



2024

# SCHOOL CATALOG



Revised 9/2023

MY-LE'S BEAUTY COLLEGE

Page | 0

# MY- LE'S BEAUTY COLLEGE

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## Catalog

### Table of Contents

	Page Number
Welcome Letter.....	2
History/ Mission.....	3
Educational Objectives.....	4
Organization Chart.....	5
Facilities/ Handicapped Students/ Statement of Non-Discrimination.....	6
Health and Physical Consideration/ English as A second Language.....	6
Textbook, Equipment & Supplies/ Copy Write Infringement Policies.....	6
Class Start Dates/ Classes Schedule/ Calendar Holidays/Basic class Enrollment.....	7
Constitutional Day/Cosmetology Curriculum Course/ Program Outline / Kit List.....	8-11
Esthetician Curriculum Course/ Program Outline / Kit List.....	12-15
Manicuring Curriculum Course/ Program Outline / Kit List.....	16-19
Rationale Additional Hours.....	19
Instructor Curriculum Course/ program Outline.....	20-23
Admission Policies and Procedures.....	23-24
Transfer Student /Re-Entry Policy/Tardiness/ Make-up work/Excused Unexcused absences .....	24
Conduct Terminate Policy/Make up / Attendance Policy.....	25
School rules and Regulations .....	26
Leave of Absence.....	27
Satisfactory Progress Policy Procedures (SAP) / Attendance Policy.....	28-30
Institutional Refund Policy.....	31-32
Return to Title IV (R2T4) Policy / Scholarships/ Tuition Fees.....	32-35
Extra Instructional Charges/ Competency-Based Programs with a Clock Hour Component .....	35-36
Method of Payment / Student Clock hour policy / Schedule change/ Distance Learning .....	36
Disclosure of Education record / FERPA POLICY.....	37-38
Student complaint/ Grievance Procedure / Career Advising.....	38
Teach- Out Plan.....	39-41
Student Service and Procedure / Job Placement.....	41

FROM THE DIRECTOR  
WELCOME!

Dear Student,

Welcome to My-Le's Beauty College and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At My-Le's Beauty College, our objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exams, In the process, our secondary objective is to maximize the development and personal growth of each student as a whole person, to help each discover his/her potential, and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our prime vocational objectives are to train and create graduates with sufficient knowledge to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of many specialty areas such as Hair stylist, hair Colorist, manicurist, and Make-up Artist or as a Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director, or School Owner.

The teaching and training at My-Le's Beauty College represents the spectrum of cosmetology knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity to success in one of today's most exciting career fields in the beauty industry.

It is a pleasure to have you join us at My-Le's Beauty College. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mr. Ben K, Co  
Owner/ Director

## HISTORY

My-Le's Beauty College was founded by Mr. Ben Co and Mrs. Tiffany Nham in March 2006 at its current location 601 Terry Parkway Ste. A Gretna, Louisiana 70056. The school has been approved by the Louisiana State Board of Cosmetology to offer programs in Cosmetology, Esthetician, Manicuring, and Instructor. Our school is currently accredited by The National Accrediting Commission of Career Arts & Science (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314 Tel: (703) 600-7600

Accredited Since	2009
Next renewal date	2025

Approved Courses are:

COSMETOLOGY	1500 CLOCK HOURS
ESTHETCIAN	750 CLOCK HOURS
MANICURING	600 CLOCK HOURS
INSTRUCTOR	600 CLOCK HOURS

Instructor is in residence with the facilities occupancy level accommodation of 100 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school to discuss personal education and occupational plans with personnel prior to enrolling or signing enrollment agreements. My-Le's Beauty College does participate in Title IV program, which assist students to meet the educational expenses. (Disclaimer: financial aid is only available to those who qualify) For more information, please refer to the Federal Student Aid Handbook that are available at our financial aid office or log on to [www.studentaid.gov](http://www.studentaid.gov) .

- The maximum number of students in classroom at one time is 20.
- The instructor/ student ratio is 1/20

## MISSION

Our mission at My-Le's Beauty College is to successfully train students for rewarding careers in the cosmetology industry, and to instill the knowledge, attitudes, and professional ethics needed to not only succeed in their careers but in life as well. Our objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a whole person, and to help each discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

## EDUCATIONAL OBJECTIVES

At My-Le's Beauty College, our objective is to offer training that prepares a successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a whole person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our prime vocational objectives are to train and create graduates with sufficient knowledge to seek and find employment in the beauty industry. A successful student should be able to function effectively in one of many specialty areas such as Hair stylist, hair Colorist, manicurist, and Make-up Artist or as a Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director, or School Owner. The daily training operation at My-Le's Beauty College is under the instructor of qualified supervisor **Mrs. Regina Blackwell-Morris**, who bring many years of valuable experience within the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry. This experience compliments her great educational and managerial talents and expertise.

The reluctant educational program at My-Le's Beauty College represents the spectrum of cosmetology knowledge and experience. Our instructors present a challenge teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields in the beauty industry. The quality of My-Le's Beauty College faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis using guest artists, lecturers, and trainers with proven expertise from virtual all cosmetology, manicuring, and skin care professions. The exciting activities are carried out in an environment that is characterized by:

1. Spacious, well-lighted facilities remodeled to meet functional school needs.
2. Salon-type equipment especially designed to properly enhance student training.
3. An educational philosophy that demands student's adherence to exemplary professional conduct and standards.
4. An instructional methodology that provides continual individualized instructions during complete tenure of student training.

Students will gain skills and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. My-Le's Beauty College welcomes all people interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and teaching staff and consider the many advantages for our students. We will be pleased to answer all your questions.

# MY-LE'S BEAUTY COLLEGE

## ORANIZATION CHART

Mr. BEN KIM CO  
Owner/ Director

Mrs. TIFFANY NHAM  
Co-Owner

Ms. KIM TRAN  
Financial Aid Director

Ms. TAMMY NGUYEN  
Admission

## INSTRUCTIONAL STAFF

Mrs. REGINA BLACKWELL-MORRIS  
Institutional supervisor

Ms. TERRI SCARBER  
Manicurist instructor

Ms. NITA DIXON  
Cosmetology instructor

Ms. ANDREA SIMS-BERRY  
Cosmetology/Esthetician instructor

Mrs. CHASTIDY MONIQUE NAILER  
Cosmetology instructor

## SUBSTITUES INSTRUCTOR

Ms. LATIFA BELLLOT  
Cosmetology instructor

## **FACILITIES**

My-Le's Beauty College is a spacious (4,900 sq ft.) air conditioned, modern facility with many benefits for our staff and students. Our school simulates salons to help our students "learn by doing" with modern equipment and a variety of supplies that can help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating, and rest areas. Each student may use a locker to keep his/her uniform and private belongings.

## **HANDICAPPED STUDENTS**

Access for handicapped students to the institution's facilities is available at the college on the first floor only. This institution does not offer special facilities programs for the handicapped.

## **STATEMENT OF NON-DISCRIMINATION**

My-Le's Beauty College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic of origin, or residence in its admissions, instruction, or graduation policies.

## **HEALTH AND PHYSICAL CONSIDERATION**

Generally, a professional in the beauty field must be in a good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching, and sometimes for long period of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if the students believe they can fulfill training demands.

## **ENGLISH AS A SECOND LANGUAGE**

Our school does not provide English as a second language of instruction. All courses and programs will be taught in English.

## **TEXTBOOK, EQUIPMENT & SUPPLIES**

On the first day of class, each student will be issued a textbook and a complete kit of equipment with a carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken supplies. The college is not responsible for a student's equipment, either lost or stolen. The student must learn to be responsible for the tools of their trade.

## **COPY WRITE INFRINGEMENT POLICIES**

My-Le's Beauty College is using Milady's Fundamental Standard Textbook. ALL RIGHT RESERVED. No part of this cover by the herein may be reproduced, transmitted store, or used in any form or by any means graphic, electronic, or mechanical, including, but not limited to photocopying, recording, scanning digitizing, taping, web distribution, information networks, or information storage and retrieving systems, excepted as permitted under section 107 or 108 of the 1976 United States Copy Right Act, without the prior written permission of the publisher.

Sanction will be prosecuted by the federal law as follow:

- Prison sentence

- Fines
- Or both

**CLASS START DATES**

Class starts dates as follow;

- January 3<sup>rd</sup>,2024      February 6<sup>th</sup>,2024      March 5<sup>th</sup>,2024
- April 2<sup>nd</sup>, 2024      May 7<sup>th</sup> ,2024      June 4<sup>th</sup>, 2024
- July 2<sup>nd</sup>, 2024      August 6<sup>st</sup>, 2024      September 3<sup>rd</sup>, 2024
- October 1<sup>st</sup>, 2024      November 5<sup>th</sup>, 2024      December 3<sup>rd</sup>, 2024

**CLASS SCHEDULES**

Full time 30 hours per week

30 hours student is required to attend 3 full days 8 hours and 6 hours on Friday.

Tuesday through Thursday 9am- 5:30pm

Friday 9:00am- 4:30pm

24 hours per week

24 hours student is required to attend three days a week minimum of 8 hours each day from:

Tuesday through Thursday 9:00am- 5:30pm

Part time 16 hours per week

16 hours student is required to attend 16 hours per week minimum of 4 hours each day from:

Tuesday through Friday from 9:00am -1:00pm or any two full days from Tuesday – Friday 9am- 5:30pm

**CALENDAR/ HOLIDAYS**

The school is closed on Saturday, Sunday and Mondays and the following holidays:

New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Mardi Gras Day.

A “special” holiday may be declared for emergency or special reason. Holy Days of all religious beliefs are respected and allowed.

**Basic Class-Enrollment**

The Basic class curriculum for each of the program requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 8. The Basic class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the basic class before entering the clinic or student salon are as follows: Cosmetology 200 hours, Esthetics 75 hours, Manicuring 75 hours and Instructor program 75 hours.

My-Le’s Beauty College considers the freshman classes to be the foundation for your future.



## CONSTITUTIONAL DAY

On September 17<sup>th</sup>, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. We encourage all Americans to observe this important day in our nation's history by attending local events in your area, Celebrate Constitutional Day through activities, learning, parades and demonstrations of our Love for the United State of America and the Blessing of Freedom Our Founding Fathers secure for us. In observance of the constitution day September 17<sup>th</sup>, of each year, at My-Le's Beauty College will have a celebration by having a gathering party with staff and students to remember our nation history.

## COSMETOLOGY COURSE OUTLINE

**Course Title: COSMETOLOGY      CLOCK HOURS: 1500    Length: 50 weeks**

**Textbooks:**      Milady's Standard Cosmetology Foundation 14<sup>th</sup> Edition Textbook  
                            And Exam Prep Book

### **Course Format:**

- This course is a combination of lecture, demonstration, and student participation.
- Theory classes: 9:10am- 10:40am on Tuesday- Thursday.
- Practical classes: 10:50am- 12:00pm. Tuesday- Thursday.
- Theory classes: 1:30pm- 2:30pm. on Tuesday- Thursday.
- Practical classes: 2:40pm- 5:00pm on Tuesday- Thursday.
- Practical and Demonstration: 9:00am – 5:00pm. on Thursday and Friday
- Sanitation: 5:00pm- 5:30pm on Tuesday – Friday.

The curriculum for students enrolled in a cosmetology course consists of fifteen hundred (1500) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 100 hours are devoted to clinic/theory experience, which shall include all phases of cosmetology. Such technical instruction and practical operation shall include:

## CURRICULUM

<b>SUBJECTS</b>	<b>MINIMUM HOURS OF TECHNICAL INSTRUCTION</b>
1. Haircutting, Finger Waves, Wiggery Pin Curls,	300
2. Hair Designs, Comb outs	120
3. Hairstyling	170
4. Shampoo, Rinses, color, and Bleaching	240
5. Permanent Waves, Hair relaxing	270
6. State Board Rules & Regulation	10
7. Safety Measure, Salon Management Retail Sales, Client Consultation and People skills	10
8. Bacteriology, Anatomy, Physiology, and Sanitation	110
9. Skin Care, Hair Care, Facial Massage and Treatment	175
10. Basic Manicuring	95
<b>Total Hours</b>	<b>1500 Hrs.</b>

AUTHORITY NOTE: Promulgate in accordance with R.S.37:57(A)(7). HISTORICAL NOTE: Promulgate by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (MARCH 2005)

### **DESCRIPTION OF COURSE**

This course covers all aspects of cosmetology, skin care, manicure, and pedicure, Successful completion of this course and passing the State Board Examination which will allow the Cosmetologist to perform such skills as a Hair Stylist, Esthetician, and Manicurist.

### **INSTRUCTIONAL TECHNIQUES AND METHODS**

Students will have to regularly attend theory classes (lecture), read assigned chapters of their textbooks, and must take and pass assigned tests with a grade point average of 70% or better. Students will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics, and customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing clients-services (practical operations).

1. Theory classes (lecture and demonstrations)
2. Theory testing (written and oral)
3. Practical operation demonstrations
4. Practical operations on mannequin or another person
5. Complete operations performed on another person.
6. Performance reviews (progress evaluations, see satisfactory policy)

### **COSMETOLOGY EDUCATIONAL GOALS**

The Cosmetology course is designed to prepare students for the State License Examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students for work as a Hair Stylist, Manicurist, Pedicurist, Esthetician, Hair Colorist, Salon Manager, Salon Owner, and Product Demonstrator.

### **COSMETOLOGY PERFORMANCE OBJECTIVE**

Graduates of Cosmetology program will qualify for the entry-level position as Cosmetologist, Hair Stylist, Make- up Artist, or Beauty Salon Operator, Graduates of this program are expected to:

1. Acquire the knowledge of the law and rules of regulation of Louisiana's cosmetology establishment's practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire the knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques to cosmetology.

### **SKILLS DEVELOPED**

1. Use of proper implements relative to all cosmetology services.
2. Learn the procedures and terminology used in performing all cosmetology services.
3. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
4. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.

5. Learn proper procedures of manicuring to include water and oil manicure and pedicure.
6. Learn the application of brush-on nails, nail wraps and nail tips.

### **ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to Esthetician.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

### **HEALTH AND SAFETY AND PHYSICAL CONSIDERATION**

In Cosmetology, Esthetics and Manicuring fields, students will be in contact with many harsh chemicals, electrical tools, sharp equipment, and hot tools. Some chemicals may harm your skin directly or through breathing or may cause allergies. Improper use of tools may cause wrist, hand or shoulder injuries. Beauty fields must remain standing for long periods of time, improper shoe support may cause back pain. For more information regarding health and safety in the beauty industry please visit [www.lsbclouisiana.gov](http://www.lsbclouisiana.gov).

### **GRADUATION REQUIREMENTS**

When the student has completed the specified minimum required hours upon the completion of the fifteen hundred (1500) hour course with GPA (Grade Point Average) of 70% or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

### **LICENSING REQUIREMENTS**

Students must pass the written National Examination (NIC) with an overall average of 70% and the Louisiana State rules and regulations (Gold Book), and the Practical Examination. The cosmetology license will be granted by the Louisiana State Board of Cosmetology.

### **RESOURCES**

Cosmetology textbook, theory workbook, practical workbook, exam review book, video, notes from class lectures, and supplemental materials handed out in class, school library, and demonstration.

### **LEARNING STRATEGY**

Students will read assigned chapters of textbook, and other materials in school library, attend schedule theory lectures and demonstrations, prepare written procedures on practical operations, and perform practical operations on another person and/or a mannequin.

### **INSTRUCTORS**

As in all phases of any profession, everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the student's benefit.

### **GRADE SYSTEM**

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in school.

**GRADING SCALE**

90% – 100%	EXCELLENT
80% – 89%	VERY GOOD
70% – 79%	SATISFACTORY
69% and BELOW	UNSATISFACTORY

**COSMETOLOGY KIT LIST**

<b>Item number</b>	<b>Description</b>	<b>Qty.</b>
SE-55	CUTTING SHEAR	1each
A8045	HAIR DRYER	1each
A23965	CLIPPER KIT	1each
<b>BRUSHES &amp; COMB</b>		
BONE-10	COMB-ROLL UP SET	1each
COMBO-5A	10pc COMB	1each
SNS-TBK	TINT BOWL	1each
305962	TINT BRUSHES	1each
<b>ROD, ROLLERS &amp; CLIPS</b>		
185	BUTTERFLY CLAMPS	1each
400X	STEEL CLIPS-DUAL PURPOSE	1box
592	STEEL CLIPS-SINGLE PRONG	1box
356-WHITE	PERM RODS, WHITE	1dozen
800X34YL	ROLLER YELLOW	4dozen
<b>HAIRDRESSER SUPPLIES</b>		
3043	SHAMPOO CAPE	1each
<b>BOTTLE &amp; TOP</b>		
B13	COLORING BOTTLE	2each
B26	8oz SPRAY BOTTLE	1each
B26	12oz SPRAY BOTTLE	1each
NY326-BK	LARGE NYLON BAG	1each
<b>EDUCATIONAL MATERIAL</b>		
S153-DUO	MANIKIN WITH HOLDER	1each
ISBN: 9780357871492	COSMETOLOGY + FOUNDATION	1each
ISBN: 9780357379103	EXAM PREP REVIEW BOOK	1each
UNIFORM	UNIFORM SCHOOL LOGO	1each

**(SUPPLIES ARE SUBJECT TO CHANGE DUE TO THE COST OR DISCONTITUED)**

## ESTHETICIAN COURSE OUTLINE

**Course Title:** ESTHETICIAN CLOCK HOURS: 750 Length: 25 weeks

**Textbooks:** Milady's Standard Esthetician Fundamentals 12<sup>th</sup> Edition Textbook  
And Exam Prep Book

**Course Format:**

- This course is a combination of lecture, demonstration, and student participation.
- Theory classes: 9:10am- 10:40am on Tuesday- Thursday.
- Practical classes: 10:50am- 12:00pm. on Tuesday- Thursday.
- Theory classes: 1:30pm- 2:30pm. on Tuesday- Thursday.
- Practical classes: 2:40pm- 5:00pm on Tuesday- Thursday.
- Practical and Demonstration: 9:00am – 5:00pm. on Thursday and Friday.
- Sanitation: 5:00pm- 5:30pm on Tuesday – Friday.

The curriculum for students enrolled in an Esthetician course consists of seven hundred fifty (750) clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetician. Technical means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 100 hours are devoted to clinic/theory experience, which shall include all phases of cosmetician. Such technical instruction and practical operation shall include:

### CURRICULUM

<b>SUBJECTS</b>	<b>MINIMUM HOURS OF TECHNICAL INSTRUCTION</b>
1. Professional Practices	20
2. Infection Control	30
3. Chemistry and chemical Safety	30
4. Electricity and Electrical Safety	30
5. Anatomy and Physiology	60
6. History of Skins, Dermatology	30
7. Physiology, Histology of Skin	50
8. Disorder and Diseases of the Skin	80
9. Skin Analysis	50
10. Skincare Products	90
11. Treatment Room	30
12. Facial Treatments	50
13. Facial Massage	40
14. Hair removal	50
15. Make-up	50
16. Advance Topics and Treatment	50
17. State Board Rules and regulations	10
<b>Total Hours</b>	<b>750 Hrs.</b>

AUTHORITY NOTE: Promulgate in accordance with R.S.37:57(A)(7). HISTORICAL NOTE: Promulgate by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (MARCH 2005)

## **DESCRIPTION OF COURSE**

This course covers all aspects of skin care and make up. Successful completion of this course and passing the State Board Examination will allow the Esthetician to perform facials (manual & electrical), eyebrow arching and hair removal (other than by electrolysis), make-up artist and skin care product representative.

## **INSTRUCTIONAL TECHNIQUES AND METHODS**

Students will have to regularly attend theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% or better. Students will learn the technical techniques and methods of performing hair removal, manual and electrical facials, scalp and hair treatments, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics, and customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client-services (practical operations).

1. Theory classes (lecture and demonstrations).
2. Theory testing (written and oral)
3. Practical operation demonstrations
4. Practical operations on mannequin or another person
5. Complete operations performed on another person.
6. Performance reviews (progress evaluations, see satisfactory policy).

## **ESTHETICIAN EDUCATIONAL GOALS**

The Esthetician course is designed to prepare students for the State License Examination and for profitable employment as an Esthetician. The knowledge and skills will prepare licensed students for work as an Esthetician, Make-up Artist, Salon Manager, Salon Owner, and Product Demonstrator.

## **ESTHETICIAN PERFORMANCE OBJECTIVE**

Graduates of the Esthetician program will qualify for the entry-level position as Esthetician, Make-up Artist, and Skin Care Specialist.

Graduates of this program are expected to:

1. Acquire the knowledge of the law and rules of regulation of Louisiana's Cosmetology establishment's practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire the knowledge of general theory relative to cosmetics including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques to cosmetics.

## **SKILLS DEVELOPED**

1. Use of proper implements relative to all esthetician services.
2. Learn the procedures and terminology used in performing all cosmetics services.
3. Acquire the knowledge of analyzing the skin to prior to all services to determine any disorders,
4. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes.
5. Learn proper procedure of esthetician including facial and make-up.
6. Learn the application of plain and electrical facials and make-up.

## **ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

5. Be able to appreciate good workmanship common to Esthetician.
6. Possess a positive attitude towards the public and fellow workers.
7. Appreciate honesty and integrity.
8. Have improved personality in dealing with patrons and colleagues.

## **HEALTH AND SAFETY AND PHYSICAL CONSIDERATION**

In Cosmetology, Esthetics, and Manicuring, students will be in contact with many harsh chemicals, electrical tools, sharp equipment, and hot tools. Some chemicals may harm your skin directly, through breathing, or may cause allergies. Improper use of tools may cause wrist, hand, or shoulder injuries. The beauty field must remain standing for long periods of time, so improper shoe support may cause back pain. For more information regarding health and safety in the beauty industry please visit [www.lsbc.louisiana.gov](http://www.lsbc.louisiana.gov).

## **GRADUATION REQUIREMENTS**

When the student has completed the specified minimum required hours upon the completion of the seven hundred fifty (750) hour course with GPA (Grade Point Average) of 70% or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

## **LICENSING REQUIREMENTS**

Students must pass the written National Examination (NIC) with an overall average of 70% and the Louisiana State rules and regulations (Gold Book), and the Practical Examination. The Esthetician license will be granted by the Louisiana State Board of Cosmetology.

## **RESOURCES**

Esthetician textbook, theory workbook, practical workbook, exam review book, video, notes from class lectures, and supplemental materials handed out in classes, school library, and demonstration.

## **LEARNING STRATEGY**

Students will read assigned chapters of the textbook and other materials in school library, attend schedule theory classes lectures and demonstrations, prepare written procedures on practical operations, and perform practical operations on another person and/or a mannequin.

## **INSTRUCTORS**

In all phases of any profession, everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the student's benefit.

## **GRADE SYSTEM**

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in school.

## **GRADING SCALE**

90% – 100%	EXCELLENT
80% – 89%	VERY GOOD
70% – 79%	SATISFACTORY
69% and BELOW	UNSATISFACTORY

## **ESTHETICIAN KIT LIST**

Description	Qty.
Celebrity Lisa Chair Massage Training Head	1ea
Profile Skincare 8oz Lavender Massage Oil	1ea
Profile Skincare Massage Mineral Milk Cleanser	1ea
Profile Skincare Massage Cream	1ea
Profile Skincare Revitalizing Toner	1ea
Profile Skincare Vitamin C Moisturizer	1ea
Profile Skincare Hydrating Mask	1ea
Fantasea Black Spatulas – 2 /BG	1ea
Fantasea Flexible Mixing Bowl	1ea
Fantasea Clear Mixing Bowl - 3 pcs	1ea
Fantasea 7pc Synthetic Body Brush Set	1ea
Soft & Style 100ct Clear Vynyl Gloves – Med	1ea
Fantasea Disposable Headbands – 4pk	1ea
Scalpmaster Terrycloth Spa Wrap Elastic/ Vel White	1ea
Scalpmaster White Esthetician JCKT	1ea
Fantasea Disposable Mascaras Brushes 25/ PKG	1ea
Fantasea 40 pc Waxing Kit	1ea
Satin Edge 9 in 1 Facial Tool Kit	1ea
Fantasea Beauty Balls – 100/bg	1ea
Fantasea 4X4 Esthetic Wires – 200/bg	1ea
Fantasea Double Sided Cotton Applicator 25/bg	1ea
Fantasea 3 pc Exfoliation Set	1ea
Fantasea Cellulose Sponges- 25/bg	1ea
Fantasea Profess 10pc Bamboo Cosmet Brush Set	1ea
City Lights Travel Case	1ea

## **EDUCATIONAL MATERIAL**

ISBN: 9780357263792 Milady's Esthetics Fundamentals + Foundation Text Package

ISBN: 9780357871478 Exam Prep

UNIFORM	UNIFORM LOGO	1ea
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**(SUPPLIES ARE SUBJECT TO CHANGE DUE TO THE COST OR DISCONTITUED)**



## MANICURING COURSE OUTLINE

**Course Title:** MANICURING CLOCK HOURS: 600 Length: 20 weeks

**Textbooks:** Milady's Standard Nail Technology 8<sup>th</sup> Edition Textbook  
And Exam Prep Book

### **Course Format:**

- This course is a combination of lecture, demonstration, and student participation.
- Theory classes: 9:10am- 10:40am on Tuesday- Thursday.
- Practical classes: 10:50am- 12:00pm. on Tuesday- Thursday.
- Theory classes: 1:30pm- 2:30pm. On Tuesday- Thursday.
- Practical classes: 2:40pm- 5:00pm Tuesday- Thursday.
- Practical and Demonstration: 9:00am – 5:00pm. on Thursday and Friday.
- Sanitation 5:00pm- 5:30pm on Tuesday – Friday

The curriculum for students enrolled in manicuring and pedicuring courses consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of manicure course. Technical means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person. Please note 100 hours are devoted to clinic/theory experience, which shall include all phases of manicuring. Such technical instruction and practical operation shall include:

### **CURRICULUM**

<b>SUBJECTS</b>	<b>MINIMUM HOURS OF TECHNICAL INSTRUCTION</b>
1. Manicurist, Therapy Preparation	50
2. Bacteriology	15
3. Sterilization	20
4. Sanitization	15
5. Hygiene	15
6. Personality	20
7. Pedicuring	65
8. Bones, Muscles of Arms/Hand	50
9. Oil and Lactol Manicure	50
10. First Aid, Equipment and Supplies	85
11. Advertising, Professional Ethics, State Regulation	30
12. Salesmanship	80
13. Chemistry	40
14. Actual Practice of Manicuring	55
15. Job seeking skill	10
<b>Total Hours</b>	<b>600 hrs.</b>

AUTHORITY NOTE: Promulgate in accordance with R.S.37:57(A)(7). HISTORICAL NOTE: Promulgate by the Office of the Governor, Division of Administration, Board of Cosmetology, LR 29:326 (MARCH 2005)

## **DESCRIPTION OF COURSE**

This course covers all aspects of manicure and pedicure. Successful completion of this course and passing the State Board Examination will allow the Manicurist to perform things such as Manicure, Pedicure, Acrylic Nail Tip application, Nail Wrap and Repair.

## **INSTRUCTIONAL TECHNIQUES AND METHODS**

Students will have to regularly attend theory classes (lecture), read assigned chapters of their textbooks, must take, and pass assigned tests with a grade point average of 70% or better. Students will learn the technical techniques and methods of manicure, pedicure, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dressing, employer-employee relationships, personal and business ethics, and customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing clients-services (practical operations).

1. Theory classes (lecture and demonstrations).
2. Theory testing (written and oral).
3. Practical operation demonstrations.
4. Practical operations on mannequin or another person.
5. Complete operations performed on another person.
6. Performance reviews (progress evaluations, see satisfactory policy).

## **MANICURING EDUCATIONAL GOALS**

The Manicuring course is designed to prepare students for the State License Examination and for profitable employment as a Manicurist. The knowledge and skills will prepare licensed students for work as a Manicurist, Pedicurist, Salon Manager, Salon Owner, and Product Demonstrator.

## **MANICURING PERFORMANCE OBJECTIVE**

Graduates of the Manicuring program will qualify for the entry-level position as Nail Technicians, Pedicure Technician, and Nail Salon Operators.

Graduates of this program are expected to:

1. Acquire the knowledge of the law and rules of regulation of Louisiana's Cosmetology establishment's practices.
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical performed.
4. Acquire business management techniques to manicurist.

## **SKILLS DEVELOPED**

1. Used of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize various skin conditions and disorders.
3. Acquire the knowledge of analyzing the skin to prior to all services to determine any disorders.
4. Develop the knowledge of safety precautions in the use of manicuring, pedicure, and artificial nails.

## **ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

- 1 Be able to appreciate good workmanship common to manicuring.
- 2 Possess a positive attitude towards the public and fellow workers.
- 3 Appreciate honesty and integrity.
- 4 Have improved personality in dealing with patrons and colleagues.

## **HEALTH AND SAFETY AND PHYSICAL CONSIDERATION**

In Cosmetology, Esthetics, and Manicuring, students will be in contact with many harsh chemicals, electrical tools, sharp equipment, and hot tools. Some chemicals may harm your skin directly, through breathing, or may cause allergies. Improper use of tools may cause wrist, hand, or shoulder injuries. The beauty field must remain standing for long periods of time, so improper shoe support may cause back pain. For more information regarding health and safety in the beauty industry please visit [www.lsbc.louisiana.gov](http://www.lsbc.louisiana.gov).

## **GRADUATION REQUIREMENTS**

When the student has completed the specified minimum required hours upon the completion of the six hundred (600) hour course with GPA (Grade Point Average) of 70% or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

## **LICENSING REQUIREMENTS**

Students must pass the written National Examination (NIC) with an overall average of 70% and the Louisiana State rules and regulations (Gold Book), and the Practical Examination. A Manicurist license will be granted by the Louisiana State Board of Cosmetology.

## **RESOURCES**

Nail Technology textbook, theory workbook, practical workbook, exam review book, video, notes from class lectures, and supplemental materials handed out in classes, school library, and demonstration.

## **LEARNING STRATEGY**

Students will read assigned chapters of textbook, and other materials in school library, attend schedule theory classes lectures and demonstrations, prepare written procedures on practical operations perform practical operations on another and/or a mannequin.

## **INSTRUCTORS**

In all phases of any profession, everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the student's benefit.

## **GRADE SYSTEM**

The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in school.

## **GRADING SCALE**

90% – 100%	EXCELLENT
80% – 89%	VERY GOOD
70% – 79%	SATISFACTORY
69% and BELOW	UNSATISFACTORY

## **SCHOOL RATIONALE FOR INCREASING MANICURING PROGRAM FROM 500 CLOCK HOURS TO 600 CLOCK HOURS**

The Louisiana State Board of cosmetology requires a minimum of 500 clock hours for the Manicuring Program. However, after carefully studied and researched, the school decided to add 100 more hours increase it to 600 hours. The school feels that the additional 100 hours would help students to develop their skills and knowledge more efficiently, not just preparing students successfully to pass the State Board Exams, but also helping students to gain more confidence in finding an employment in a highly competitive nail business once the students graduated.

### **MANICURING KIT LIST**

Description	Qty.
Acrylic Brush	1
Base Coat	1
Black files	10
Bottles	4
Buffer	10
Liquid	1
Manicure Bowl	1
Polish color	3
Powder	1
Primer	1
Sterilizer Jar	1
Tip bags #4	5
Top Coat	1
Implement box	1
Glue	1
Dampen dish	1
French brush	1
Nail Clipper	1
Nail form	30
Plastic container	1
Pusher	1
Scissor	1
Silk Strip	1
Color	3
Tweezer	1

### **EDUCATIONAL MATERIAL**

ISBN: 9780357446867	Milady's Nail Technology 8 <sup>th</sup> Edition	1each
ISBN: 9780357871485	PREP EXAM	1each
UNIFORM	UNIFORM LOGO	1each

**(SUPPLIES ARE SUBJECT TO CHANGE DUE TO THE COST OR DISCONITUED)**

## **INSTRUCTOR COURSE OUTLINE**

**Course Title:** INSTRUCTCOR      **CLOCK HOURS:** 600    **Length:** 20 weeks

**Textbooks:**    Milady's The Professional Educator 4<sup>th</sup> Edition ISBN: 9781337786836

### **Course Format:**

- This course is a combination of lecture, demonstration, and student participation.
- Theory classes: 9:10am- 10:40am on Tuesday- Thursday.
- Practical classes: 10:50am- 12:00pm. on Tuesday- Thursday.
- Theory classes: 1:30pm- 2:30pm. on Tuesday- Thursday.
- Practical classes: 2:40pm- 5:00pm on Tuesday- Thursday.
- Practical and Demonstration: 9:00am – 5:00pm. on Thursday and Friday
- Sanitation: 5:00pm- 5:30pm on Tuesday – Friday.

The curriculum for students enrolled in an instructor course shall consist of six hundred (600) clock hours of technical and practical operations in teaching the art of cosmetology. Technical instruction shall mean instruction by demonstration, lecture classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques principles. Please note 100 hours devoted to clinic/theory experience, which shall include all phases of being an Instructor. Such technical instruction and practical operations shall include:

### **CURRICULUM**

<b>SUBJECTS</b>	<b>MINIMUM HOURS OF</b>
<b>TEACHING METHODS</b>	<b>TECHNICAL INSTRUCTION</b>
Classroom Preparations	25
Methods of Teaching	25
Learners Characteristics and styles	25
<b>EFFECTIVENESS OF INSTRUCTION</b>	
Study and Testing Skills	35
Methods of Teaching and Learning	25
Lesson Planning	35
<b>INSTRUCTOR QUALITIES</b>	
Conduct of Instructor	40
Management and Supervision in the classroom	40
Clinical supervision	50
Clinical demonstration	50
<b>LEARNING ENVIRONMENT</b>	
Classroom conditions	50
Keeping Records	50
Motivation	50
Assessing Student's Needs	50
Utilization of Safety Procedures	30
Job seeking skills	10
State Regulation	10
<b>Total Hours</b>	<b>600 hrs.</b>

\*\*\* A student enrolled in the instructor course may not engage in the school in a complete service connected with in any practice or combination of practices of cosmetology upon a paying patron who is

paying for services or materials and shall not be permitted to be enrolled in a second course except following examination failure after the preceding course.

### **DESCRIPTION OF COURSE**

This course covers all aspects of Cosmetology, Esthetics, and Manicuring, successful completion of this course and passing the State Board Examination will allow the student to perform skills such as Cosmetology, Esthetic, and Manicuring instructor.

### **INSTRUCTOR EDUCATIONAL GOALS**

The instructor course is designed to prepare students for the State License Examination and for profitable employment as an instructor. The knowledge and skills prepare licensed instructor for work as instructor or educator in the beauty industry.

### **PERFORMANCE OBJECTIVE**

Graduates of the Instructor course will qualify for the entry-level position as an Instructor, Educator, and Product Demonstrator.

Graduates of this program are expected to:

- 1 Acquire the knowledge of laws and regulation Louisiana Cosmetology establishment of practices.
- 2 Acquire the knowledge of teaching adults in diverse lifestyles.
- 3 Acquire the knowledge of classroom setting.
- 4 Acquire the knowledge management techniques common to Cosmetology.

### **INSTRUCTIONAL TECHNIQUES AND METHODS**

Student Instructors will have to regularly attend theory classes (lecture), prepare lesson plans for chapters in textbook, must take and pass assigned tests with grade point average of 70% or better. Student instructor will learn the technical techniques and methods of instructing student's haircuts and styling, hair coloring, chemical, make-up applications, hair removal, manual and electrical facial, scalp and hair treatments, manicure, pedicure, nail wraps and repairs, application of acrylic nails, application of nail tip, safety and sanitation equipment's, reception desk duties, professionalism, ethics, and personal grooming, dress, employer-employee relationships, personal and business ethics, customers relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client-services (practical).

Each unit of instruction is divided into six level of instruction:

- 1 Theory classes (lecture and demonstration).
- 2 Theory testing (written and oral).
- 3 Practical operation demonstrations.
- 4 Practical operation on mannequin or the other person.
- 5 Complete operations performed on another person.
- 6 Performed reviews (progress evaluations, see satisfactory policy).  
And completion of 600 hrs. 30hrs a week.

### **TO DEVELOP AN APPRECIATION OF:**

1. The necessity for constant effort towards achievement of professional competency as a teacher.
2. The importance of developing personal characteristics that contributes to success in teaching.

## **SKILLS TO BE DEVELOPED**

1. Develop occupational experiences and personal characteristics that will enhance the Cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures, and tests that will ensure student comprehension and will instill the will to learn even with the most difficult student.
3. Development of course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

## **HEALTH AND SAFETY AND PHYSICAL CONSIDERATION**

In Cosmetology, Esthetics and Manicuring, students will be in contact with many harsh chemicals, electrical tools, sharp equipment, and hot tools. Some chemicals may harm your skin directly or through breathing or may cause allergies. Improper use of tools may cause wrist, hand, or shoulder injuries. The beauty field must remain standing for long periods of time, so improper shoe support may cause back pain. For more information regarding health and safety in the beauty industry please visit [www.lsbc.louisiana.gov](http://www.lsbc.louisiana.gov).

## **GRADUATION REQUIREMENTS**

When the student has completed the specified minimum required hours upon the completion of the six hundred (600) hour course with GPA (Grade Point Average) of 70% or better, he/she is awarded a certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the State Board Examination.

## **LICENSING REQUIREMENTS**

Students must pass the written National Examination (NIC) with an overall average of 70% and the Louisiana State rules and regulations (Gold Book), and the Practical Examination. An instructor license will be granted by the Louisiana State Board of Cosmetology.

## **RESOURCES**

Nail Technology textbook, theory workbook, practical workbook, exam review book, video, notes from class lectures, and supplemental materials handed out in classes, school library, and demonstration.

## **LEARNING STRATEGY**

Students will read assigned chapters of textbook, and other materials in school library, attend schedule theory classes lectures and demonstrations, prepare written procedures on practical operations, and perform practical operations on another person and/or a mannequin.

## **INSTRUCTORS**

In all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards; instructors giving these classes are also posted for the student's benefit.

## **GRADE SYSTEM**

Student's instructor is evaluated on a regular basis on lesson plans and teaching skills. The evaluations are measured on a standard percentage equate to a letter grade. A student instructor must maintain a (70%) great point average or better to maintain a satisfactory academic status.

## **GRADING SCALE**

90% – 100%	EXCELLENT
80% – 89%	VERY GOOD
70% – 79%	SATISFACTORY
69% and BELOW	UNSATISFACTORY

The student instructor will receive the skills and techniques related to the teachings of Cosmetology. They will gain practical experience and will be trained in high quality supervision for professional instructing. Completing this course will qualify and prepare the student instructor for the state and national teacher training seminar and continuing education. Successful completion of this course will prepare the student to become an instructor, school owner/director, stylist director, state board inspector, manufacturer representative, beauty professional supplier, or a flatform artist.

## **SCHOOL RATIONALE FOR INCREASING INSTRUCTOR FROM 500 CLOCK HOURS TO 600 CLOCK HOURS**

The Louisiana State Board of cosmetology requires a minimum of 500 clock hours for the instructor. However, after carefully studied and researched, the school decided to add 100 more hours increase it to 600 hours. The school feels that the additional 100 hours would help students to develop their skills and knowledge more efficiently, not just preparing students successfully to pass the State Board Exams, but also helping students to gain more confidence in finding an employment in a highly competitive nail business once the students graduated.

## **Admission Policies and Procedures**

The school requires that each student enrolling in the Cosmetology, Manicuring, or Esthetician an instructor program must:

1. Have a high school diploma or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), **proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing completion or college degree.**
2. Have a recognized equivalent of a high school diploma such as a home-schooled certificate by the state where the student resided during home school or a General Equivalent Diploma (GED).
3. Original foreign high school diploma will be accepted with third parties' services for evaluation purposes (fees may apply). Student who possesses a foreign high school diploma must provide evidence that verification of the high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S high school diploma.
4. Have a birth certificate, or a valid photograph ID and social security card.
5. Are at least 17 years of age.

My-Le's Beauty College does not offer or accept an ability-to-benefit test (ATB).



Instructor applicants must meet all the above requirements and:

- Hold a current license in one year as a practitioner in the field they wish to teach.

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

### **ADMISSION PROCEDURES**

To apply for admission, an applicant should provide school the following:

1. Birth certificate, or a valid photograph ID, and social security card.
2. Proof of education: High School Diploma, GED, Official High School Transcripts showing high school completion or an academic transcript of a student who has successfully completed at least two -year program that is acceptable for full credit toward a bachelor's degree.

### **TRANSFER STUDENTS**

The institution accepts student's hours certified by the Louisiana State Board of Cosmetology provided that the hours are transferable. The institution shall evaluate the student's transcript and determine how many hours of the curriculum have been completed by the student. The institution shall then submit to Louisiana State Board of Cosmetology for verification hours which shall include supporting data. Once, students have an approval hour transferred by the Louisiana State Board of Cosmetology. The student will then continue with the school admission screening process.

### **RE-ENTRY POLICY**

Withdraw students may be readmitted to the institution after awaiting a period of 30 days. Readmission is not guaranteed. Students who withdraw prior to completion of the course and re-enroll will return to the same satisfactory academic progress status at the time of withdrawal. A student who re-enters into the same program he or she withdraws from within 180 days is treated as if he or she did not cease his or her attendance for purposes of determining Title IV financial aid awards for qualified students. Therefore, there would be no additional tuition charges. After 180 days, the student's tuition would be based on any new tuition charges established by the institution. The student retains his or her original eligibility for payment period in which he/she withdrew. In calculating awards for the students who re-enter after on 180 days (Title IV Financial Aid), the institution treats the hours remaining in the program as if they are the student's entire program. Financial aid will be based on pro-rated basis on the remaining hours. All attendance figures would remain the same as well-absentee hours would not be increased, and actual hours would not be decreased. The student would retain all hours and grades previously accumulated.

### **Tardiness, excused and unexcused absences, make -up work Policies.**

Class starts at 9:00 am and instructor will begin lecture at 9:10am. Students are encouraged to be on time for theory without interruption while class in progress. Students who are having medical or extended personal problems which make it difficult to attend class are considered excused absences. Student must provide school doctor's note for their absent. Due to excused unexcused absences, all assignments, tests, homework, and clock hours may be made up.

## **CONDUCT/TERMINATE POLICY**

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violation of any of the following items may result in suspension or termination/expelled from the institution.

- A. Abusing any illegal drugs or alcohol.
- B. Cheating on school examination or timecard.
- C. Destroying or damaging school property.

## **ATTENDANCE POLICY**

Student's attendance is documented using a time clock system. Students are required to sign-in and out on the "sign-in sheet" and clock in and out of school to document their presence in school. Admission personnel will monitor the student's hours daily from the time clock and sign-in sheet. Attendance records are maintained in the school office.

Students must maintain a cumulative average attendance level of at least 67% of the scheduled hours indicated on their enrollment contract. Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 days) will be dismissed. If a student is not maintaining their average attendance level of 67%, students are allowed to attend school outside of their scheduled hours to make up for their hours so they can meet the requirement of 67% attendance level.

This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). It is mandatory that students contact the admission office for circumstances that cause student to be absent. The following will automatically be deemed as excused: Doctor appointment, Court appearance, and any other professional appointment. You must submit written verification for each excused absence.

## **SCHOOL RULES AND REGULATIONS**

1. School hours are Tuesday - Friday 9:00am until 5:30pm.
2. Students must wear school uniform and name tag when entering the school.
3. Dress code is Black. No tank top, No Hats, mini skirt or shorts permitted.
4. Closed toe and low heel shoes are required.
5. Students must scan their finger to clock in and out daily.
6. Students must sign in the daily sign in sheet.
7. Student can NOT disrespect an instructor, staff, clients, and others.
8. Cell phone cannot be use in classroom while class is in session.
9. No smoking in the building and NO eating on the clinic floor.
10. Student lunch time is 30 minutes. Students should report to an instructor if they have not had lunch.
11. No visitor is permitted in the classroom or student lounge area unless approved by the instructor.
12. Students must keep their workstations, in class or on the floor, cleaned at all times.
13. A minimum of 30 minutes of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
14. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take patrons when assigned to them. Students who refuse to take a patron when assigned must clock out for that day.
15. No student may leave a patron while doing a service, except in an emergency and is excused by an instructor.
16. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
17. Students will pay in advance for supplies on personal services such as permanents, tints, bleach, etc. Freshman students are not allowed to work on senior students and vice versa at any time. Personal services will be allowed on Tuesday through Thursday (only if all of the requirements for the day are met, and students must have the instructor's permission as well.)
18. Students are responsible for returning the college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
19. Students always have the privilege to consult with the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord.
20. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
21. Students must maintain an average of 70% or above in theory and in all practical subjects. Please see SAP policy.
22. Only products furnished by the college may be used unless otherwise approved by the instructor and school.
23. Students must comply with all instructions given by personnel relative to school activities. No insubordination will be tolerated.
24. Excuse policy is if a student is absent on any giving day must bring in an excuse slip form Doctors, obituary etc. An unexcused absence would be if any student is absent and does not bring in a slip for being absent.
25. Notify the office immediately of any address or telephone change.
26. Absence of three (3) days or more without notification student should contact school office to update status returning to avoid being dropped.
27. Students' absence more than 14 days of attendance will be dropped.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a cosmetologist, manicurist, or esthetician.

**Violation of school rules may result in suspension or termination.**

## **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. The students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing.
- The request must include the student's reason for the LOA; and
- The request must include the student signature.

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approval LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of calendar days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to the students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluation periods:

<b>Cosmetology</b>	<b>Manicuring/Instructor</b>	<b>Esthetician</b>
450 actual hours and 15 weeks	300 actual hours and 10 weeks	375 actual hours and 12.5 weeks
900 actual hours and 30 weeks	600 actual hours and 20 weeks	750 actual hours and 25 weeks
1200 actual hours and 40 weeks		

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

Evaluation will determine if the student has met the minimum requirements for satisfactory academic progress.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b><u>COURSE</u></b>	<b>WEEKS</b>	<b>MAXIMUM TIME ALLOWED SCHEDULED HOURS</b>
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	50 Weeks	1500
Cosmetology (Part time, 16 hrs/wk) – 1500 Hours	93.75 Weeks	1500
Manicuring (Full time, 30 hrs/wk) - 600 Hours	20 Weeks	600
Manicuring (Part time, 16 hrs/wk) - 600 Hours	37.5 Weeks	600
Esthetician (Full time, 30 hrs/wk) – 750 Hours	25 Weeks	750
Esthetician (Part time, 16 hrs/wk) – 750 Hours	47 Weeks	750
Instructor (Full time, 30 hrs/wk) – 600 Hours	20 Weeks	600
Instructor (Full time, 16 hrs/wk) – 600 Hours	37.5 Weeks	600

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission's policy.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% 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:

90% – 100%	EXCELLENT
80% – 89%	VERY GOOD
70% – 79%	SATISFACTORY
69% and BELOW	UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **ATTENDANCE POLICY**

All students are required to attend class as scheduled. Students are also required to complete all course hours and requirements. Students are expected to maintain a minimum of 67% of schedule hours to meet satisfactory academic progress policy. Please see Satisfactory progress policy for guidelines.

## **INSTITUTIONAL REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable registration fee of \$150.
  2. A student (or legal guardian) cancels his/her enrollment in writing within five business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable registration fee of \$150, regardless of whether or not the student has actually started classes.
  3. A student cancels his/her enrollment after five 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 except the registration fee in the amount of \$150.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
  8. Unofficial withdrawals for clock hours students are determined by the school by monitoring clock hour attendance at least every thirty days.
- For students who enroll and begin classes but withdraw prior to course completion (after five business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

- 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 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- a full refund of all monies paid OR



- completion of the course/program.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
  - provide completion of the course OR
  - participate in a Teach-Out Agreement OR
  - provides a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
  - a pro rata refund of tuition to the student OR
  - participates in a Teach Out Agreement.
- Students who withdraw or terminated prior to course completion are charged a termination fee of \$150.00. 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.

### **Collection Policy and Procedures**

My-Le's Beauty College is an independent school. Collection correspondence regarding to cancellation and settlement of from the institution itself. NO banks, collection agencies, lawyers, or any other third parties representing the institution to collect the settlement. There are NO promissory notes or contracts for tuition are sold or discounted to third parties to collect the settlement. It is students' responsibility to make payment to the school to resolve the settlement.

### **RETURN TO TITLE IV (R2T4)**

#### Process Overview & Applicability

The return of Title IV funds requirement is a complex process involving a great deal of interoffice cooperation and coordination. The school director is designated as the contact point for students who wish to withdraw. Inter-Office email or written memoranda may be used to communicate that information to faculty, bookkeeping, and the office of financial aid. The school's director determines the withdrawal date and reports it to other institutional offices and the Department of Education. The Office of Financial Aid calculates the return of Title IV funds using federal formulas, notifies the student of his or her obligation to repay funds if applicable, tracks the repayment, and refers overpayments to ED. It also offers the student any earned post-withdrawal disbursement and follow-up procedures and policies pertaining to this indicated in the award notification part of the manual. For students whose status changes from full-time to part-time during the payment period, the award package must be revised based on the revised enrollment status and student must be notified about the changed award amounts and status.

The date of My-Le's Beauty College determination that a student withdrew is identified through faculty input, student's failure to return from an approved leave of absence, or the student's verbal or written notification to the school.

In the event of any unofficial withdrawals, R2T4 refund must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

All enrolled students are notified through My-Le's Beauty College catalog about the withdrawal process and the student's rights and responsibilities, including how a student reports the intent to withdraw and how the student begins the withdrawal process.

#### Withdrawal Date

The faculty is required to take attendance and notify the school director if a student has stopped attending class without any notice for 3 (three) consecutive scheduled class days. The school director monitors attendance of all enrolled students. He will contact students via email, phone call and letter. If no response is received within 14 days, the school will assume the student has unofficially withdrawn. The school director will determine the withdrawal date which would be no later than two weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which student notifies school via any means of communication. Students who have been absent for 30 consecutive days will automatically be terminated. However, all refunds due will be paid within 45 days of the student's 14th consecutive day of absence. A student who wishes to withdraw from school for compelling personal reasons should notify the Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. For all clock hours programs attendance roster is mandatory. All documentation for a withdrawn student will be kept in the student's file in the office of financial aid.

#### Formula Calculation

My-Le's Beauty College is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent earned. The percentage of aid to be returned is determined using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan  
Subsidized Federal Stafford Loan  
Federal Parent (PLUS) Loan  
Federal Pell Grant  
Federal Supplemental Opportunity Grant  
Other Title IV assistance  
State Tuition Assistance Grants (if applicable)  
Private and institutional aid  
The student

The following is a step-by-step process that is followed in all R2T4 calculations.

- Step 1:** Determine the percentage of aid earned by calculating the percentage of the scheduled hours that the student completed.
- Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid **or** determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4:** If unearned funds must be returned, determine the schools and the student's shares; **or** if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; **or** if a post-withdrawal disbursement is due, send student applicable notification.
- Step 6:** Return the institution's share and any funds repaid by the student or refer the student to ED; **or** make the post-withdrawal disbursement.

The Department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. These worksheets are used to calculate all R2T4 calculations. A copy of the worksheet in the event of manual calculation and a computer printout in the event of automated calculation is placed in the student's file for records. The office of financial aid performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

#### Post-Withdrawal Disbursements

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by ED. A school must process Title IV aid within 120 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **SCHOLARSHIPS**

My-Le's Beauty College does not award any institutional scholarships incentives.

### **TUITION AND FEES SCHEDULE**

<b>COURSE</b>	<b>Cosmetology</b>	<b>Manicuring</b>	<b>Instructor</b>	<b>Esthetician</b>
<b>TUITION FEE</b>	\$13,500.00	\$5,400.00	\$6,000.00	\$6,750.00
<b>REGISTRATION FEE</b>	\$150.00	\$150.00	\$150.00	\$150.00
<b>KITS SUPPLIES</b>	\$450.00	\$325.00	\$225.00	\$650.00
<b>BOOKS</b>	\$385.00	\$325.00	\$425.00	\$385.00
<b>LAB COAT</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>OTHER COSTS</b>	-----	-----	-----	-----
<b>TOTAL CHARGES</b>	<b>\$14,510.00</b>	<b>\$6,225.00</b>	<b>\$6,825.00</b>	<b>\$7,960.00</b>
<b>WEEKS</b>	<b>50</b>	<b>20</b>	<b>20</b>	<b>25</b>

\* **R= REFUNDABLE** Once used, kits are not returnable or refundable due to sanitary considerations.

Note: Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the enrollment agreement. \* Brush up (see below)

### **EXTRA INSTRUCTIONAL CHARGES**

Students are expected to complete their training within maximum time allowed as specified in enrollment agreement. If a student exceeds the time frame outlined above, and extra instruction charge will be made for the balance of the hours required for the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follow:

<b>Cosmetology: \$9.00 per hour</b>	<b>Manicuring: \$9.00 per hour</b>
<b>Esthetician: \$9.00 per hour</b>	<b>Instructor: \$10.00 per hour</b>

- **BRUSH-UP:** Student's requiring preparation for the State Board exam will be billed at the course hourly rates depending on which license they are applying for and registration fee of \$150.00. Student must furnish their own equipment.

### **Competency-Based programs with a Clock Hours Component**

The student completes the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

**MY-LE'S BEAUTY COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICES, WHEN NECESSARY, ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

### **METHODS OF PAYMENT: TUITION POLICIES AND FEES**

ALL tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by the institution when the course is paid in full prior to completion of the course.

- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.
- Payments may be made by cash, check, money order, credit card or non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

### **STUDENT CLOCK HOUR POLICY**

The school is using Genesis finger scanner device to clock in and out and daily sign in sheet to keep track of student hours of attendance. On the day of signing the Enrollment Agreement. The student will be asked to use their fingers place it on the Genesis scanner device to set up an account. Once the process is completed, the student will be able to use their finger to clock in and out daily. The time that student scan to clock IN and OUT on the Genesis scanner will record and transfer into the school office's main computer and the number of hours of attendance will be accumulate daily.

The student will be given access to log in and out on the student account to monitor the student hours daily records. Daily sign in sheet will use as a backup data in case the Genesis electronic scanner failed.

Note: Make sure that you scan IN and OUT at the start and the end of each day; otherwise, you will lose your hours of attendance for the day.

One clock hour is equal to 60 minutes of instruction.

### **SCHEDULE CHANGE**

Due to any reason if the students cannot meet their schedule of attendance as they are enrolled in. Students are allowed to change of their schedule by completing schedule change form that is available in the office. Students are only allowed to change two times during the course they are attended.

### **DISTANTANCE LEARNING**

My-Le's Beauty College **Does Not** offer distance learning programs.

## **DISCLOSURE OF EDUCATION RECORDS**

Students, and parents or guardians of dependent minor only have the rights to inspect, review, and challenge information contained in their educational records. The parents of tax dependent students are only allowed to access to the proof that their children are attending school for tax purposes, not the remainder of the student's records. Once the student reaches the age of 18, they became a legal adult and must give a written consent for their records to be released, even to their parents. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. The school will maintain students' files for six (6) years. Students are not entitled to inspect the financial records of their parents. Before publishing the directory information, the school will give the students and the guardians of dependent minor students the chance to deny the authority to publish the directory information. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law.

## **POLICY REGARDING THE FAMILY EDUCATION RIGHT AND ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible

students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE:**

It is the policy of this school to handle complaints in the following manners:

1. Fill out the Complaint Form and list all complaints.
2. Deliver all forms to the school's instructional supervisor.
3. If you are unable to deliver the form to the instructor supervisor, you may deliver it to the school's Director/Owner, **Mr. Ben Co.**
4. The school's Director will evaluate the complaint and set up an appointment with the person within 5 days from the receipt of the form. If the complaint is an emergency, it will be addressed within 24 hours.

If you are not satisfied with the school's resolution, you may contact The National Commission of Career Arts & Sciences (NACCAS) at: 3015 Colvin Street, Alexandria, VA 22314. Tel (703) 600-7600 and/or Louisiana State Board of Cosmetology at: 1162 Sunbelt Court, Baton Rouge, LA 70809. Tel: (225) 756-3404.

Students who are experiencing personal problems both inside and outside the classroom are encouraged to discuss with the school staff members for advising and assistance. If your problems are out of our ability to help, we will refer you to outside agencies or programs for assistance. For instance, our school is not providing housing, transportation or childcare, but we can refer these services to students if needed.

### **CAREER ADVISING AND PERSONAL ATTENTION**

Students are advised individually, as often as necessary to review the student's satisfactory progress. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

### **ADVISING**

Because students are taught by the same instructor throughout their program, most student services are delivered by that instructor. Instructors are responsible for monitoring student's attendance as well as student satisfactory progress. Consequently, when student advising is required, it is the instructor who ascertains the need for such advising and renders it to the students. Student advising is documented by the instructor at the time it is conducted and placed in the student's academic file. Students who are having academic problems are assisted by the instructors through extra tutoring or additional time spent with the instructor to go over any work missed.

## Teach-Out Plan

If the Institution closes permanently and ceases to offer instruction after students have been enrolled, or if a Program is cancelled after students have enrolled, and instruction has begun, this Teach Out Plan will comply with the following requirements after the pro-rata refund calculation has been made for all students involved.

Teach Out Plan:

1. The Institution's Teach-Out Plan must include a statement that institution acknowledges the in the event of an actual Closure the institution:

- The institution will provide all affected students with a pro rata refund. Additionally, if the Institution's Teach-Out Plan includes a Teach-Out Agreement, the statement must further acknowledge the Institution will provide NACCAS a Teach-out Agreement 30 days prior to the closure date.
- The institution will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
- The Institution will notify NACCAS in accordance with Section 4.12 of the NACCAS Rules of Practice and Procedure.
- The institution will provide NACCAS a list of the students who were enrolled at the time of Closure, including arrangements made for each student.
- The institution will put all relevant information regarding the Closure on its website used by the institution to communicate with the students and public.
- The institution will comply with all State or Federal Laws regarding record maintenance.
- The Institution will provide to NACCAS, Louisiana State Board of Cosmetology and to all enrolled student name and contact information of the custodian of the institution's files and the address of where those files will be kept.
- The institution will immediately provide all enrolled students with a copy of the NACCAS "How to Locate an Accredited Institution within Your Field of Study" document.

Teach-Out Agreement:

1. The Institution plans an intention to enter into a Teach-Out Agreement:
  - The Institution will provide to NACCAS a copy of the enrollment agreement for each of the Institution that will receive students under the Teach-Out Agreement
  - The Institution will provide to NACCAS a copy of the catalog for each of the Institutions that will receive student the Teach-out agreement.
  - The Institution will provide to NACCAS a copy of each Teach-Out Institution's license issued by the state's Regulatory agency.
  - The Institution will provide to NACCAS any additional information that is applicable.
  - The Institution will notify students of additional charges. The statement must include an explanation to NACCAS of how it will notify students about additional charges.
  - The Institution will provide students access to the program and services without requiring them move or travel for substantial distance so durations.
  - The Institution will provide information to NACCAS that will insure that any Teach-Out Institution or Institutions with which the institution enters into a Teach-Out Agreement have the admirative capacity and capability and support services requires by NACCAS.
  - The Institution will provide evidence to NACCAS that the teach-out institution has the necessary experience, administrative capacity and capability, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, delivery modality, and scheduling to that provided by the Closing institution.



- The Institution will provide evidence that each teach-out institution has the administrative capability and capacity to carry out its mission and meet all obligations to the existing students.

3. The teach-out agreement will include:

- A complete list of students currently enrolled in each program at the closing institution and the program requirements each student has completed.
- A plan to provide all potentially eligible students with then information about throw to obtain a closed school discharge and information state refund.
- A record retention plan to be provided to all enrolled students that delineates the final disposition for teach out records (student transcripts, billing, financial aid records)
- Information on the number and types of credits or clock hours the teach out institution is willing to accept prior to the student's enrollment.
- A clear statement to students of the tuition and fees of the educational program and the number and types of credits or click hour that will be accepted by the theca out institution. This statement must clearly identify and provide for then notification to student's additional charges.

4. The Tech-out agreement provide students access to the program and services without requiring them to move or travel for substantial distances or duration.

5. The Institution will provide to NACCAS with each Teach-Out Agreement:

- Copy of Teach-Out Institutions Enrollment Agreement
- Copy of Teach-Out Institution's Catalog
- Copy of Teach-Out Institution's license issued by the Louisiana State Board of Cosmetology
- Any other additional information, if applicable

6. The Teach-Out institution(s) must:

- Have the necessary experience, administrative capacity and capability, resources, and student support services to provide an educational program that is off acceptable quality (as evidenced by state approval) and reasonably similar in content, delivery modality, and scheduling to that provided by the Closing institution provided, however, that while an option to provide instruction via an alternate method of delivery may be made available to students, such an option is not sufficient unless an option via the same method of delivery as the original educational program is also provided.
- Be stable and have the capacity to carry out its mission and meet all obligations to existing students.
- Demonstrate that it can provide students access to the program and services without requiring them to move or travel for substantial distances or durations.
- Demonstrate that it will provide students with information about additional charges if any.

7. The teach-Out Institution(s) must not:

- Be subject to a Teach-Out Event itself
- Be under investigation for, be subject to an action concerning or being prosecuted for an issue related to academic quality, misrepresentation, fraud, or other severe matters by a law enforcement agency.

8. If an Institution that is party to a Teach-Out Agreement has learned that another party to the Agreement plans to close, NACCAS must be notified, in accordance with 4.12 of the NACCAS Rules of Practice and Procedure.

9. The closing Institution must:

- Submit to NACCAS a list of students who were rerolled at the time of Closure and indicate the arrangements made for each affected student. Submit to NACCAS copies of all notifications from the Institution to its students related to the Institution's closure or to Teach-Out options to ensure the information accurately represents student's ability to transfer credit clock hours. NACCAS may require corrections to any such notifications.
- Comply with applicable state and/or federal laws regarding record maintenance.
- Provide NACCAS and all enrolled students with the name and contact information of the custodian of its files and address where the files will be kept.

10. Post all information regarding closure on its website used by the Institution to communicate with the students and public. The Institution will provide a list of accredited schools (at least 3) within a 50-mile radius of the institution that would suitable candidates (per this Policy IV.05) to enter into a Teach-Out Agreement.

- Schools within our 50 miles demographic area are:

**Stevenson's Academy-Hair Design**

401 Opelousas Ave. New Orleans, LA 70114 (504) 368-6377

**Aveda Arts & Sciences Institute**

3330 Veterans Memorial Blvd. Metairie, LA 70002 (504) 454-1400

**John Jay Beauty College**

2844 Tennessee Ave, Kenner, LA 70062 (504) 467-2915

**STUDENT SERVICES POLICY AND PROCEDURE**

The system of delivering student services at My-Le's Beauty College supports and enhances the school's training programs by encouraging students' attendance and promoting students' success. We employ a method of delivering student services that requires all staff members to be part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and in making informed decisions concerning training and employment. We also provide advising and assistance to students in an attempt to address their needs outside the classroom as well as inside.

**JOB PLACEMENT**

The school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for student to review.

(Please note that students must pass the written and practical examinations administered by the board before eligible for a position.)

**ADMISSION/ FINANCIAL AID/JOB PLACEMENT  
OPERATION HOURS**

For more information, please contact our normal business hours from Tuesday- Friday from 9am- 5:30pm at (504) 362-3150 (504) 362-0682 or Fax: (504) 466-3933 or email: [info@mylesbeautycollege.com](mailto:info@mylesbeautycollege.com)