



**Entourage Institute of Beauty & Esthetics
Catalog & Student Handbook
Volume 25.3**

1.28.26 (2025-2026)

This catalog reflects the regulations, policies, procedures, programs and fees for Entourage Institute of Beauty and Esthetics as of January 26, 2026

Entourage Institute of Beauty and Esthetics reserves the right to adopt, amend, and implement its policies and procedures, academic policies and procedures and curriculum as it deems appropriate and necessary. Under certain circumstances, Entourage Institute of Beauty and Esthetics may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the institution, that such action would be appropriate to further the mission and purposes of the institution. The provisions of this catalog are not to be regarded as a contract between the student and Entourage Institute of Beauty and Esthetics.

The Institution also reserves the right to correct any clerical errors as necessary. Prospective students should contact admissions for information regarding any such possible changes. Currently enrolled students should consult the campus appropriate administrators for additional information.

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Welcome!

We are pleased to have you join our Entourage family. Our goal is to help you gain the skills to be successful while you attend school and beyond. We ask that you commit to a high standard of excellence as you learn the knowledge, attitude, and behaviors of a successful salon or spa professional. We ask that you allow us to lead you in this process. Challenge yourself to remain open to learning and being mentored throughout your experience with us.

Mission Statement

Our school's mission is to provide a quality educational system to prepare students to pass the state board examination and gain employment within their chosen field of study. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence and we strongly believe that when people come first, success will follow.

Location

Entourage Institute of Beauty and Esthetics 12004 W. 95th St.
Lenexa, KS 66215
913.888.2800

Regulatory and Licensure

The following institutions license and regulate our institution:
Kansas Board of Cosmetology
714 SW Jackson St # 100, Topeka, KS 66603 • (785) 296-3155

Therapeutic Massage Bodyworks Program:
Kansas Board of Regent
1000 SW Jackson Street, Ste 520, Topeka, KS 66612-1368 • (785) 430-4240

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact Campus Administration.

Administration/Ownership

3 PILLARS LLC., dba Entourage Institute of Beauty and Esthetics, is an independently owned and operated Cosmetology and Esthetician School.

School Administration

Michaelle Holland: Co-Owner, Campus President

Dr. Susan Wurtele: Co-Owner, COO

Rebecca Clothier: Compliance Officer

Dominique Bates: Admissions Coordinator

Meghan Price: Admissions Coordinator

Serene Holland: Campus Director

- Esthetician License #200-96753
- Esthetician Instructor License #206-85985

Education – Entourage Institute of Beauty and Esthetics

Katelyn Isabelle Gardner: Director of Education

- Esthetician License #200-98147
- Esthetician Instructor License #206-86026
- Education – Entourage Institute of Beauty and Esthetics

Valeria Enriquez-Toscano: Nail Technology Instructor

- Manicurist License #100-99578
- Manicurist Instructor License #106-86764
- Education – Entourage Institute of Beauty and Esthetics

Sara Alvarado: Nail Technology and Cosmetology Instructor

- Cosmetology License #000-86228 Expiration Date Education –
- Cosmetology Instructor License #006-86228

Sharon Kay Alexandar: Cosmetology Instructor

- Cosmetology License #000-1676 Expiration Date – 09/30/2025
- Education – Hays Hairdressing School
- Cosmetology Instructor License #006-100196
- Education – Entourage Institute of Beauty and Esthetics

Martha Turvey: Cosmetology Instructor

- Cosmetology License #000-88047
- Cosmetology Instructor License #006-88047 Expiration Date

Jenna Clubine: Cosmetology Instructor

- Cosmetology License #000-15272 Expiration Date – 03/31/2027 Education – Johnson County Community College
- Cosmetology Instructor License #000-100251 Expiration Date – 10/31/2026 Education – Entourage Institute of Beauty and Esthetics

Naomi Pritchett: Therapeutic Massage and Body Work Instructor

- Education – Associate Degree of Occupational Studies in Therapeutic Massage
- Heritage College, Kansas City, MO 2006-2007
- License# Masse23-36759IE Expiration Date – 02/28/2025

Kayden Collette: Esthetics Instructor

- Esthetics License - #200-98901 Expiration Date :
- Esthetics Instructor License - #206-86052 Expiration Dat
- Education- Entourage Institute of Beauty

School Facilities

Our programs offer the challenge of a stimulating and rewarding career. Entourage Institute of Beauty and Esthetics is fully equipped to meet all the demands of modern hair and esthetics while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The 12,000 square foot facilities include student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

A handicapped stall is in each of the women's and men's rest rooms, and a wheelchair accessible water fountain. The tables and chairs can be rearranged to accommodate a person with disabilities in all the classrooms. The clinic floor has two

unique style salon chairs. Both styles are portable, which would allow more access for a student with disabilities or to allow a guest to remain in their wheelchair if needed.

Performance Statistics/Job Outlook

The Entourage Institute of Beauty & Esthetics tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rates. In the year of operation ending on December 31, 2023, the Institute reported the following performance outcomes:

Graduation - 90%

Placement - 72%

Licensure - 99%

PROGRAMS OF STUDY

COSMETOLOGY PROGRAM – 1500 HOURS

Description

The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competence in job entry-level positions in Cosmetology or related career field. The following represents the Objectives, Subjects and number of CLOCK HOURS required for each subject.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Units are presented by means of lecture, demonstration, and interactive student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

The program has a combination of all or part of these methods of instruction, Lecture "Theory", Demonstration – by instructor, Practical Application (students graded by rubrics) and written (Exams).

Objectives

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matters to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields. The number of clock hours required in each section, based upon Kansas Board of Cosmetology, are listed below.

HOURS - SUBJECT - UNIT

50 - STUDENT NEEDS and ORIENTATION: Institute rules and regulations; Institute tour; dress code; course requirements; clinic floor procedure and student specific needs.

SCIENTIFIC CONCEPTS

40 - SANITATIONS: Personal, public, methods, chemistry, safety precautions, first aid; infection control; products, tools, and equipment use and safety, bacteriology, biology.

ANATOMY AND PHYSIOLOGY

35 - HAIR AND SCALP: Structure; composition; blood, nerve, muscle supply and function; growth and regeneration; analysis; conditions and disorders

20 - SKIN: Structure, function, blood and nerve supply and function, conditions, disorders

20 - NAILS: Structure, composition, growth and regeneration, irregularities, disorders, and diseases

PHYSICAL SERVICES AND RELATED CHEMISTRY

35 - SHAMPOOS AND RINSES: Purpose and effects; materials and supplies; types of shampoos; types of rinses; procedures; related chemistry; client protection

35 - SCALP AND HAIR CARE: Purpose and effects; materials and supplies; types of scalp treatments; procedures; safety measures; related chemistry

150 - FACIALS AND MAKEUP: Purpose and effects of massage movements; materials, implements, and supplies; facial nerves and muscles; facial procedures and skin chemical procedures; related chemistry; application and effects of makeup; hair removal; eyebrow arching; lash and brow tinting; safety procedures

180 - MANICURING: Artificial nails – purpose and effects; equipment, supplies, and implements; procedures; related chemistry; safety precautions

CHEMICAL SERVICES

175 - HAIR COLORING: Purpose and effects; materials and supplies; scalp and hair analysis; classification and types; color selection; procedures; corrective measures; fillers and conditioners; removal of artificial color; special effects; related chemistry; safety precautions

150 - CHEMICAL WAVING: Purpose and effects; materials and supplies; scalp and hair analysis; chemical classification; procedures; special effects; special hair problems; related chemistry; safety measures

125 - CHEMICAL HAIR RELAXING: Purpose and effects; materials and supplies; scalp and hair analysis; chemical classification; procedures; special hair problems; related chemistry; safety measures

HAIR DESIGNING

150 - HAIR SHAPING: Purpose and effects; materials, supplies, implements; techniques; use of implements; designing; safety measures

125 - HAIR STYLING: Purpose and effects; materials and supplies; finger waving and shaping; curl formation; comb-out techniques

75 - THERMAL TECHNIQUES: Hair and scalp analysis; materials, supplies, and implements; hair pressing; thermal curling and waving; safety measures

10 - CARE AND STYLING OF HAIR PIECES

75 - BUSINESS PRACTICES: Fundamentals of Business Management practices; salon development, insurance; client records; salesmanship; compensation packages and payroll deductions; effective communications and human relations; professional ethics

50 - STATE LAWS and SPECIFIC STUDENT NEEDS: State Law; rules and regulations; licensing and Certification requirements

1500 TOTAL HOURS

Cosmetology program requirements as set forth by Entourage Institute of Beauty & Esthetics, meet and exceed the requirements set by the Kansas State Board of Cosmetology.

Cosmetology Practical Requirements - Subject to change based upon State Board Requirements and Industry Needs.

ESTHETICS PROGRAM – 1000 CLOCK HOURS

Description

The primary purpose of the Esthetics Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a skin care therapist or related career avenue.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills.

Clinical equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Units are presented by means of lecture, demonstration, and interactive student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

The program has a combination of all or part of these methods of instruction, Lecture "Theory", Demonstration – by instructor, Practical Application (students graded by rubrics) and written (Exams).

Objectives

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including skin analysis, client consultation, facial procedures and treatments.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

HOURS - SUBJECT - UNIT

60 - INFECTION CONTROL: Public health, sanitation, disinfection, sterilization, Universal Precautions, cross contamination, blood borne pathogens

200 - SKIN ANATOMY AND PHYSIOLOGY: Structure and function of the body systems, muscles, nerves; Histology of the cell and skin; Nutrition; Pharmacology; Chemistry; Cosmetic Chemistry; Dermatology

120 - SKIN ANALYSIS AND CONSULTATION: Skin types and conditions; Skin typing and age analysis; Skin disorders and diseases; Contraindications and safety measures; Health Screening; Consultation, post consultation and home care; Skin analysis equipment

240 - SKIN TREATMENTS: Cleansing techniques; Exfoliation: mechanical and chemical; Extraction: without lancet; Conditioning; Mask therapy; Protection; Facial massage; Basic facial equipment and safety: steamer and brush machine

40 - BODY TREATMENTS: Back and chest; Body wrap; Body exfoliation; Hydrotherapy theory

140 - ADVANCED SKIN TREATMENTS: Advanced exfoliation; Extractions using a lancet; Microdermabrasion; Light Emitting Diodes: light therapy; Chemical exfoliation: Jessner peels and AHAs; Microcurrent and other electrical treatments; Equipment for advanced skin treatments

40 - TEMPORARY HAIR REMOVAL: Tweezing; Waxing; Depilatories; Sugaring; Threading; Contraindications and safety

60 - MAKEUP: Purpose and effects; supplies and implements; preparation; procedures; safety measures; Eyebrow and eyelash services; Corrective makeup; Camouflage makeup

30 - BUSINESS PRACTICES: Management practices; salon development; insurance; client records; business planning; salesmanship; compensation packages; payroll deductions; communications; human relations; professional ethics

20 - STATE LAW

50 - STUDENT SPECIFIC NEEDS: Test preparation

1000 TOTAL Hours

Esthetics program requirements as set forth by Entourage Institute of Beauty & Esthetics, meet and exceed the requirements set by the Kansas State Board of Cosmetology.

Esthetics Practical Requirements - Subject to change based upon State Board Requirements and Industry Needs.

NAIL TECHNOLOGY PROGRAM – 400 CLOCK HOURS

Description

The primary purpose of the Nail Care Course is to train the student in both theory and practical experience that will prepare them to pass the State Board examination and for subsequent entry level employment opportunities as a Nail Technician of a related career path. This course is directed toward developing desirable habits and attitudes with respect to health, sanitation, safety, basic manipulative skills, and encouragement towards self-reliance, service to others and an ethical approach to the Nail Care profession.

Instructional Methods

The 400 clock/credit hour is provided through a sequential set of learning steps that address specific tasks necessary for graduation, State Board Examination preparation, and entry level employment skills. The course is presented through comprehensive lessons by means of interactive lecture, demonstration, class discussion, individualized instruction, group projects, student and classroom presentations, problem solving, peer coaching, and audio/visual presentation.

The program has a combination of all or part of these methods of instruction, Lecture “Theory”, Demonstration – by instructor, Practical Application (students graded by rubrics) and written (Exams).

Objectives

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

1. Project a positive attitude and a sense of personal integrity and self confidence
2. Practice proper grooming and effective communication skills and visual poise
3. Understand salon business fundamentals and employer-employee relationships
4. Perform the basic manipulative skills for nail care services including manicures, pedicures, nail extensions, nail spa services, nail art, and nail maintenance & repair
5. Apply theory and practical experience to assure sound judgments and procedures

HOURS - SUBJECT - UNIT

60 - SCIENTIFIC CONCEPT: Sanitation, Chemistry: General Concepts, Product Composition, Chemical Safety/OSHA Regulations, Nails; Nails: Structure and Composition, Growth and Regeneration, Irregularities, and Diseases; Skin: Structure and Function, Growth and Regeneration, Disorders; Muscles, Nerves, and Blood: Structure, Function.

75 - MANICURING: Purpose and Effect; Preparation; Equipment and Implements: Purpose and Effects, Types; Procedures: Basic Manicure, Reconditioning Treatments, Repair Techniques, Hand and Arm Massage, Application of Polish, Pedicures; Special Problems and Procedures; Sanitation and Safety Precautions.

160 - ARTIFICIAL: Purpose and Effect; Preparation; Equipment and Implements; Supplies and Products; Procedures: Sculpting (100 Nails), Gels, Tipping (100 Nails), Wrapping (100 Nails), Repair Techniques; Sanitation and Safety Precautions.

35 - BUSINESS PRACTICES: Management Practices, Salon Development, Insurance, Client Records, Salesmanship.

20 - STATE LAW: Rules and Regulations

50-ADVANCED NAIL TECHNOLOGY

400 TOTAL HOURS

Nail Technology program requirements as set forth by Entourage Institute of Beauty & Esthetics, meet and exceed the requirements set by the Kansas State Board of Cosmetology.

Nail Technology Practical Requirements - Subject to change based upon State Board Requirements and Industry Needs.

INSTRUCTOR PROGAM – 350-40 CLOCK HOURS

This Program is for Cosmetology, Esthetics, & Nail Instructors

Description

The primary purpose of the Instructor Program is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competence in job entry-level employment as an Instructor or related career avenue.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational teaching methods. Units are presented by means of lecture, demonstration, and interactive student participation. Audio-visual aids, projects, activities, and other related learning methods are used for program delivery. The student will receive hands-on working with students in their respective programs in terms of giving theory, demonstrations and assisting in practical applications under the guidance of a licensed instructor.

The program has a combination of all or part of these methods of instruction, Lecture "Theory", Demonstration – by instructor, Practical Application (students graded by rubrics) and written (Exams).

Objectives

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio- visual aids, conducting theory

class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.

5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

HOURS - SUBJECT - UNIT

30 - The Professional Teacher: Personality; Technical Knowledge; Practitioner and Program Review.

Teachers as Professionals; Preparation for Teaching: Planning and Developing the Course; Preparing Lesson Plans; Steps of Teaching: Preparation; Presentation; Application; Testing; Career and Employment Information: Professional Ethics, Effective Communications and Human Relations; Compensation Packages and Payroll Deductions; Licensing Requirements and Regulations; Fundamentals of Business Management

60 - Student Motivation and Learning: Laws Governing Learning Processes; Student Motivation; Student Participation; Student Personalities; Individual Differences

225 - Methods, Management, and Materials: Methods, Procedures, Teaching and Presentation Techniques: Lectures, Demonstrations, Practice Activities, Questioning Techniques, Results, Special Situations; Classroom Management: Physical Environment, Administrative Responsibilities (records management and applicable organizational and regulatory requirements), Student Discipline, Class Supervision, Classroom Routine, Corrective Measures; Teaching materials: Audio-Visual Aids, Value of Teaching Aids, Correct Usage, Miscellaneous Teaching Materials (textbooks, workbooks, reference books, creative aids)

90 - Testing and Evaluation: Testing: Purpose, Development and Use of Performance Tests, Written Tests, Standardized Tests; Assessment of Student Learning; Assessment of Overall Progress

45 - Evaluation: Pass the final written and practical exam for the applicable course; Academic Advising; General Student Abilities; Student Achievement, Teacher Evaluation

450 TOTAL HOURS

Instructor Practical Requirements

Student Instructors will have a personal cosmetology or esthetics textbook and personal implements as needed for demonstrations throughout the program. During the course of study, the student Instructor will be required to complete the following:

- Personal Purpose Statement
- Student Instructor Notebook with assigned components
- Completion of the Learning Reinforcement Activities in the Textbook including Journaling Accomplishments and Discoveries.
- Review of Milady's Instructor DVD series.
- Completion of Independent Student Teaching in Theory Classroom and Laboratory.
- Completion of required tests including a final written and practical exam.
- Completion of an employment portfolio and resume for job entry level position.
- Preparation and conduct of new student orientation for cosmetology or esthetics and specialty course students.

- Completion of all other projects assigned by the supervising Instructor such as new student registration, monthly state board hours report, out-processing a graduating student, monitoring dispensary and inventory for lab work, etc.

THERAPEUTIC MASSAGE AND BODYWORK PROGRAM – 840 CLOCK HOURS

Description

The primary purpose of the Therapeutic Massage and Bodywork Program is to train and ensure students have competency and understanding in basic Modalities, Techniques, Manual Manipulation, Applied Science, Communication, Documentation, Professionalism, Ethics, Laws, History, Business practices, appropriate Client Assessment and quality service and treatment for a variety of Clientele. Each student is to possess proper work habits, and desirable attitudes that are necessary to pass the & Bodywork Licensing Examination, in which they are eligible to apply for a state license in any state with the appropriate hours of training. The program is presented through comprehensive lesson plans that reflect effective educational methods. Units are presented by means of both online and on campus delivery, lecture, demonstration, and interactive student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

The following represents the Objectives, Subjects and number of CLOCK HOURS required for each subject.

Objectives

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper hygiene and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Understand the Human Anatomy and Physiology of the human body and the effects, benefits, and contraindications of performing the basic modalities and techniques of Therapeutic Massage and bodywork. This will include competency and full understanding of Swedish massage, Deep tissue, Sports massage, Pre-Natal massage, Hydrotherapy, Neuromuscular Therapy, Decompression Therapy with tools, using the knowledge of Kinesiology and Restorative Techniques with the Knowledge and understanding of Human Anatomy & Physiology of the body.
5. Perform the basic assessment skills to determine proper treatment to provide quality service to the client.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, laws, trends, and methods for career development in Therapeutic Massage and Bodywork and related fields. The number of clock hours required in each section, based upon Massage & Bodywork Licensing Examination requirements are listed below.

HOURS - SUBJECT - UNIT

80 - MT100 – Introduction to Massage and Ethical Practices: Provides the students with information on the basics of Therapeutic Massage and bodywork, which will include Online History and Ethics, Lecture, and hands-on instruction. This course will include covered material such as Basic Anatomy, Tools of trade, Body Mechanics, Selfcare and Fundamentals of

Massage such as appropriate draping and Client Positioning. Ethics Practices will instruct the students on the scope of the practice, intake forms, giving and receiving professional referrals for treatment, maintaining professional, ethical, sexual, and emotional boundaries with clients.

80 - MTPT123 – Pathology and Medical Terminology: Students will learn common contagious diseases, how each is contracted and spread to others, signs and symptoms of each disease, precautions, indications and contraindications. Students will also learn to recognize structural stresses on the body and relate to Medical Terminology for use in the Therapeutic Massage environment to assess client's needs and treatments appropriately as well as communicating with other health care providers. This course will include Online and Lecture.

80 - MTAP100 – Anatomy & Physiology I: Overall understanding human structure and function, - including Muscoskeletal system, and integumentary systems of the Human Body. Includes all muscles, bones, attachments, tendons, ligaments, Cardiovascular system, Endocrine system, Reproductive system, Lymphatic System and Immunity, Respiratory System, Digestive System, Urinary System. This will be a combination of Online and lecture. Students will learn terminology and function of anatomical structures.

80 - MTAP102 – Anatomy & Physiology II: Treatment planning including Intake, Assessment and Documentation. Full understanding of functional structures of the body with complaints of client, Students will learn to assess, listen, and define a treatment plan for the client. Learning to use Muscle motion testing, GAIT assessment, Palpation. This will include a combination of Online and Hands-on Instructions.

80 - MTTB300 – Therapeutic Massage and Bodywork Techniques: Students will learn the foundation and practices of Swedish, Deep Tissue, Trigger Point therapies and the definitions behind each, incorporating specific techniques such as Effleurage, Petrissage, Vibration, Pin and Stretch, Kneading, Neuromuscular therapy, Muscle Energy techniques, Torsion, Compression, Friction, Myofascial Release. This will be a combination of Lecture and Hands-on Lab hours.

80 - MTSP104-Special Populations and Treatments: Purpose and effects of massages for Pregnancy, children and Adolescents, Elderly, Clients with Impairment, Chair massage, Qi- Gong, Introduction to Acupressure for Sinus treatments, Foot reflexology, Sports Massage – Pre, Active, and Post, Non-Western Medicine practices.

80 - MTKT310- Kinesiology and Special Treatments: Understanding Muscle movement, strain, sprain, rehabilitation of muscles, ligaments and joints. Student will learn basics for applying Kinesiology tape to areas of discomfort, for Sports related reasons, for muscle retraining. Joint Mobilizations, and stretches, Active Release. This will be lecture and hands-on lab class.

40 - MTBD234-Business Development: Develop a knowledge of building a business plan, a resume, web design, business cards, Promotion of self and business. Interview skills, finance analysis. Combination of Lecture, Online and presentation.

40 - MTEB324-Energy based Body Work Treatments and Techniques: Students will learn the basics of Shiatsu, Thai Massage, and reiki.

40 - MTDT423-Intro to Decompression Therapy: Students will learn the massage techniques to decompress muscles and facia that are stagnate, overused, and overly tight using Bela achy Cupping – Full Body and segmented treatments.

80 - MTC300-Clinic/Practical: Student will perform quality Therapeutic massage and bodywork treatments to clients under the supervision of a licensed Therapeutic Massage Instructor. Taking Client Intakes, Documentation of SOAP Notes,

80 - MTNM241-Exam Prep: Student will prep for the "Need to know" for the MBLEx, encompassing all knowledge, skills, courses they have taken in this program. With 20% Modalities, Techniques and Manual Forces, 25% Applied Science, 15% Communication and Documentation, 10% Professionalism & Ethics, 5% Laws and Business Practices, and 25% Client Assessment and Treatment.

25 -Business Administration: Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.

The end of this program the student should successfully and confidently pass the Massage Bodywork Licensing Examination and apply for a license in most states, city, or other local regulatory agencies with approved Accumulative hours of 840 Clock Hours. Additional information available at this link: MBLEx Overview (fsmtb.org)

ADMISSIONS

Admission Requirements

Entourage Institute of Beauty and Esthetics believes in equal opportunity and welcomes all qualified candidates. Entourage Institute of Beauty and Esthetics neither denies admission nor discriminates against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, ethnic origin, or national origin. Applicants must be 18 years of age by the date they graduate from the institution.

All applicants must have an Official High School Transcript or High School Equivalency such as HiSET or GED. High school diplomas, special diplomas, certificates of completion, or any other diplomas will not be accepted. Proof of a conferred associate or bachelor's degree will also meet our admissions requirement. Entourage Institute of Beauty and Esthetics recognizes that in rare instances students may not be able to provide documentation required by our school's admissions criteria due to issues beyond their control (e.g., loss of records due to natural disasters or school closure). In these rare cases, a student may be accepted into the institution by providing the following:

Student must sign an attestation statement declaring that he or she in fact obtained a high school diploma or its equivalent and satisfactory reason(s) why documentation of the earned credential cannot be provided in the case of natural disaster or closure of school.

Additional documentation from the state of the school will be requested to confirm the loss of the records.

Entourage Institute of Beauty and Esthetics Does not accept Ability-To-Benefit (ATB) Students.

Foreign Diplomas or Transcripts: The school will accept a foreign diploma or transcript; however, the diploma or transcript MUST be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process and must be completed prior to enrollment. Guidance on whom to contact to secure an official translation and evaluation can be obtained from the school Admissions Coordinator.

Admissions Policies and Procedures

Provide Verification Documents as follows:

- Identification: Copy of a Driver's License or State Identification Card AND a Social Security Card. Names must be exact match.
- Education (provide only one): Copies of a standard official transcript showing graduation date, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or a High School GED.
- Immunizations and Vaccines: Entourage Institute of Beauty and Esthetics does not require a student to have any immunizations or vaccinations to enroll in our institution.

VA Prior Credit Requirement: A student with prior credit from another school(s) is required to provide a copy of their transcript or grades to the institution for evaluation of transfer of credit. This is mandatory and must be completed prior to the school certifying the enrollment for benefits. Please provide transcripts to your Admissions Coordinator and they will submit them for evaluation.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. Please refer to the school Transfer policy for additional information.

New Student Orientation

All new students are required to participate in the New Student Orientation prior to beginning their program at Entourage Institute of Beauty and Esthetics. This orientation will inform students on the rules and regulations of the institution and become familiarized with the campus and campus procedures.

Re-Admission Students

Re-admission is reserved to the sole discretion of Entourage Institute of Beauty and Esthetics and may require special conditions.

Re-admission for a student requires a personal interview with the school administration. The re-entering student will be placed on a 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enrolled within 180 days of their withdrawal are placed in the same Satisfactory Academic Progress standing as when they left.

Students who wish to re-enroll in the program within 180 days of withdrawal date must complete the following:

- All outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Business Office.
- A \$15.00 fee to re-instate the apprentice license must be paid prior to starting class.
- Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.

If a re-enrolling student has previously used all their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new contract addendum.

Students who wish to re-enter in the program after 180 days will adhere to the following:

- All outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Business Office.
- Pay a registration fee of \$200.00, and \$15.00 to re-instate the apprentice license must be paid, or payment arrangement made prior to starting class.
- Students will be contracted at the current tuition hourly rate, and a new enrollment contract will be completed with the transfer of completed hours if received within the last three (3) years. Hours brought in will be considered as transfer of hours.

- Students are required to purchase a kit if their current kit is not complete and textbooks if they have changed. Any missing kit items must be purchased.
- Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

Students may not be re-admitted if:

- Student was expelled for violation of code of conduct, that is severe or repetitive in nature;
- Student who fail to pay fees and tuition due or set up an acceptable payment arrangement;
- Students who have unsatisfactory academics or attendance from previous enrollment;
- Other situations or issues which may cause the student to be unsuccessful academically.

The school does not deny re-admission to any service member of the uniformed services for reasons relating to that service which required the service member to withdrawal and will be contracted at their former contract price.

Academic Accommodations

Academic accommodation is defined as all adjustments, alterations, and/or modifications that allow a student with a documented disability or impairment to have equal access to the institution's programs and activities. A student is responsible for informing the school that they have a disability and need academic adjustments or accommodation. Entourage Institute of Beauty and Esthetics is not required to identify a student as having a disability or to assess their needs.

Accommodation Procedures for Students with Disabilities

Non-Discrimination Policy Concerning Section 504 — It is the policy of Entourage Institute of Beauty and Esthetics to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination based on disability. The School does not discriminate based on disability against a qualified person with a disability regarding application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of the school. This applies to all students and applicants for admission to the school. The School will provide reasonable accommodation for students with disabilities.

Definition of an Individual with a Disability — An individual with a disability is a person who has physical or mental impairment which limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such impairment and individuals who are regarded as having such impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase physical impairment means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase mental impairment means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress

disorder, depression and bi-polar disorder. The phrase limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of impairment. These measures cannot be considered when determining whether a person has a limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it limits a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase major life activities mean functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The School's Responsibilities to Students with Disabilities

The School must provide academic adjustments, auxiliary aids and reasonable accommodation to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in, The School's program. The School must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The School must ensure that it provides physical access to students with disabilities. It is also the responsibility of Entourage Institute of Beauty and Esthetics to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at Entourage Institute of Beauty and Esthetics Campus is: Serene Holland; Director of Education/ ADA Compliance Coordinator, sholland@entouragebeauty.com, 12004 W. 95th St, Lenexa, KS 66215; (913) 888-2800.

When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the Student to the school's ADA Compliance Coordinator.

Procedures for Students and The School

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodation (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist

or social worker. The documentation submitted must be within the last 12 months, if older than 12 months the student must provide current documentation from the appropriate professional.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who assesses the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions

and historical documentation will be sufficient. Some disabilities are readily apparent and observable and thus little, or no documentation will be needed.

The documentation of disability is always kept in a locked, private file at The School. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with Entourage Institute of Beauty and Esthetics staff and Educators, on an “as needed basis,” to facilitate academic accommodations or other services.

Student requests for accommodation and interactive discussion with ADA Compliance Coordinator — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student’s documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodation requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student’s impairment impacts the student, how the student expects the impairment to impact the student in The School’s program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from The School. The Coordinator and the student should discuss accommodation needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills-based instruction and skills practice.

The documentation (or observation) must show the nature of the student’s disability and how it limits a major life activity. The accommodation requested by the student should be related to these limitations. There is no pre-set accommodation for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the students’ limitations are, and how they can be accommodated. Here are some examples:

A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need all kinds of chairs.

A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.

A student with a learning disability or psychological disability may need a note taker, a copy of the instructor’s notes or presentation, or to use a tape recorder during instruction.

A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leave of absence or may need to structure their program so that it is scheduled over a longer period than usual. These students may need to take breaks in a quiet room during skills practice.

A student with a hearing impairment may need instructors to use voice amplification systems or may need the School to provide a sign language interpreter.

A student with diabetes may need periodic breaks to check his or her blood sugar level.

Decision about accommodations and ensuring implementation of accommodations — The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodation that has been effective for the student and will give primary consideration to the type of accommodation requested by the

student. Alternate accommodation may be provided if there is alternative accommodation that would be equally effective for the student.

The Coordinator will decide no later than two weeks after the student states the request for accommodation. If the student does not submit documentation of a disability at the time the student requests accommodation, the Coordinator will decide no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodation in writing and provide this to the student. The Coordinator will inform the appropriate Educators and school staff of the accommodation they are responsible for providing for the student, how to provide the accommodation, and when to provide the accommodation. The Coordinator will keep a written record of these contacts about the student's accommodation. The Coordinator will verify that the accommodation is being implemented for the student through direct observation, report by the student, and/or documentation from The School staff. If the student informs the Coordinator that accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided for the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

Additional factors — The School is not obligated to provide accommodations that would result in a fundamental alteration of The School's program. In this case, the Coordinator will promptly search for equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer alternative accommodation to the student.

The School is not obligated to provide accommodation that would result in an undue financial or administrative burden on The School. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with The School owner, who will consider the overall financial resources of The School. The School owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If The School owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students

A student may appeal against any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples:

- A student may appeal against the coordinator's decision to deny the requested accommodation.
- A student may appeal against a decision by the coordinator to provide alternate accommodation rather than the specific accommodation requested by a student.
- A student may appeal against a decision by the coordinator that the student has not presented sufficient documentation to support the requested accommodation.
- A student may also file an appeal when a school staff member fails to provide approved accommodation, and the coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify; Michaelle Holland, Campus President: 12004 W. 95th St Lenexa, KS 66215: mholland@entouragebeauty.com. The student must explain his/her reasons for disagreement with the

Coordinator's decision or explain how the student's accommodation is not being implemented and submit any relevant documentation.

Within five calendar days of receiving a student's appeal the Campus President will meet with the student to discuss the issues presented by the student's appeal. If appropriate, the Campus President will also discuss the issues with other School staff members.

When a student appeals a decision made by the Director of Education, the Campus President will determine whether the Director of Education's decision should be revised or remain the same. If the decision is revised, the Director of Education will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the Campus President will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The Campus President will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

Training and Mediation Responsibilities of the ADA Compliance Coordinator

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities

Act as they apply to The School. The Coordinator will address: The School's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in The School's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide training for students who wish to learn about The School's process for providing accommodations, or about The School's grievance procedures.

To help ensure that future campus staff members and students are aware of The School's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodation or their treatment by The School staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

Grievance Procedures for Students who have Complaints based on a Disability. Entourage Institute of Beauty and Esthetics is responsible for providing a grievance procedure to students who feel they have been discriminated against based on disability. The grievance procedure provides students with the opportunity to file a complaint. The School then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If The School determines that discrimination occurred, The School must take appropriate steps to correct the discrimination and prevent it from recurring.

Grievance complaints — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability.

Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor refers to students with types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A School staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at The School makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by The School, or an instructor did not implement an accommodation for the student that was approved by The School.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus President/ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Michaelle Holland; Campus President; 12004 W. 95th St Lenexa, Kansas 66215; (913) 888-2800; mholland@entouragebeauty.com.

Investigation of the Complaint — When the Campus President receives a written complaint, the Campus President will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Campus President will discuss the allegations in the complaint with the student and obtain any needed additional information from the student. The Campus President will obtain from the student the names of any people the student believes will have relevant information. The Campus President will gather all information necessary to determine what took place. To do so, the Campus President will interview any School staff members or students who are engaged in the actions or may have witnessed the actions that the student is complaining about. The Campus President will interview people that the student stated may have relevant information. The Campus President will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Campus President will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Campus President will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

Written Decision — The Campus President will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Campus President at the conclusion of the investigation, and the reasons the Campus President reached that determination. If the Director concludes that the student was discriminated against based on disability, the decision will state the types of remedial action that The School has taken or will take to correct the discrimination. The decision will also state how The School will prevent the discriminatory acts from occurring again.

Appeals by Students — If the student who filed the complaint disagrees with the decision made by the Campus President, or disagrees with the remedial action specified, the student may appeal the decision to the Ownership. The appeal must be written and sent to Dr. Susan Wurtele, swurtele@entouragebeauty.com. The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Campus President.

Ownership will review all the information provided by the student in the appeal, the decision by the Campus President, the interview records made by the Campus President and the documents gathered by the Campus President. Ownership will issue a written decision to the student within fourteen days after receiving the student's appeal. Ownership will determine whether the decision should be revised or remain the same. If Ownership determines that the decision should be revised, Ownership will ensure that any necessary changes in the remedies are implemented.

APPLICANTS WITH NON-IMMIGRANT VISAS

Non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a vocational or technical post-secondary school in the United States. Please see the Admissions Coordinator to determine if you qualify for enrollment.

TRANSFER STUDENTS

Entourage Institute of Beauty and Esthetics will accept transfer hours from other licensed cosmetology or esthetic schools based on an evaluation of the student's comprehension of the course material. A maximum of 50% of hours for cosmetology (750), esthetician (500), nail technology (200), and therapeutic massage and bodywork (420) will be accepted for students who transfer from another school; all transfer students must attend a minimum of 50% of hours at Entourage Institute of Beauty and Esthetics, to receive a certificate of completion. The cost for transfer students is based on current tuition and hours remaining in the program. Please note that students transferring to another school may not be able to transfer any or all the hours they earned at Entourage Institute of Beauty and Esthetics; the number of transferable hours depends on the policy of receiving school.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a different school, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

Cosmetologists, Estheticians, and Nail Technologists, licensed in another state will only be required to complete those hours required by the Kansas Board of Cosmetology to be able to sit for the Licensure Exam within the state.

ACCEPTANCE

After a prospect has completed all the above requirements in the enrollment process, the prospect is considered accepted. The applicant receives notification of acceptance by email from the Admissions Coordinator. Note: All applicants must go through the entire enrollment which includes re-entry students (withdrawals) and transfer students.

Graduates completing a program and re-enrolling in a new program

A student that graduates from one program within the school and wishes to enroll in another program within the school, at Entourage Institute of Beauty and Esthetics will not be able to transfer any hours from one program into another program per state regulation.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be

grounds for the Kansas Board of Cosmetology to deny licensure. The Kansas Board of Cosmetology may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Entourage Institute of Beauty and Esthetics is not responsible for students denied licensure. Students may go to the Kansas Board of Cosmetology website and complete a Petition for Advisory Opinion of Felony Convictions to that will be reviewed and determine if a student would be able to sit for the licensure examination prior to enrollment. <https://www.kansas.gov/kboc/public-documents/forms-and-applications/felony-disclosure-monitoring-and-advisory-opinion-packet.pdf>

The school reserves the right to modify/change/amend any professional development guidelines, curriculum, dress code, or any other policies and procedures at its discretion.

Safety Precautions for the Beauty Industry

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- Protect clients' clothing by appropriately draping them.
- Ask clients to remove any jewelry, hair accessories, glasses, etc.
- Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse your eyes with cold water.
- Wear gloves when dealing with chemicals.
- Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

Industry Requirements

Students interested in pursuing a career in the beauty industry should:

- Develop finger dexterity and a sense of form and artistry. Enjoy dealing with the public.
- Keep aware of the latest fashions and beauty techniques. Make a strong commitment to your education.
- Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

The school reserves the right to modify/change/amend any professional development guidelines, curriculum, dress code, or any other policies and procedures at its discretion.

ACADEMICS

EDUCATION GOALS

Entourage Institute of Beauty and Esthetics strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study.

- Our quality education system includes outstanding facilities, experienced and qualified educators, and a curriculum developed through years of experience and expertise. Our education goals are:
- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To maintain an updated program that provides students with the knowledge to compete in their field of study.

- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing exam for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

ENROLLMENT INFORMATION

Enrollment periods: Entourage Institute of Beauty and Esthetics begins new classes every four (4) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact our Admission Coordinators for exact Start Dates.

Enrollment contract: Entourage Institute of Beauty and Esthetics clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

Student Instructor Ratio: The student instructor ratio is 25:1 in compliance with the Kansas State Board of Cosmetology.

All Programs are taught in English

LEAVES OF ABSENCE (LOA) POLICY

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. LOA's are an exception to the rule and will rarely be approved outside of DIRE situations.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation.

Students must meet the conditions below to qualify for a leave of absence and there must be a reasonable explanation. absence and there must be a reasonable expectation that the student will return from the leave of absence. Students who do not follow the policy and procedure to request the leave of absence are considered to have taken an unapproved leave of absence and will be withdrawn from the program. Additionally, failure to follow the procedure completely will result in a denial of the leave of absence.

Leave of Absence exists for the convenience of the student to ensure that appropriate "time-off" is available in necessary situations. However- it is imperative that these only be used when absolutely needed. Rarely will more than one leave of absence be approved over the course of a single student's program. Following are reasons students may request a leave of absence and documentation must accompany the request:

- Medical Issues
- Homelessness
- Extreme Financial Distress
- Death of Child, Significant Other, Parent, Sibling – This is granted for time to grieve and take care of personal matters.
- Extreme and unexpected personal issues – all must be documented.
- Travel (cannot be changed or avoided and must be documentable prior to the beginning of the class). Any travel planned after a student starts class will not be eligible for LOA unless it is for extreme reasons or work-related trips that cannot be avoided.

The following represents important information to know about taking a leave of absence:

- Students granted a leave of absence in accordance with the policy and procedure is not considered to be withdrawn and no refund calculation will be completed. The student is considered enrolled but not on campus. In essence, the time clock stops, and no scheduled time will accrue.
- Students will not be assessed any additional charges as a result of a requested leave of absence. This includes a re-entry fee if the student returns on the scheduled LOA return date.
- The student enrollment document (contract period) will be extended by the same number of calendar days taken in the leave of absence. An enrollment addendum will be completed, changing the end date (graduation) and must be signed by all parties (the student and the institution).
- If a student takes an unapproved leave of absence or, if approved, does NOT return on the scheduled date of return, the student will be withdrawn from the institution. The student's withdrawal date, in either case and for the purposes of calculating a refund, will be the last date of attendance.
- Students may take a maximum of 180 days in a 12-month period.
- Students will not be granted a leave of absence if the requested leave, together with any additional leaves previously granted, exceeds a total of 180 calendar days in any 12-month period.

For an LOA to qualify as an approved LOA please follow the procedure below:

Students must request a Leave of Absence, in writing, stating the reason for the leave. Documentation must be submitted with the request, if applicable, and must be signed by the student. There may be times when documentation is unavailable. The campus administrator is authorized to deny or approve the leave based on this lack of documentation (which may be sensitive and unavailable). This is to be submitted to the Campus Administration for approval. All approved LOA's will be scheduled to begin on the first date the student was unable to attend.

For unforeseen circumstances: The request must be made in advance unless unforeseen circumstances prevent the student from doing so prior to the event requiring the leave of absence. The campus administration will determine if the request is warranted and will proceed with approval or denial with documented reasons for its decision.

Students who may be hospitalized, for example, might be unable to complete the form. Using the LOA request form, the student must complete the form (School completes if the student is unable to physically complete on site).

The form must be emailed to the student (if not on site and a COPY of the email must be stapled to the form) with the request the student to complete and scan or email back.

An email FROM the student requesting the LOA is sufficient until the student can return to complete the form. A copy of the email will be placed in the student's file attached to the form and copied to the "Notes" section of student's electronic record.

Documentation will be collected from the student at the earliest possible date.

The first date the student is unable to attend classes is the start date of the leave of absence.

Documentation must be attached to the LOA Request form and the Change of Status (COS) form is the top copy of all LOA documents and supporting documentation.

The student signing the COS form is NOT sufficient. The student MUST sign the Leave Request first and foremost. The COS form is an internal form used to notify other departments of an action or status change with a student.

There may be times when documentation is unavailable or not needed. The campus administrator is authorized to deny or approve the leave based on this lack of documentation (which may be sensitive and unavailable). This is to be submitted to the Campus Administration for approval.

Upon the student's return, the student will resume the same payment requirements and coursework.

The student will be required to sign an enrollment agreement addendum changing the completion date. The leave will extend the student's contact period and maximum time frame by the same number of days taken in the LOA.

When a student on an approved LOA notifies the institute that he/she will not be returning, the date of determination of withdrawal shall be the earlier date of expiration of the LOA, or the date the student notifies the Institute that the student will not be returning. If the student does not return from the leave, institutional refund policy and calculation will be based on the student's last day of attendance.

If the student does not return by the return date of the leave, the student MUST be dropped on that day UNLESS the student notified the Campus President following the same Leave Request procedure for the original leave request.

Extension of a leave of absence: an extension may only be extended following the same request and documentation.

Extensions for unforeseen complications while on the original leave must follow the same procedure for students with unforeseen circumstances.

TERMINATION POLICY

Entourage Institute of Beauty and Esthetics may terminate a student's enrollment for immoral and/or improper conduct including egregious acts that may cause harm to staff and students, receiving three (3) coaching sessions, failing to comply with educational requirements, and/or the terms as agreed upon within the enrollment contract. For more information refer to the school Student Advisory form.

Graduation Requirements in Courses

- Receive the required number of clock hours of training.
- For a student to meet state requirements, all clinic practical's must be completed in their entirety.
- Satisfactorily pass written and practical exams.
- Complete the required theory hours.
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.
- Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

It is the responsibility of the student to have all daily work recorded on the daily worksheet, provided by Entourage Institute of Beauty & Esthetics and then verified by an instructor. Daily records are to be submitted to administration by the end of the day on Friday, for the current week. These records are kept in the student file and monitored by various regulatory agencies. For a student to graduate, all required practices must be rated as Satisfactory to be counted for course completion.

The School will not release an official transcript until all graduation requirements are met.

A certified transcript will be provided for a student who withdraws, which will include the hours that the school has been compensated for. To transfer or graduate, hours will not be released by the school until all monies owed to the school have been paid and all academic requirements pertaining to those hours have been completed.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in any program at Entourage Institute of Beauty & Esthetics must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the

academic and/or attendance requirements at specific SAP evaluation points. 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.

Students who are utilizing Veterans Education Benefits are held to the same Satisfactory Academic Progress Policy as all other students within the program.

Quantitative and Qualitative Factors

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining: A minimum cumulative academic level of 85% or higher

To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 85% or higher. A minimum cumulative attendance of 80% of their scheduled hours**

*To meet the state practical requirements for graduation, students must complete all clinic classroom practicals 100%. See LEARNING PARTICIPATION GUIDELINES

Evaluation Procedures and Required Level of Achievement

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when students reach:

Satisfactory Academic Progress Policy

Program Name	1st SAP Evaluation	2nd SAP Evaluation	3rd SAP Evaluation
Cosmetology – 1500 hours	450 completed hours	900 completed hours	1200 completed hours
Esthetics – 1000 hours	300 completed hours	600 completed hours	900 completed hours
Nail Technology – 400 hours	100 completed hours	200 completed hours	300 completed hours
Therapeutic Massage and Bodywork – 840 hours	210 completed hours	420 completed hours	630 completed hours
Instructor – 300 hours	100 completed hours	200 completed hours	
Instructor – 450 hours	125 completed hours	250 completed hours	

The SAP evaluations are printed within 7 days of the student reaching the evaluation points. The following grading system is used to evaluate a student's academic ability:

- Examinations are given in all subjects.
- Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student file.
- The following grading scale is used for theory progress:
A = 95 – 100% B = 90 – 94% C = 85 – 89% D = 70 – 84% Failing = Below 75%
- Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket.
- A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met.

- No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application.
- Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.
- Students must complete all practical skills on the monthly practical worksheet.
- A student will be graded based on the progress achieved on the completion of the practical worksheet.
- Students must make up for failed or missed tests and incomplete assignments.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation.

Warning

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period. If at the end of the warning period, the student has still not met either academic and/or attendance requirements, he/she may be placed on probation.

Probation

- Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student will be placed on probation only if the student prevails upon appeal of a negative progress determination prior to being placed on probation. The student will be withdrawn for the appeal process and re-enrolled upon successful completion of the Probation Appeal. The following conditions must be met prior to a student re-enrolling on probationary status:
 - The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
 - The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
 - The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period, or at the date determined by the academic plan.
 - The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
 - 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 set forth by the academic plan, the student will be determined as NOT making satisfactory academic progress.

Re-establishment of Satisfactory Academic Progress for those who Qualify.

Students may re-establish satisfactory academic progress by meeting the minimum attendance and academic requirements by the end of the warning or probationary period.

Appeal Procedure

A student may appeal the ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the Unsatisfactory Academic Progress determination have in some way

changed and that Satisfactory Academic Progress standard can be met by the end of the next evaluation period. A student has ten (10) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the

Unsatisfactory Academic Progress Determination

The student must submit a written appeal to the school's Director of Education on the designated schools Appeal 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.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student's disability, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed, and a decision will be made and reported to the student within thirty calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed.

If the appeal is granted the student will be placed on Academic Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, for example 450 to 900 actual hours evaluations; and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students.

Termination Appeal Procedure

If a student is terminated due to receiving the maximum number of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has ten (10) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school's Student Advisor on the school's Termination Appeal Form describing why they were terminated, 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 continue through the program without incident.

An appeal hearing will take place within fifteen business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's Educator, the Director of Education, and the Campus President. A decision on the student's appeal will be made within three (3) business days by the Campus President and will be communicated to the student in writing.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

Noncredit, Remedial Course, and Repetitions

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

STUDENT WITHDRAWALS

Students who withdrew from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of Entourage Institute of Beauty and Esthetics.

Students wishing to transfer to another institution must pay all monies owed to Entourage Institute of Beauty and Esthetics, and all applicable academic requirements must be met for the student transcripts to be released.

Interruptions, Course Incompletes, and Withdrawals

If the student needs to take off more time than allotted in the contract or more than fourteen consecutive calendar days, the student must withdraw and re-enroll when ready to return. Students who withdraw prior to completing the course of study and who wish to re-enter will re-enter at the same progress status as applicable at the time of withdrawal.

The school does not grant "arbitrary" leaves of absence. If a student must be absent for more than fourteen consecutive calendar days, the student must either request a Leave of Absence with documented circumstances which are approved, or the student must withdraw and re-enroll later. If a student is called into active duty by the military, the school grants a leave of absence. The school requests that the student provide active-duty orders to be kept as back up documentation for the student file. A leave of absence may not exceed 180 days. If the leave must extend beyond 180 days, the student will need to withdraw from the program and re-enroll later.

Students who re-enrolled within 180 days of their withdrawal are placed in the same Satisfactory Academic Progress standing as when they left.

Transfer Hours

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

Attendance and Documentation of Time

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a virtual time system and does not round hours. To ensure proper clock hours are credited, full-time students are required to clock in/out four times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student may not receive hours. If the student wishes to dispute any hours they feel were earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the specialty class attendance role, and/or the guest service summary.

- All courses require continuous attendance. An excused absence is defined as an absence pre-scheduled or called in by the prescribed time. An unexcused absence is any absence not covered under excused absence and may result in a coaching session.
- The prescribed attendance schedule must be maintained each week.
- Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class but must be allowed in by an educator.
- Students are not excused from class to work in the clinic classroom.

- Students who attempt to falsify time will be subject to disciplinary action as determined by the administration including termination.
- During the contracted enrollment period, applicant students must maintain an 90% attendance average each month to complete the program by the contracted end date. The student is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation, doctor appointments, illness, etc. However, the student may not be out of school for fourteen consecutive calendar days, or he or she may be terminated.
- **Refer to the school enrollment contract for the Enrollment Contract Period definition.
- Please note that if a student misses more than fourteen consecutive calendar days, the student may be terminated from the program.
- Students who are late or cannot attend school must contact the school by 8:45 AM or it will result in a student write-up.
- Students must request time off from school from the Director of Education.
- Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. There may be opportunities for students to make up missed hours, refer to the make-up hours policy for specific details. Hours missed will count against hours allowed to miss and overtime charges will occur.
- Students will be provided with 2,10-minute breaks and a 30-minute lunch break for AM Classes, 2, 5-minute breaks and a 30-minute lunch break for PM Classes, according to their appointments or schedules. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

Documentation of Time

Students may not leave the school premises during regular hours without an instructor's permission

Student Schedule		
Hours	Breaks	Lunch
8- or 7-hour day	10min. In the morning & 10min. In the afternoon	30 min
4 – or 5 – hour day	5min. In the evening & 5min. At night	30min

- Observe the appropriate breaks for your school schedule. Breaks are as follows:
- Students' lunch will automatically be deducted each day for 30 minutes every day.
- If the school is participating in an event off the school premises, a 30-minute lunch may not be possible. If that situation occurs, you will not be docked 30 minutes for lunch.
- Students may not clock in or out for another student.
- Completion of Course within Designated Period of Time

Information regarding other course schedules is available upon inquiry. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 150%-time frame allowed. Students who do not maintain 80% cumulative attendance will be placed on Attendance Warning and attendance will be monitored weekly with student bringing attendance up to satisfactory levels by

Maximum Time Frame

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours. Students may not exceed 150% of hours/length of program to complete program.

PROGRAM	# of Hours to Complete	SCHEDULED WEEKLY HOURS	SCHEDULED # OF WEEKS	MAXIMUM HOURS TO COMPLETE	MAXIMUM # OF WEEKS
Instructor 300 Hours	300	25	12	450	18
Instructor 450 Hours	450	25	18	675	27
Cosmetology Full-time	1500	31.5	48	2250	71
Cosmetology Part-time	1500	17.5	86	2250	129

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame will be terminated from the program. Students can re-enroll on a cash pay basis through appeal. For students with a disability that appeal the decision the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

The Maximum Time Frame Policy for Veteran Students and eligible individuals utilizing GI Bill® VA education benefits are in the Veteran and Eligible Satisfactory Progress Policy Addendum.

Sanitation and Personal Services

Students must keep workstations and classroom areas clean, sanitary, and clutter-free always. Students must clean their stations in the clinic classroom, including the floor, after each service. Hair must be swept up immediately after a service has been completed and before blow-drying.

Clinic stations and classrooms must be cleaned at the end of the day, prior to clocking out for the day.

To receive a service, students must do the following prior to starting the service:

- Notify an Educator.
- Be scheduled off the service books by an Educator.
- Pay for service supplies including perms, color, lightener, conditioning treatments, nails, etc.
- Personal services are considered rewards and scheduled for Students who are up to date with
- all practical, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

Student Professional Development Guidelines

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Entourage Institute of Beauty and Esthetics. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Learning Participation Guidelines

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- Students will be expected to maintain an average of 80% on all theory tests and assignments.
- Students may not be released from the required theory class to take a client. Only service desk personnel may schedule or change client service appointments. All services must be checked, and the service ticket initiated by an Educator.
- Students are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.

- Students will receive clock hours during the times they fully participate in their learning experience.
- When Students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
 - Completion of clinic practical worksheets
 - Completion of theory review worksheets
 - Performing a service on another Student
 - Listening to or reading school resource center materials, including educational videos, and books.
- Students must comply with school personnel and your Educator's assignments and requests as required by the curriculum and Student guidelines and rules.
- Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- Students are responsible for their own kit and equipment and may use a clinic station only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the student's assigned locker. The school is not responsible for any lost or stolen articles.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- All clinic practical worksheets are due on the assigned day of each month by the end of the school day.
- If a student fails to complete a worksheet 100%, the Student will be placed on the Back on Track list and will remain on the list until the following month.

If a student fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and restart at the next Core class start date.

The school requires students to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

Coaching and Corrective Action

Part of the student's learning experience includes fine-tuning and mastering the skills and behaviors of a salon and spa professional. The school team will coach all students to correct noncompliant or inappropriate behavior. The following actions may be inspected for noncompliance:

Attendance and Documentation of Time Guidelines:

Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.

Professional Image Standards:

Professional image standards were created to provide guidance.

and direction to students as they develop their professional image and persona. Students may be coached and receive advisory when they do not meet professional image standards.

Sanitation and Personal Service Procedures: Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be coached and receive an advisory when they do not follow sanitation and personal service procedures.

Communication Guidelines and Professional Conduct: It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and all contribute to

a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

Learning Participation Guidelines: The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all Students. Students who fail to meet the guidelines and create challenges for other Students or staff may be released from school, suspended, or terminated.

Corrective Action Steps

Once a Student has received two (2) coaching sessions, the Student may be suspended from school for five (5) days. If a Student receives one (1) more coaching session after re- admission from a five (5) day suspension, the future professional's attendance may be permanently terminated. A Student may be terminated without prior coaching sessions for improper and/ or immoral conduct. Refer to the school Student Advisory form.

When monitoring student(s) for unofficial withdrawals, the school is required to count any days that a Student was out of school on suspension as a part of the fourteen consecutive days of non-attendance used to determine whether the Student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates Students' respect for these guidelines.

Veteran Students -Addendum to Academic Policies

Transfer of Credit Policy for Veteran Student

Entourage Institute of Beauty and Esthetics will accept transfer hours For Veteran Students according to our transfer policy located on page 43. In addition, Entourage Institute of Beauty of Esthetics will include transfer hours that are a result of military credits for prior education and training with appropriate documentation.

Cosmetologists, Estheticians, and Nail Technologist licensed in another state will only be required to complete those hours required by the State of Kansas to be able to sit for Licensure Exam within the state.

Veterans Benefits and Transition Act of 2018 Policy for Veteran Students

Utilizing VA GI Bill® Education Benefits

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Entourage Institute of Beauty and Esthetics will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits. Entourage Institute of Beauty and Esthetics will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Entourage Institute of Beauty and Esthetics a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates: 1) The date on which payment from the VA is made to the institution or 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility).

Additionally, Entourage Institute of Beauty and Esthetics will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Entourage Institute of Beauty and Esthetics due to the delayed disbursement of funding from the Department of Veterans Affairs

under chapter 31 or 33. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

LOA for Veteran Student and Military Personnel:

School allows enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. School will accommodate absences for such services in the Armed Forces.

Standards of Progress Policy – Veteran and Eligible Person Addendum

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed in the college catalog consisting of overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct. All Students including Veteran and Eligible Students receive a written monthly progress report that is reviewed with the student by the Director of Education or Instructor monthly.

In addition, the Esthetician Program will receive a written Academic Progress Report at 150 / 300 / and 450 hours of the program, in addition to the Satisfactory Academic Progress checkpoint occurring at 300 hours.

Cosmetology will receive a written Academic Progress Report at Satisfactory Academic Progress checkpoints of 450 / 900 / 1350 hours.

Maximum Time Frame Policy for Veteran Students and Eligible Individuals utilizing GI Bill® VA Education benefits:

In the event a Veteran and/or eligible person would go over their maximum allowable training time frame (which can't exceed 10% over the actual length of the program for VA education benefits purposes), the reason why the student is in this situation would be reviewed, documented, and reported to VA for compliance with the veterans and/or eligible minimum Standards of Progress policy. It should be noted that students who exceed the maximum time frame as specified above, will be allowed to continue their enrollment, however eligibility for Veteran Education Benefits may be lost and the student be required to be on a cash-only basis for the remainder of tuition owed.

Finance

Prospective students and their parents are encouraged to visit with the Admissions Coordinator for detailed information about funding programs available. The primary responsibility for meeting the costs of education rests with the individual student and their families.

Students must inform Entourage Institute of Beauty and Esthetics if their personal information changes such as:

- Address, phone number and/or email.
- Their financial circumstances change (loss of job, decrease in salary, etc.)

Preferred Lender List and Private Education Loan Disclosures

Our school does not have a list of preferred lenders and we do not offer private education loans. Promissory notes and contracts for tuition are not sold or discounted to third parties.

Scholarships

Entourage Beauty Scholarship

This scholarship is for first-time students enrolling at Entourage Institute of Beauty and Esthetics. Students may apply by filling out a short questionnaire that indicates to the school their goals for going to school at Entourage Institute of Beauty and Esthetics. Students may not request the scholarship after enrollment has been completed. Scholarships are only offered after school review and at their discretion. There is a specific number of scholarships awarded each year and they may not be offered at every start. Please check with the admissions coordinator for further information.

Entourage Institute of Beauty and Esthetics also accepts outside scholarships from students who wish to enroll and have received scholarship funds. There are also numerous outside scholarships that students may apply for that are industry specific. Please contact your admissions coordinator to receive more information.

Payment Options

Entourage Institute of Beauty and Esthetics offers a variety of monthly financial payment schedules to pay for your tuition and books during your attendance. See the Admissions Coordinator for details.

Late Payments

If a student fails to make a scheduled tuition payment, the student may receive a coaching session on the Student Advisory Form. If a student consistently fails to make scheduled payments, the student may be terminated from the program.

Tuition Fees and Policies

Tuition and Fee Schedules are located in Tuition and Fee Schedule Addendum at end of catalog for current year.

Institutional Refund/Drop Policy

Official Cancellation or Withdrawal

Any money that is due to the applicant or student that was paid by the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant that is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school.
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract in writing, within three (3) business days of signing the enrollment contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether the student has started training.
- A student who cancels his/her contract after three (3) business days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school.
- A student notifies the institution of his/her official withdrawal in writing.
- For official cancellations as defined in paragraphs b, c, or d, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
- Money paid for the student kit is non-refundable unless the student cancels within 3 (three) business days of signing the enrollment contract, or the student cancels prior to entering class and has not yet received the student kit. If the student kit and/or supplies were issued, money paid will not be refunded.

Unofficial withdrawal:

Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals

are monitored every weekly, and a determination is made to withdraw a student who has been absent from school for fourteen or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

Additional Refund Policies

- When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. An estimate will be provided.
- For students who are expelled prior to completion, the refund calculation will be applied, and the student will be responsible for any outstanding balance.
- Money paid for the student kit is non-refundable.

Cancellation of course/program

If a course and/or program is cancelled after a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

If a course and/or program are cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid, provide completion of the course and/or program or participate in a Teach-Out Agreement.

Collections

A student's account may be sent to collections for nonpayment in accordance with ethical business practices. Any collection agencies, lawyers, or any other third parties representing the institution will be made aware and acknowledge the Withdrawal and Settlement Policy.

If the school closes permanently and no longer 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 participate in a Teach- Out Agreement.

Refund Calculation of Tuition

The following refund table is used to calculate tuition refund for all students upon a withdrawal. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours to course completion:

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
0.01% - 24.9%	50%
25% - 100%	100%

Military Benefits Refund Policies

The general tuition refund policy will be applied when calculating tuition charges for the payment period. In addition, a student who does not successfully complete the program and withdraws, Entourage Institute of Beauty and Esthetics may be required to return funds to the Veterans Administration per their policy and the student will be responsible for any outstanding debt created by this refund.

Student Services

Housing:

- Entourage Institute of Beauty and Esthetics keeps a file of information about housing in the surrounding areas.

Advising:

- Students are provided with academic advising and additional assistance as necessary. If a referral to professional assistance is necessary, the school maintains a record of such referrals.
- Information and advice on any financial assistance are accessible to students.
- Regulations governing licensure to practice, including reciprocity among jurisdictions.
- Employment opportunities within their field of study.
- Opportunities for continuing education following graduation.

Graduation, Placement, and Career Opportunities

Career opportunities for Cosmetologists include, but are not limited to, Hair Stylist, Color Stylist, Makeup Artist, Educator, Salon Owner or Manager, Product Trainer, Platform Artist, and others.

Estheticians have career opportunities in Medical and Health Spas, Beauty Salons, Waxing Salons, become Skin Care Specialists, and Spa Owners.

Nail Techs may work in Salons, Spas, and become Nail Salon Owners.

Massage Therapists may work in Salons, Spas, Clinics, Clinic owner, and Health Care Environments, such as Chiropractors and Fitness Facilities.

Although the Entourage Institute of Beauty and Esthetics does not guarantee employment upon graduation, the school will inform students of job openings and opportunities. The school coordinates placement opportunities with local and national salons by inviting salon owners and guest artists to teach and speak at the school. In addition, our curriculum includes professional development and business skills, interview preparation, mock interviews, resume development, and job search skills.

The Institute recommends that prospective students considering a career in the beauty field research the industry for salary information and the job outlook for cosmetology, skin care, nail care, waxing fields, and massage fields.. This information can be found through the following links:

- Occupational Outlook Handbook - Bureau of Labor Statistics - www.bls.gov/ooh/
- Occupations - Bureau of Labor Statistics - www.bls.gov/bls/occupation.htm
- Kansas - Bureau of Labor Statistics - www.bls.gov/oes/current/oes_ks.htm
- Therapeutic Massage: <https://collegegrad.com/careers/massage-therapists>

These are excellent sites which may provide you with additional information.

Student Records

Student Right of Access and Record Notification 2025-2026

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA gives postsecondary students the rights to:

- Review their education records,
- Seek to amend inaccurate information in their records, and

- Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request.

General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before the school may disclose personally identifiable information from the student's education records. The written consent must:

- State the purpose of the disclosure,
- Specify the records that may be disclosed,
- Identify the party or class of parties to whom the disclosure may be made, and
- Be signed and dated.

FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without needing the student's consent.

A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Entourage Institute of Beauty and Esthetics provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Directory Information

Entourage Institute of Beauty and Esthetics does not publish "directory information" on any student.

Record Maintenance

The institution maintains complete and accurate student records, including enrollment, financial, and academic information, in individual student files. Physical student records are securely stored in locked filing cabinets located on campus. Access to these records is strictly limited to authorized school management personnel.

Student records are also maintained electronically on a secure institutional server. Electronic access is restricted to authorized school management and protected by appropriate security measures to ensure confidentiality and data integrity.

All requests for the release of student records are documented and retained in the student file in accordance with institutional policy and applicable regulations.

Student records are retained for a minimum of six (6) years in compliance with NACCAS requirements. Official transcripts for all students are maintained permanently.

Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the Campus President and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202

Student Civil Rights

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Kansas can be found at <http://www.dmv.org/ks-kansas/voter-registration.php>.

CONSTITUTION DAY

Entourage Institute of Beauty and Esthetics celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com

NONDISCRIMINATION POLICY

Entourage Institute of Beauty and Esthetics, in its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the School's Campus President, Michaelle Holland, in person or by calling (913) 888-2800, or by mail at 12004 W. 95th St, Lenexa, KS 66215 immediately so appropriate action can be taken.

Grievance Policy

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Educator, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the Campus President, Campus Director, Director of Education, Director of Admissions and one Educator. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting additional information will be sent to the student. If no further information is needed, the team will make a resolution and notify the student in writing within fifteen calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy.

Students will not be subject to adverse actions by any School Official because of initiating a complaint. Students should follow the above process; however, the student may, at any time, file a complaint with any of the following:

Kansas Board of Cosmetology 714 SW Jackson St #100

Topeka, KS 66603

(785) 296 - 3155

Or

Kansas Board of Regents 1000 SW Jackson, Suite 520

Topeka, KS 66612 - 1368

(785) 430 - 4240

https://kansasregents.org/academic_affairs/

Students will not be subject to retribution upon filing a complaint.

School Policies

Student and Employee Anti-Harassment and Discrimination Policy

Entourage Institute of Beauty and Esthetics is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school. Employees are required to take the training on an annual basis. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Entourage Institute of Beauty and Esthetics prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Entourage Institute of Beauty and Esthetics has authority over Title IX complaints.

Entourage Institute of Beauty and Esthetics ' anti-harassment policy applies to all persons involved in the operation of The School and prohibits unlawful harassment by any employee of The School, as well as students, customers, third parties, vendors or anyone who does business with The School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Entourage Institute of Beauty and Esthetics does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, Entourage Institute of Beauty and Esthetics, whether the programs take place on the campus of a school, during a school- sponsored field trip, or other off-campus events.

As part of Entourage Institute of Beauty and Esthetics commitment to providing a harassment- free working and learning environment, this policy shall be disseminated to The School community through publications, The School's website, new employee orientations, student orientations, and other appropriate channels of communication. Entourage Institute of Beauty and Esthetics will provide training to key staff members to enable The School to manage any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sex Discrimination is defined as treating individuals differently based on sex about any aspect of services, benefits, or opportunities Entourage Institute of Beauty and Esthetics provides such as:

- Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of aid, benefit, or service.
- Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner. Deny any person any aid, benefit, or service.
- Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing aid, benefit, or service.
- Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates based on sex in providing any aid, benefit, or service.
- to students or employees.
- Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation by drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, sexual activity must stop immediately.

Prohibited Conduct

This policy prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, color, or any other legally protected basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
- Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate in or benefit from the student's education program.
- Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, sex or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing",

practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping is prohibited, even if those acts do not involve conduct of a sexual nature.

Each staff member is responsible for immediately reporting alleged discrimination and/or harassment to his/ her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violations of this policy may be subject to disciplinary action up to and including termination.

Harassment, Intimidation, Bullying, and Discrimination Policy

Entourage Institute of Beauty and Esthetics is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination includes intent to harm, they are directed at a specific target and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated.

Such conduct or communication has the purpose or effect of interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment.

Harassment, intimidation, bullying and discrimination can interfere with and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the School.

Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation.

Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violations of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: www.stopbullying.gov.

Complaint/Grievance Procedure

The following grievance procedures shall be used to address sexual discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, the School Owner or Director, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Entourage Institute of Beauty and Esthetics is exempt from the prohibitions in this policy.

Supervisors will refer to all harassment complaints to the Title IX Coordinator for student-related complaints and to the School's Owner if the complaint involves an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator – Student Affairs

Rebecca Clothier

12004 W 95th St.

Lenexa, KS 66215

rclothier@entouragebeauty.com

402-261-5322

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required to file a Title IX discrimination complaint.

Entourage Institute of Beauty and Esthetics ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with the Campus President, these employees also receive training on the School's grievance procedures.

Investigation of Complaints

In response to all complaints, Entourage Institute of Beauty and Esthetics promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to investigate will vary based on complexity but will be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the school will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning Entourage Institute of Beauty and Esthetics will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

- Whether Entourage Institute of Beauty and Esthetics found that the alleged conduct occurred, and whether it constituted discrimination.
- Any individual remedies offered or provided to the complainant, or any sanctions imposed on the respondent that relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
- Any other steps Entourage Institute of Beauty and Esthetics took to eliminate the hostile environment, if The School found one to exist, and prevent recurrence.

During the investigation, Entourage Institute of Beauty and Esthetics will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

- No contact orders.
- Change academic situations as appropriate with minimum burden on the complainant.
- Counseling
- Health and mental services
- Escort services to and from parking lot or classrooms.
- Academic support
- Retake a program or withdraw without penalty.

If Entourage Institute of Beauty and Esthetics determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Entourage Institute of Beauty and Esthetics will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by The School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Entourage Institute of Beauty and Esthetics ' disciplinary process.

To the extent that an employee or contract worker is not satisfied with The School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief. Entourage Institute of Beauty and Esthetics should make appropriate referrals to law enforcement. The School will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. Entourage Institute of Beauty and Esthetics will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

Entourage Institute of Beauty and Esthetics prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Entourage Institute of Beauty and Esthetics will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. Entourage Institute of Beauty and Esthetics reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Entourage Institute of Beauty and Esthetics does not allow conflicts of interest (real or perceived) by those managing the procedures. The school does maintain all documentation of any proceeding. The school will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact The Campus President for more information, or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U. S. Department of Education Office for Civil Rights ("OCR") investigates complaints of discrimination, including harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at:

<http://www.hhs.gov/ocr/>

U.S. Department of Education

Students or The School staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U. S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:

U.S. Department of Education, Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW Washington, DC 20202-1100

Telephone: (800) 421-3481

Email: OCR@ed.gov

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at:

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

Alcohol and Drug-Free Educational Facility Policy

The School is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health.

The School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

To enforce this policy, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. The School also reserves the right to implement other measures necessary to deter

abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the school or termination for employees.

The School also will not object to law enforcement seeking to search School premises or employees and students, and employee and student property on School property or at School activities.

TUITION AND FEE SCHEDULE ADDENDUM

Effective Date: 8/18/2025

Note: Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

Tuition Cosmetology – 1500 Clock Hours

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$15,000.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$400.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$3,200.00
TOTAL COST	\$18,815.00

Tuition Esthetics – 1000 Clock Hours

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$12,500.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$500.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$2,900.00
TOTAL COST	\$16,115.00

Tuition Nail Technology – 400 Clock Hours

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$4,500.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$350.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$1,900.00
TOTAL COST	\$6,965.00

Tuition Massage Therapy and Body Works – 840 Clock Hours

Registration Fee <i>(non-refundable)</i>	\$200.00
Tuition	\$10,000.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$500.00
Student Kit <i>(non-refundable upon being issued to student)</i>	\$2,100.00
TOTAL COST	\$12,800.00

Tuition Instructor – 300 to 450 Clock Hours

Registration Fee <i>(non-refundable)</i>	\$200.00
Apprentice License <i>(non-refundable)</i>	\$15.00
Tuition	\$2,200.00
E-Books <i>(non-refundable upon being issued to student)</i>	\$600.00
TOTAL COST	\$3,015

Please contact the school's Admissions Coordinator for payment options. The school accepts cash, credit cards, personal checks, and money orders. In extraordinary circumstances, the school may adjust tuition and kit fees for students that transfer from a school that has suddenly closed without notice.

Other Fees:

- Returned Check Fee - \$50.00 Stop Payment on Check - \$50.00
- Transcript Request - \$25.00 (Student receives 2 complimentary transcripts) Tennis shoes (or similar type shoe).
- Scrubs (Tops, Pants, Jackets) are required for all students (The color of the scrubs will be in accordance with the program selected).
- Kit items that have been broken or lost and need to be replaced. (Kit inventories will occur occasionally. Students will be responsible for replacing all missing or non-functional items from their kit. Missing or non-functional kit items must be replaced within one week of loss).
- A kit is provided to each student and is dispensed at various points in the program. The cost of this kit is included in the price of the program. However, if a student loses or breaks kit items or desires extra items, these will be at the expense of the student.
- Students are expected and required to use the items included in their kits during their training (during practical training, and with clients).
- Unique or Specialty products (not normal type services) – Each department will provide a list of products that must be purchased by the student for use. These products are not expensive and must be paid for in cash or credit/debit card from the Spa Services Desk.

- Students receive services at a discounted charge while attending the Institute; however, products used for these services are not free. A price list is available at the Spa Services Desk and students will be required to prepay for their services.
- Typically, student services will cost 25% of the listed spa and salon prices. Students may pick five (5) friends or family members who will receive a 50% discount off all services when the student is enrolled and actively attending.
- Name Badges – the first one is included; however, lost or damaged name badges must be replaced, and the cost is \$5.00.
- Additional official transcript from Entourage Institute of Beauty & Esthetics: \$15.00. Note: one (1) copy is provided to State Board, and two (2) copies are provided to the student upon graduation and payment of all tuition, fees and other charges.
- Replacement of Diploma (name change, lost diploma, etc.): \$25.00
- Resource Center – any book, DVD or other resource material not returned will be the financial responsibility of the student to replace.
- Equipment checked out – if equipment is checked out and not returned or, if pieces are missing upon return, the student will be responsible to replace or the equipment. If the equipment is purposefully broken, the student will bear financial responsibility for repairs or replacement.
- State Board Test Fee. The cost for the State Board test is \$150.00 (\$75 for the written exam and \$75 for the practical exam).
- Notebooks, paper, pens, etc. for notetaking, class projects. Etc. Withdrawal fees and Re-enrollment fees.

Please note: All fines and fees and tuition balance must be paid in full by the student's last day of attendance and before the exit exam is taken unless acceptable payment arrangements have been made.

ACADEMIC CALENDAR

Cosmetology / Esthetician /Nail Technician Certificate Program Start Dates: 2026

Jan. 5th, Feb. 2nd, March 2nd, March 30th, April 27th, May 25th, June 22, July 20th, Aug. 17, Sept. 14th,
Oct. 12th, Nov. 9th, Dec. 7th

Student Instructor Programs – As Scheduled

Start Dates May Change with Notice – Please verify with your Admissions Representative if there is a change in the start date.

Holidays and school closures: Entourage Institute of Beauty and Esthetics allows one day per month for staff professional development. Holidays such as Thanksgiving, Christmas, Good Friday, Memorial Day, 4th of July, Labor Day, and New Year's Day will be set according to the calendar each year. Additional holidays may be added to the schedule at the discretion of the school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via social media on Instagram and Facebook page.



STUDENT HANDBOOK

Student Handbook

Parking

Students must abide by local (city and/or property owner) parking rules, which are announced during orientation. Entourage Institute of Beauty and Esthetics will not be responsible for parking violations and/or towing fees. Parking is within the parking lot in front of the school.

Holidays and school closures

Entourage Institute of Beauty and Esthetics allows one day per month for staff professional development. Holidays such as Thanksgiving, Christmas, Memorial Day, 4th of July, Labor Day, and New Year's Day will be set according to the calendar each year. Additional holidays may be added to the schedule at the discretion of the school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via the school's social media on Instagram and or Facebook page.

Makeup Hours

Students may make up missed hours by working at school approved events outside the normal school hours. These events include but are not limited to the Saturday clinic, Fashion Shows, Cut-A-Thons, etc. A School Official must be present for the Student to receive hours. Students must complete a Student Make-Up Request Form indicating the date, time, activity completed, and the name of the School Official who supervised the make-up time.

Makeup Work

Students must complete all required assignments and tests. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time. Monthly makeup test dates are available. Please speak with a Learning Leader.

Communication Guidelines and Professional Conduct

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms or the break room without permission.
- Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- Cell phones are permitted in assigned areas of the school. (Breakroom). Students using cell phones in classrooms and clinic area will be asked to secure their phone and not use during class or clinic time.
- Students may not visit with another Student who is serving as a service guest.
- Students may not gather around the service desk, service reception area, or offices.
- Food, drinks, and water bottles are allowed only in the lunchroom. Spill proof drink containers are allowed in the classrooms. The school is a smoke-free campus which includes Vaping.
- Stealing or taking school property or another's personal property is unacceptable and grounds for termination.
- The school administration has the right to access and inspect a student's locker at any time, referring to the Search Policy and the Locker Policy.

Attendance and Documentation of Time

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a virtual time system and does not round hours. To ensure proper clock hours are credited, full-time students are required to clock in/out four times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in

or out for their schedule on the student time clock, the student may not receive hours. If the student wishes to dispute any hours they feel were earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the specialty class attendance role, and/or the guest service summary.

- The school opens at 8:45 am and closes at 9:45 pm
- All courses require continuous attendance. An excused absence is defined as an absence pre-scheduled or called in by the prescribed time. An unexcused absence is any absence not covered under excused absence and may result in a coaching session.
- The prescribed attendance schedule must be maintained each week.
- Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class but must be allowed in by an educator.
- Students are not excused from class to work in the clinic classroom.
- Students who attempt to falsify time will be subject to disciplinary action as determined by the administration including termination.
- Students who are going to be absent or tardy – please contact the front desk at (913) 888-2800. They will notify your instructor. It is your responsibility to let the school know if you are not going to be in or late.

During the contracted enrollment period, applicant students must maintain a 90% attendance average each month to complete the program by the contracted end date. However, the student may not be out of school for fourteen consecutive calendar days, or he or she may be terminated.

Please note that if a student misses more than fourteen consecutive calendar days, the student may be terminated from the program.

Students who are late or cannot attend school must contact the school by 8:45 AM or it will result in a student write-up. Students must request time off from school from the Director of Education.

Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. There may be opportunities for students to make up missed hours, referring to the makeup hours policy for specific details. Hours missed will count against hours allowed to miss.

Lunch and breaks are scheduled for all students. Students will take 30 minutes for lunch between 12:00 noon and 1:30 PM, if possible, according to their appointments or schedules. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

Documentation of time:

- Students may not leave the school premises during regular hours without an instructor's permission.
- Observe the appropriate breaks for your school schedule. Breaks are as follows:
- Students' lunch will automatically be deducted each day for 30 minutes every day.
- If the school is participating in an event off the school premises, a 30-minute lunch may not be possible. If that situation occurs, you will not be docked 30 minutes for lunch.
- Students may not clock in or out for another student.

Completion of Course within Designated Period of Time

Information regarding other course schedules is available upon inquiry. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 150%-time frame allowed. Students who are not maintaining 85% cumulative attendance will be placed on Attendance

Warning and attendance will be monitored weekly with student bringing attendance up to satisfactory levels by each evaluation period or student may be withdrawn.

Learning Participation Guidelines

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- Students will be expected to maintain an average of 85% on all theory tests and assignments.
- Students may not be released from the required theory class to take a client.
- Only service desk personnel may schedule or change client service appointments.
- All services must be checked, and the service ticket initiated by a Learning Leader.
- Students are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
- Students will receive clock hours during the times they fully participate in their learning experience.
- When students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
 - Completion of clinic practical worksheets
 - Completion of theory review worksheets
 - Performing a service on another student
 - Listening to or reading school resource center materials, including educational videos, and books
 - Students must comply with school personnel and Instructors assignments and requests as required by the curriculum and student guidelines and rules.
- Students may not perform hair, skin, esthetics, or nail services outside of school unless authorized to do so by the school administration. Conducting unauthorized outside of school will be reported to the state board and may result in your inability to receive a professional license.
- Students are responsible for their own kit and equipment and may use a clinic station only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the students assigned locker. The school is not responsible for any lost or stolen articles.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- All clinic practical worksheets are due on the assigned day of each month by the end of the school day.
- If a student fails to complete a worksheet 100%, the student will be placed on the Back on Track list and will remain on the list until the student is current on worksheets.
- If a student fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core class start date.
- The school requires a student to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

Coaching and Corrective Action

Part of the students' learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or inappropriate behavior. The following actions may be inspected for noncompliance:

- **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.
- **Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and personal professional image standards.

- **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be coached and receive an advisory write-up when they do not follow sanitation and personal service procedures.
- **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.
- **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

Corrective Action Steps:

- Once a student has received two (2) coaching sessions, the student may be suspended from school for five (5) days.
- Suspended students will be required to pay the administrative re-entry fee.
- If a student receives one (1) more coaching session after re-admission from a five (5) day suspension, the student's attendance may be permanently terminated.
- A student may be terminated without prior coaching sessions for improper and/ or immoral conduct. Refer to the school Student Advisory form.

When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates students' respect for these guidelines.

Student Advisory and Coaching

Students who do not meet professional guidelines, attendance requirements, grades, or have other behavior which is detrimental to the educational process will receive a Student Advisory form which outlines the areas of non-compliance and next steps. The forms for review are located in the back of the handbook for student's review.

Professional Image

All students must adhere to the following professional dress code while in attendance:

Entourage Dress Code

Cosmetology Program: Black Scrubs (Tops, Bottoms & Jackets) with a black undershirt. Closed toes (no heels). Jeans and other professional attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex, or exercise clothing.

Esthetics and Therapeutic Massage and Bodywork Programs: Black Scrubs (Tops, Bottoms & Jackets) with a white undershirt. Closed toes (no heels). Jeans and other professional attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex, or exercise clothing.

Nail Technology Program: Black Scrubs (Tops, and Bottoms & Jackets) with a navy blue or white undershirt. Closed toes (no heels). Jeans and other professional attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex or exercise clothing.

Instructor Program: Business Professional attire. No short skirts, capris or low-cut shirts. Instructors should always look professional. Closed toes (no heels). Jeans and other attire will be allowed ONLY on specific days and be announced ahead of time. No fleece, yoga pants, spandex, or exercise clothing.

Students who fail to comply with the Student dress code will be coached, sent home to change and will receive an advisory warning.

Sanitation and Personal Services

- Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times.
- Students must clean their stations in the clinic classroom, including the floor, after each service.
- Clinic stations and classrooms must be cleaned at the end of the day, prior to clocking out for the day.

To receive a service, students must do the following prior to starting the service:

- Notify the Clinic instructor.
- Be scheduled of the service books by a Learning Leader.
- Pay for service supplies including perms, color, lightener, conditioning treatments, nails, etc.
- Personal services are considered rewards and scheduled for students who are up to date with all practical's, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

Locker Policy

Purpose — Entourage Institute of Beauty and Esthetics makes lockers available for students to facilitate the daily storage of their learning materials and items related to their studies. The school manages lockers to ensure responsible use of property and for the health and safety of individuals.

Agreement — The School establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing our lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Entourage Professional Academy from time to time, at its discretion.

Guidelines

- Lockers will be issued to all students requesting a locker. Assigned lockers may not be traded or changed unless approved by the school's administration.
- Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 30 days, at which time they become the property of the school.
- Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.
- The School is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.

- No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by Entourage Institute of Beauty and Esthetics to be harmful, offensive or inappropriate.
- The School may in its sole discretion conduct or authorize searches/inspections for any reason. The following is a partial listing of examples of when the School will exercise its discretion without notice:
- Locker abandonment.
- Suspected content that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
- At the request of or in cooperation with law enforcement authorities.
- Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
- Risk to the general good of the school.
- Risk to the general good of the student or student population.
- Unregistered locker.
- Physical damage to or defacing of the locker.
- Odors (spoiled/rancid food, garbage or smelly contents)

Search Policy

Entourage Institute of Beauty and Esthetics works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to conduct specific and random searches/inspections of locker contents. Such searches/inspections may be conducted with or without notice to or in the presence of the locker's occupant. Such police activity may include but is not limited to random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets, and winter coats.

Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering onto the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

Social Networking Policy

Entourage Institute of Beauty and Esthetics respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Twitter, You Tube, Instagram, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect.

Posting on Social Media – Client Pictures

Students who would like to post Client Results on Social Media for work done in the Entourage Clinic should adhere to the following policies:

- Pictures tying to Entourage may only be from the clinic floor.
- Must have approval from the client.
- Cannot post name or any other information in reference to client's identity.
- Please do not capture their face if possible.

Any questions, Please see your Clinic instructor on the floor.

Posting on Social Media – Student Interaction

The school does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of an Entourage Student. Entourage Institute of Beauty and Esthetics reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

Copyright Policy

The purpose of the Entourage Institute of Beauty and Esthetics Copyright Compliance Policy: Library and Classroom is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide Entourage Institute of Beauty and Esthetics administrators, faculty, students, and staff, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and courseware. It also covers library uses for print and electronic reserves, ILL and document delivery.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary.

WHAT IS COPYRIGHT?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

WHAT IS PROTECTED BY COPYRIGHT?

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright.

Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978, is the author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or

other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit <http://www.copyright.gov/circs/circ1.html#hlc>.

FAIR USE

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

- The purpose and character of use (principally, whether for commercial or nonprofit educational use);
- The nature of the copyright-protected work;
- The amount and substantiality of the portion used; and
- The effect of the use is being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, Entourage interprets the following situations as fair use:

- Quotation of short passages in scholarly or technical work for illustration or clarification of the author's observations.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

TYPES OF USE

- **Classroom Handouts** - Based on fair use analysis, classroom handouts, other than materials supplied from the textbook publisher in faculty supplements, must have copyright permission obtained to use the work.
- **Course-packs** - All articles, chapters and other individual works in any print or electronic course-pack require copyright permission. Copyright permission for course-packs is usually granted by the academic period. To reuse a course-pack in subsequent academic periods (e.g.; semester, quarter, trimester, etc.), you probably need to obtain permission again. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time.

When ordering course-packs it is important to clarify who will obtain permission for the course- pack—the copy shop or reprographic center, the faculty member or a member of the administrative staff. Deferring responsibility for copyright permission will not provide you with protection against a claim of copyright infringement.

PHOTOCOPYING BY STUDENTS

Photocopying by students is subject to fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without

permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

Distance Education and Course Management Systems

In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude universities, including Entourage, have for the performance and display of copyright-protected materials in a distance education environment, including through the use of Course Management Systems (CMS).

The copyright requirements for TEACH and CMS postings are similar to those of classroom handouts but extend the traditional rules for those handouts to the digital transmission of materials to distance education students. If the use is planned, repeated or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission, you must obtain copyright permission.

Copyright and Foreign Works

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when Entourage Institute of Beauty and Esthetics uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright Clearance Center has many reciprocal licenses to allow use of materials from other countries.

HOW TO OBTAIN COPYRIGHT PERMISSION

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the Entourage Copyright Officer has a copy of each permission form or letter.

The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that you wish to use the materials. If you need quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted Work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

DEFINITION OF CAMPUS

For the definition of the school's campus is:

Entourage Institute of Beauty and Esthetics campus is defined as the school building itself (not the surrounding businesses, the grassy area directly in front of the school, the sidewalk directly in front of the school, and the parking lot directly adjacent to the school.

CRIME & ACCIDENT PREVENTION:

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The school encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible sex offenses
- Non-forcible sex offenses
- Campus Safety and Security Policy and
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism.
- Burglary — There must be evidence of both trespass and intent to commit a felony or theft.
- Larceny - is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.

Further preventative measures include:

- Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions. The possession, use, and sale of alcoholic beverages to an individual under the age of 21 is against state law. It is illegal for anyone to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated. If any such activity is found to occur on school premises, law enforcement will be notified, and the individual may be prosecuted.
- Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
- Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.
- Students and/or employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/ employee must not allow any unauthorized individual entrance.

- All employees should make certain that the offices remain securely locked at all times. When leaving the office, employees must always check the door to ensure it is secure.
- Employees should never lock the facility alone. Two people must always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.

School Hazards

The School Director shall handle all such hazards with appropriate caution and expediency. Proper procedures may require the School Director to notify the appropriate agencies (i.e., the poison control center, the fire department, the power company, etc.).

- Students and/or employees shall report hazardous conditions (i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) to the School Director for immediate attention.
- Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
- Damaged or dangerous structural conditions shall be reported to the School Director immediately.
- Students and/or employees should handle all equipment within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving unapproved equipment.

Students and/or employees with unusual or serious health conditions are encouraged to report on such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school management.

Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the administration and will involve accepted professional organizations.

SECURITY AND ACCESS TO CAMPUS FACILITIES:

Only authorized individuals are permitted on the school premises, which include students, staff, and service guests. Individuals who are not a part of the school or receiving guest service will be considered trespassing and will be prosecuted. All students and staff have name badges that clearly identify who they are and their role. Service guests are permitted in the building; however, they must at all times be escorted by either a student or staff member and are limited to the clinic classroom and restroom facilities. Maintenance personnel wear identification badges and have access during normal school hours and in the evening to clean the school or conduct maintenance of the facility. All non-staff service providers must check in at the service desk and have a badge clearly indicating their purpose on school premises.

Entourage Institute of Beauty and Esthetics maintains its campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. Trees and shrubberies are trimmed away from the walkway and buildings. The school works closely with the facilities management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that are designed to enhance security.

CRIMINAL & ACCIDENT REPORTING PROCEDURES:

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Serene Holland,

Director of Education, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis.

If you need to seek professional help after having been a victim of a crime, contact the following counseling center:

Johnson County Mental Health Department:

[Mental Health | Johnson County Kansas](#)

913-715-5000

In the event of a burglary or robbery:

- Remain calm and agreeable with the culprit(s).
- Do not attempt any heroic measures.
- Report all burglaries to the local police.
- When reporting a burglary or robbery:
 - Indicate the name of the institution.
 - Indicate your name.
 - Indicate the date and time of the incident.
 - Indicate any injuries if known.
 - Indicate the number of suspects involved.
 - Indicate any descriptive information.

In the event of larceny:

- Remain calm and agreeable with those involved.
- Do not attempt to determine if any person is innocent or guilty.
- Report all larceny to the local police department for investigation.
- Indicate the name and address of the school.
- Indicate your name.
- Indicate the date and time of the incident.
- Indicate any injuries if known.
- Indicate the name(s) of those involved or any witnesses.
- Indicate any descriptive information.

In the event of an accident: Report on the event to the School Director or Director of Education.

The School Director or manager on duty will do the following:

- Determine if emergency help is needed. If so, he or she will call the appropriate agency.
- Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
- Report all information to the management.
- If necessary, notify parents and family of the victim(s).

In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergencies, response and evacuation procedures.

The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. If the School Director is not available, contact the Education Leader. If the Education Leader is not available, contact the Future Professional Advisor. If the Future Professional Advisor is not available, contact the Admissions Leader, or Operations Leader. If any of those individuals are not available, please contact the Learning Leader. The safety of our students and staff is of the utmost importance to us; if in the

judgment of the police, it is better to postpone making the announcement in order to assist a victim, or to contain, respond to, or otherwise mitigate the emergency, we will do so until it is determined to be safe. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode.

The school will review its evacuation plans and procedures during the orientation on the first day of class or hire, as well as yearly with the student body and staff. The school will also conduct announced emergency response and evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test. The test will be conducted by the School Director with the assistance of the school's staff at a minimum of once per calendar year. The tests will be documented in the school's permanent record and will include an indication of whether the test was announced or unannounced, the date, the time, and the duration of the test.

EMERGENCY PROCEDURES

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

1. In-place evacuation: keeping students and staff members in place but securing the location for the emergency at hand.
2. 2. On-site evacuation: movement of students and staff members out of the building affected and relocation to another area near the school

FIRE

- Evacuate the area of the fire. (Always stay low as smoke and heated gases collect near the ceiling first.)
- Activate the fire alarm (if so equipped).
- Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- Upon the arrival of the fire department, the School Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- Make certain that all students and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students or the staff calls for evacuation to the outside area, away from the building.

Any of the steps above may be taken simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.

If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

ILLNESS OR INJURY

Minor:

- Treat with medical supplies on hand.
- Evaluate periodically to see if further medical attention is required.

Major

- Employ first aid techniques as trained, if needed.
- Contact 911 if immediate medical attention is required.

If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

BOMB THREATS

- Any bomb threat should be treated as real until proven otherwise.
- Unidentified or suspicious objects should be reported to the authorities.
- Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
- Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
- The appropriate authorities should be consulted prior to reentry into the building.

UTILITIES AND MAINTENANCE EMERGENCIES

Gas Leak

- If any staff member or student smells gas, act quickly.
- Open windows immediately.
- Call 911 and report the possible gas leak.
- Do not turn any electrical switches on OR off. Eliminate all flames.
- Check all gas taps and turn them off.
- If necessary, turn off the gas main. The shutoff valve is next to the meter.
- If the gas odor remains strong, evacuate the area immediately.
- Do not return to the building until the fire department announces it is safe.

EMERGENCY EVACUATION

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

- Call 911, indicating the need for assistance from the local fire department and law enforcement.
- Make certain all students and staff members are accounted for and are safe.
- Evacuate all students and staff members to an area as far from the building as safely practical.
- Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
- All students and staff members with special needs are to be assisted as needed.
- Conduct a second head count for students and staff members.
- Notify the School Director as soon as possible.
- Do not approach or reenter the building until consultation with the proper authorities.

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

- All students and staff will be moved to the designated location.
- Maintain flashlight and voice contact among staff members at all times.
- Make certain all students and staff members are accounted for and are safe.

After there is absolute certainty that the storm has passed:

- The staff members should conduct a head count.

- Provide any necessary first aid and call 911 for any necessary response agencies.
- Check the entire building for any damages such as fire, water, or structural.
- Turn on and test utilities.
- Notify the School Director as soon as possible with an update of conditions.
- Notify any agents that services are needed.

The school encourages pastoral counselors and professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact Serene Holland, Campus Director, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential.

Student Advisory Form – Entourage Institute of Beauty and Esthetics

Student Name: _____

Student ID: _____

I understand that Entourage Institute of Beauty and Business reserves the right to modify the rules and regulations of the Student Professional Development Guidelines at any time, and that I will be advised of all modifications. **Initial:** _____

I understand that I will be coached for noncompliance with any of the items listed below as coaching opportunities. I understand that upon receiving two (2) coaching sessions, I may receive a five-day suspension. On my second coaching session, the Student Advisor will create a plan of action to be followed. After I have received a five-school-day suspension, I may only receive one (1) more coaching session. On my third coaching session, I may be terminated from the school. **Initial:** _____

I understand I have the right to appeal my termination. Note: The student must submit a written appeal to the school administration within five (5) calendar days of termination. The student must include any supporting documentation of the reasons the determination should be reversed. If the Student fails to appeal against the decision, it will stand. An appeal hearing will occur within 15 business days of receipt of the written appeal. The student, parent/guardian (if the student is a dependent minor), a school Learning Leader, the Student Advisor, and the School Director will attend this hearing. The School Director will make determination on the students' appeal within three (3) business days, and it will be communicated to the Student in writing. This decision will be final.

Contact the Student Advisor to access the Student Advisory Termination Appeal Form. Initial: _____

COACHING OPPORTUNITIES:

Students may receive coaching sessions for the following items:

1. Lack of the correct uniform and/or dress code, which includes a missing name tag.
2. Malicious gossip.
3. Neglecting to call in when late or absent.
4. Failure to sign in on the attendance roll at the service desk.
5. Excessive tardiness to theory and/or specialty class.
6. Not attending school on the required mandatory school days. (Refer to the school attendance policy.)
7. Leaving the school without permission and/or not signing out for a break.
8. Beginning a guest service without a Learning Leader's permission.
9. Unfinished singles and/or the late submission of the practical Clinic Classroom Worksheet.
10. Being behind in theory attendance and/or theory exams.
11. Parking in an undesignated area.
12. Use of cell phones in non-permitted areas.
13. Smoking on the school campus. The school is a smoke-free campus.
14. Violation of the school's Internet and Social Networking Policy.
15. Violation of the standards in the Student Professional Development Guidelines. (Refer to the school catalog.)
16. Lack of tuition payments.
17. Falling below 80% in monthly attendance.
18. Technology used for non-educational purposes.

Coached by: _____

Date: _____ **Reason:** _____

Student Acknowledgement: _____

Re-Admittance Form from Suspension – Entourage Institute of Beauty and Esthetics

My readmittance into the school after a five-school-day suspension will be based upon the following:

- A. The student must be current on all theory exams and academic assignments.
- B. The student must conduct a personal interview with the School Director and/or Director of Education to determine the compliance for reentry.
- C. The student will be placed on probation for thirty (30) calendar days, during which time he or she must strictly abide by all policies, rules, and regulations.

Five-School-Day Suspension: Begins _____ Ends _____

**Attach the Five-School-Day Suspension/Reentry Form to the Student Advisory Form. A contract addendum must be executed upon re-admittance.*

I understand that after receiving five (5) coaching sessions, I may only receive two (2) additional coaching sessions and may be

terminated. **Initial:** _____

Coached By: _____

Date: _____ **Reason:** _____

Student Acknowledgement: _____

Termination Date: _____

Appeal Filed: Yes No Date: _____

Termination Form – Entourage Institute of Beauty and Esthetics

(The Student Advisor and School Director should be involved in terminations.)

Students may be terminated for the following and given no warnings or prior coaching sessions:

1. Use of drugs and/or alcohol, which includes prescription marijuana.
2. Possession of drugs and/or alcohol, which includes prescription marijuana.
3. Clocking in/out for another Student.
4. Cheating or stealing.
5. Cheating on the time clock and/or receiving unearned hours.
6. Insubordination.
7. Threatening statements made toward staff, service guests, or Students. No bullying.
8. Physical violence and/or altercations.
9. Entourage Schools, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic

origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort toward staff, Students, and/or service guests.

10. Violation of the Title IX policy.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed. Initial: _____

Terminated By: _____ Date: _____

Reason: _____

Comments: _____