<b>10. PUBLIC HEALTH &amp; SAFETY</b> <ul style="list-style-type: none"> <li>• Sanitation Practices &amp; Procedures</li> <li>• Sterilization Practices &amp; Procedures</li> <li>• Dispensary Operations &amp; Procedures</li> <li>• Bacteriology, Contagious and Communicable Disease Control</li> <li>• Salon Operations &amp; Procedures</li> <li>• Consumer &amp; Product Safety</li> </ul>	50	20	30
<b>11. ADVANCED TECHNIQUES</b> <ul style="list-style-type: none"> <li>• Advanced Anatomy of Hair &amp; Scalp</li> <li>• Advanced Haircutting &amp; Styling</li> <li>• Advanced Chemical Services</li> <li>• Salon Supervision &amp; Management</li> <li>• Specialized Equipment Use and Control</li> <li>• Product and Service Sales Training</li> <li>• Communication Skills</li> </ul>	200	80	120
<b>TOTAL</b>	300	120	180

## 6.4 Tuition and Payments

Tuition	\$16,900.00
Registration Fee	\$100.00
Kit and Books	\$1,600.00
<b>TOTAL</b>	<b>\$18,600.00</b>

Tuition and fees are due and payable in full the first day of classes. However, other arrangements can be made to accommodate the student with the approval of the Administrator of the school. Students with monthly/weekly payments may be charged a \$25.00 late fee for each past due payment not made by the next billing cycle.

Payment in full is required prior to graduation or other financial arrangements must be made. Any student not completing the prescribed program within the contracted time, other than extenuating circumstances, may be charged additional tuition at \$10 per hour until remaining hours are completed.

Methods of payment include:

Cash, credit card, money order, check, loan, and Title IV for eligible students

## 6.5 Other Fees

Termination Fee	\$100.00
Change of Program Fee (after 30 days in class)	\$150.00
Over Contract Fee	\$10.00 per hour
Transcript Fee	\$10.00

Items of extra expense to the student such as housing, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other

published data furnished before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

## 6.6 Student Kit

T-SHIRTS WITH SCHOOL LOGO (2)	STYLING & CUTTING COMBS
STUDENT ID TAG	PERM RODS
LANYARD	ALUMINUM SPRAY BOTTLE
OPI NAIL KIT	SALON HAND MIRROR
MIRABELLA MAKEUP KIT	SQUARE WHITE SALON TIMER
LOCKABLE TROLLEY	DELUXE COLOR APRON
MS. KIM (WITH CLAMP)	VINYL SHAMPOO KIDDIE CAPE
MS. KIM	COLOR CAPE
GOLD PLATED MARCEL IRON 3/4"	EXTRA LARGE BODY FLUFF COMB
GOLD PLATED MARCEL IRON 1 1/4"	STYLING BRUSH
CLIPPERS WITH ATTACHMENTS	CERAMIC ROUND BRUSH 3"
TRIMMERS WITH ATTACHMENTS	PINTAIL COMB
TURBO SOFT GRIP DRYER	7" HAIRCUTTING COMB
5 1/2" STEEL SHEAR	8" RATTAIL COMBS
STEEL SHAPING RAZOR	DUCKBILL CLIPS
STEEL THINNING SHEAR	BUTTERFLY JAW CLIPS 3"
REPLACEMENT BLADES	SINGLE PRONG CLIPS
MANIKIN SHEAR	TEXTBOOKS

**Changes or substitutions to the published Student Kit may occur without prior notice and may affect pricing. Students needing left-handed shears will be charged an additional cost of \$100. The school cannot be held responsible for lost or stolen items.**

## 6.7 Financial Aid

Financial aid is available to qualifying students. See eligibility requirements in section 5.4 of this catalog.

## 6.8 Program Text Books

Milady's Standard Cosmetology Textbook  
Milady's Cosmetology State Board Exam Review Book  
Milady's Theory Workbook

## 7 1500 HOUR COSMETOLOGY PROGRAM

### 7.1 Syllabus

**DESCRIPTION:** The primary purpose of this cosmetology course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology, positions in cosmetology that allow them to work alone, and/or positions in a related career field. After program completion and successful licensure, this program allows students to obtain an Independent Contractor's License.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
6. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

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

**FORMAT:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, task sheets and other related learning methods are used in the course.

**GRADING PROCEDURE:** Students are assigned theory study and minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated a satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**WRITTEN:**

93-100	A-EXCELLENT
85-92	B-VERY GOOD
75-84	C-SATISFACTORY
70-74	UNSATISFACTORY

**PRACTICAL:**

93-100 (4)	A-EXCELLENT
85-92 (3)	B-VERY GOOD
75-84 (2)	C-SATISFACTORY
70-74 (1)	UNSATISFACTORY

## 7.2 Class Schedule

Classes begin the first Monday of every month.

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated approximately in weeks and include estimated days that the school is closed for holidays, educator training/conferences, special events, inclement weather or unforeseen circumstances, and a limited number of days scheduled to allow students time for make-up work.

Full-time students are scheduled at approximately 30 hours per week. The course takes approximately 62 weeks to complete.

Part-time students are scheduled for 20 hours per week. This course takes approximately 93 weeks to complete.

Make-up days will be scheduled the first Friday of every month unless it falls on a holiday weekend or otherwise noted.

### Extended Day

Monday, Tuesday, Thursday  
8:30am-7:30pm

## 7.3 1500 Hour Cosmetology Program Course Breakdown

SUBJECT	1500 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. INFECTION CONTROL &amp; PRINCIPLES/PRACTICES</b> <ul style="list-style-type: none"> <li>• Bacteriology</li> <li>• Dispensary Requirements &amp; Operations</li> </ul>	60	30	15
<b>2. PROPERTIES OF THE HAIR &amp; SCALP</b> <ul style="list-style-type: none"> <li>• Trichology</li> <li>• Draping Techniques/Client Protection</li> <li>• Shampoos/Rinses/Treatments</li> <li>• Disorders/Diseases/Conditions</li> <li>• Chemistry (Basics/pH)</li> </ul>	120	60	30
<b>3. HAIR PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>• Styling &amp; Finishing (<i>Roller Setting/Hair Molding</i>)</li> <li>• Thermal Styling (<i>Thermal Iron/Straightening/Blow-dry Techniques</i>)</li> <li>• Formal Styling (<i>Braiding/Wigs/Hair Pieces &amp; Hair Additions</i>)</li> <li>• Haircutting Basics</li> <li>• Haircutting Techniques &amp; Tools (<i>Shears/Razor, Texturizing/Clippers/Trimmers</i>)</li> </ul>	460	230	115
<b>4. CHEMICAL PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>• Chemical Texturizing (<i>Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections</i>)</li> <li>• Hair Coloring (<i>Dimensional Coloring Techniques/Corrections</i>)</li> </ul>	480	240	120

<b>5. MANICURE &amp; PEDICURE PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>• Structure of Nails (<i>Anatomy of Bones, Skin and Muscles</i>)</li> <li>• Diseases, Disorders, and Conditions</li> <li>• Basic Manicure and Pedicure</li> <li>• Manicure and Pedicure (<i>Tools/Equipment</i>)</li> <li>• Hand/Arm/Foot/Leg Massage</li> <li>• Artificial Nail Enhancements/Maintenance</li> </ul>	120	60	30
<b>6. SKIN CARE PROCEDURES &amp; PRACTICES</b> <ul style="list-style-type: none"> <li>• Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/Tissues</i>)</li> <li>• Diseases, Disorders and Conditions</li> <li>• Basic Facials (<i>Techniques/Treatments/Facial Make-up/Hair Removal</i>)</li> <li>• Relaxation Treatments/Health History</li> <li>• Electricity (<i>Principles/Safety/Effects/Therapies</i>)</li> </ul>	120	60	30
<b>7. SALON OPERATIONS &amp; COMMUNICATION SKILLS</b> <ul style="list-style-type: none"> <li>• Salon Operation &amp; Management (<i>Sales/Consultation/Career Development/Professional Image</i>)</li> <li>• Communication Skills (<i>Listening Skills/Product &amp; Service Education/Consultation</i>)</li> </ul>	120	60	30
<b>8. COSMETOLOGY LAWS &amp; RULES</b> <ul style="list-style-type: none"> <li>• Ohio Administrative Code / Ohio Revised Code / Inspection &amp; Enforcement</li> <li>• Continuing Education / Policies &amp; Procedures</li> <li>• Human Trafficking (1 hour)</li> </ul>	20	10	5
<b>TOTAL</b>	1500	750	375
<b>Flexible Learning Hours</b>		375	

## 7.4 Tuition and Payments

Tuition	\$13,900.00
Registration Fee	\$100.00
Kit and Books	\$1,600.00
<b>TOTAL</b>	<b>\$15,600.00</b>

Tuition and fees are due and payable in full the first day of classes. However, other arrangements can be made to accommodate the student with the approval of the Administrator of the school. Students with monthly/weekly payments may be charged a \$25.00 late fee for each past due payment not made by the next billing cycle.

Payment in full is required prior to graduation or other financial arrangements must be made. Any student not completing the prescribed program within the contracted time, other than extenuating circumstances, may be charged additional tuition at \$10 per hour until remaining hours are completed.

Methods of payment include:

Cash, credit card, money order, check, loan, and Title IV

### Other Fees

Termination Fee	\$100.00
Change of Program Fee (after 30 days in class)	\$150.00
Over Contract Fee	\$10.00 per hour
Transcript Fee	\$10.00

Items of extra expense to the student such as housing, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

## 7.5 Financial Aid

Financial aid is not available for this program at this time.

## 7.6 Student Kit

T-SHIRTS WITH SCHOOL LOGO (2)	STYLING & CUTTING COMBS
STUDENT ID TAG	PERM RODS
LANYARD	ALUMINUM SPRAY BOTTLE
OPI NAIL KIT	SALON HAND MIRROR
MIRABELLA MAKEUP KIT	SQUARE WHITE SALON TIMER
LOCKABLE TROLLEY	DELUXE COLOR APRON
MS. KIM (WITH CLAMP)	VINYL SHAMPOO KIDDIE CAPE
MS. KIM	COLOR CAPE
GOLD PLATED MARCEL IRON 3/4"	EXTRA LARGE BODY FLUFF COMB
GOLD PLATED MARCEL IRON 1 1/4"	STYLING BRUSH
CLIPPERS WITH ATTACHMENTS	CERAMIC ROUND BRUSH 3"
TRIMMERS WITH ATTACHMENTS	PINTAIL COMB
TURBO SOFT GRIP DRYER	7" HAIRCUTTING COMB
5 1/2" STEEL SHEAR	8" RATTAIL COMBS
STEEL SHAPING RAZOR	DUCKBILL CLIPS
STEEL THINNING SHEAR	BUTTERFLY JAW CLIPS 3"
REPLACEMENT BLADES	SINGLE PRONG CLIPS
MANIKIN SHEAR	TEXTBOOKS

**Changes or substitutions to the published Student Kit may occur without prior notice and may affect pricing. Students needing left-handed shears will be charged an additional cost of \$100. The school cannot be held responsible for lost or stolen items.**

## 7.7 Textbooks

Milady's Standard Cosmetology Textbook  
 Milady's Cosmetology State Board Exam Review Book  
 Milady's Theory Workbook

## 8 GRADUATION AND CAREERS

Each year, Elite Institute of Cosmetology reports its graduation, licensure, and placement rates to its accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS). Elite Institute of Cosmetology calculates these rates using NACCAS's methodologies. Elite Institute of Cosmetology reported the following rates for students who were scheduled to graduate during the listed calendar years.

**2014:** Graduation Rate 50%, Placement Rate 80%, Licensure Rate 77.7%

**2015:** Graduation Rate 80%, Placement Rate 75%, Licensure Rate 100%

**2016:** Graduation Rate 75%, Placement Rate 100%, Licensure Rate 100%

### 8.1 Graduation Requirements

Students must maintain a minimum of 75% grade average in practical and written examinations, complete contracted program hours and pay all monetary obligations to the school or have established a payment plan. A Certificate of Completion is awarded to each student who has fulfilled all course requirements and monetary obligations to the school.

**2014 Graduation Rate (NACCAS): 50%**

**2015 Graduation Rate (NACCAS): 80%**

**2016 Graduation Rate (NACCAS): 75%**

### 8.2 Licensure Requirements

Students graduating from the cosmetology program must take the state board examination and pass it in order to receive their state license. The state board examination for our programs consists of a practical examination, a written theory examination and/or a written advanced examination.

Graduating students must make an appointment with administration to complete their license application and if applicable, they must make an appointment with the financial aid director or personnel to complete exit counseling and any other required financial aid paperwork. Students must also submit a check or money order for the application to be submitted to the Ohio State Cosmetology and Barber Board.

**2014 Licensure Rate (NACCAS): 77.7%**

**2015 Licensure Rate (NACCAS): 100%**

**2016 Licensure Rate (NACCAS): 100%**

### 8.3 School Goals

It is our aim to:

- 1) Produce skilled and knowledgeable professionals who will be prepared with the necessary fundamentals to enter the Beauty Industry.
- 2) Create the best learning environment available by emphasizing short term progress, individualized attention, progressive teaching methods and relevant equipment of "Hands-On" education.

- 3) Assist each student in achieving his or her own professional aspirations by helping to match these aspirations with existing personal, technological and economic conditions.
- 4) Assist graduates to become employed in the technical areas for which they have been prepared.
- 5) Respond to the requests of business, industry and other agencies for specific training needs and education programs and evaluate and revise programs when appropriate.
- 6) Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities and equipment.

## 8.4 Placement and Employment Status

Will assist graduates in finding suitable employment by posting area employment opportunities, provide a salon list and teach Job Readiness classes, but placement is **not guaranteed**.

**2014 Placement in Employment Rate (NACCAS): 80%**  
**2015 Placement in Employment Rate (NACCAS): 75%**  
**2016 Placement in Employment Rate (NACCAS): 100%**

## 8.5 Job Demand in Cosmetology

In 2012 barbers, hairdressers, and cosmetologists held about 663,300 jobs. Nearly half were self-employed. Manicurists and pedicurists held about 86,900 jobs in 2012, of which 69 percent were in the personal care services industry. About 27 percent were self-employed, many running their own nail salon business.

Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Employment of manicurists and pedicurists is projected to grow 16 percent from 2012 to 2022, faster than the average for all occupations.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

The median hourly wage for barbers, hairdressers, and cosmetologists was \$10.95 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$8.11, and the top 10 percent earned more than \$20.39. The median hourly wage for manicurists and pedicurists was \$9.24 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$8.00 per hour, and the top 10 percent earned more than \$14.21 per hour.

Many barbers, hairdressers, manicurists, and cosmetologists work part time. However, some self-employed workers have long hours. Work schedules often include evenings and weekends—the times when beauty salons and barbershops are busiest. Those who are self-employed usually determine their own schedules.

*Information cited from The United States Department of Labor, Bureau of Labor Statistics*

## 8.6 Careers

Elite Institute of Cosmetology feels that students interested in pursuing a career in the Cosmetology field (*i.e., Cosmetologist, Hairstylist, Hair Color Specialist, Perm Specialist, Esthetician, Nail Care Artists, Manicurist, Salon Owner, Salon Manager, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, Makeup Artist, Director of Education, Distributor's Sales, etc.*) should consider all aspects of such a decision. Persons who want to become professionals in these fields must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's directions.
- Keep up to date on the latest fashions and beauty techniques.
- Work long hours while building a clientele in order to earn the desired income.
- Make a strong commitment to the educational process and complete the course of study.
- Learn skills necessary to operate a business.

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station.
- A personal investment may be required for advertising and promotions such as printing business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation may vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission, or independent contractor (renting space and equipment from existing salon).
- Regulatory oversight restrictions: must hold a valid license in state of employment.
- Ability to meet requirements set forth by the employer such as: professionalism, timeliness, adaptability, and reliability.

Nature of the Work:

- **Cosmetology:** Advise patrons on how to care for their hair. Frequently, they straighten permanent wave or cut a patron's hair to keep the style in shape. Cosmetologists may also lighten or darken the color of the hair and may give manicures, pedicures, scalp and facial treatments; provide make-up analysis for women; and clean and style wigs and hairpieces; advise patrons on how to care for their nails.

## 9 ATTESTATION

### THE ELITE INSTITUTE OF COSMETOLOGY

I acknowledge that I have received a hard copy and/or an electronic copy of The Elite Institute of Cosmetology Student Catalog, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding The Elite Institute of Cosmetology student policies I should direct them to my Educator or the Administrative personnel. I am aware that I can report any concern without fear of retaliation.

I understand that it is my responsibility to request a hardcopy of the Student Catalog if I do not have accessibility to receive the electronic form.

I understand that I have an obligation to acknowledge any known or suspected violations of Elite Institute of Cosmetology's Student Conduct and/or Policies.

I have received a copy of the Student Catalog.

I understand the rules and regulations that protect our student's rights to privacy of their educational information.

I understand the rules and regulations that protect our customer's rights to privacy of their health and beauty information.

I acknowledge that I have had the opportunity to ask any questions about these materials.

I also am aware that Elite Institute of Cosmetology, at any time, without prior notice, change, add to, or delete from the provisions of the student policies.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Program

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

