

# *Ravenscroft Beauty College*



## College Catalog

Revised 01/10/2024



# *Ravenscroft Beauty College*

*4530 Lahmeyer Road*

*Fort Wayne, IN 46835*

*Phone: 260-486-8868*

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Published July 1, 1989\*\*\*\*\*Revised January 9, 2024

**Disclosure:** Ravenscroft Beauty College may also be referred to within this catalog as “Ravenscroft”; “RBC”; “institution”; “college”; and “school”.

## Orientation and Class Start Dates

New classes for all programs at Ravenscroft Beauty College start every five (5) weeks on Tuesday. (The Esthetics program starts in 10 week intervals). Orientation for beginning students is held every five weeks prior to the beginning of new classes. All students are required to attend and complete orientation and soft skills program before entering classes. There is an orientation program that starts the Tuesday before class start and continues until Friday of that week and covers in detail many of the policies and procedures presented in this catalog. Students will be required to attend two (2) hours each day. Students on a daytime schedule will come from 9:00am until 11:00am and students on a nighttime schedule will come from 5:00pm until 7:00pm.

<b><u>Orientation &amp; Soft Skills Dates</u></b>	<b><u>Starting Class Dates</u></b>
October 24-26, 2023	October 31, 2023
December 5-7, 2023	December 12, 2023
January 16-18, 2024	January 23, 2024
February 20-22, 2024	February 27, 2024
March 26-28, 2024	April 2, 2024
April 30-May 2, 2024	May 7, 2024
June 4-6, 2024	June 11, 2024
July 16-18, 2024	July 23, 2024
August 20-22, 2024	August 27, 2024
September 24-26, 2024	October 1, 2024
October 29-31, 2024	November 5, 2024
December 10-12, 2024	December 17, 2024

## Holiday Closings

Ravenscroft Beauty College observes the following holiday schedule but does not close for any specific period. The college reserves the right to cancel classes at any time due to emergency conditions. Should the college close unexpectedly due to extenuating circumstances, notification of closure will be broadcast on local media. Extra days off may be given during holiday periods at the discretion of the school director.

### **Holiday Closings**

Christmas – December 25-30, 2023  
New Year's Day – January 1, 2024  
Memorial Day – May 27, 2024  
Independence Day – July 4-6, 2024  
Labor Day – September 2, 2024  
Thanksgiving – November 28-30, 2024  
Christmas – December 23-31, 2024  
New Year's Day – January 1, 2025

## History and Information

Ravenscroft Beauty College re-located on November 18, 2013 to its new location at 4530 Lahmeyer Road in Fort Wayne, Indiana. The college is within convenient distance of restaurants, lodging, entertainment, and religious and civic facilities. Part-time employment is generally available within the immediate area for the student who wishes to work.

For nearly three quarters of a century, Ravenscroft Beauty College has been privileged to serve as an educational training center for the beauty profession in Fort Wayne. Our spacious 24,000 square foot facility offers modern forms of teaching and provides up to date training. The college features 2 expanded clinic areas designed for the convenience and comfort of students and patrons. Additional rooms are set aside for theory instruction, pre-clinic instruction, as well as manicuring and skin care training and services. A student lounge is provided and several office areas are prepared for student service of enrollment, advising, records and financial assistance.

The college offers classes six days per week (days and evenings) beginning each month. In addition to five extensive, organized curriculums, the college supplies video instruction and demonstrations to aid in training of students. The College provides two separate theory classrooms with ample student seating, Instructor work area and big screen TV'S. Bookwork and video instruction are provided in the theory room to enhance the students' education and keep the students well versed in the latest advancements in products and techniques. The pre-clinic classroom is used to teach new students the fundamentals of Cosmetology and Barbering and providing a quality environment for learning away from the busy clinic floor. The classroom provides for continuing basic instruction and a transition to hands on experiences in the preparation for working with the public. Specialized training, individual training assistance and advising in preparation for a professional career is provided for all students.

The college is accredited by the National Accrediting Commission of Career Arts and Sciences and operates under their guidelines. Guided by the U.S Department of Education, the college offers federal funding (Federal Pell Grants, Federal Direct Students Loans, and Federal Parent Plus Loans, to students that qualify) to assist students with the cost of education.



## **Ravenscroft Beauty College Code of Ethics**

1. This college maintains as its principle objective the training of qualified cosmetologists and barbers to render the best possible service to the patrons.
2. This college strives continuously to improve its operation in keeping abreast with the ever-changing developments and techniques in Cosmetology and Barbering.
3. This college observes all rules and regulations issued by the State Board of Cosmetology and Barbering Examiners.
4. Our instructors are encouraged to keep up with the latest techniques in teaching Cosmetology, Barbering, Esthetics, Manicuring and Teacher Training by attending refresher or advanced courses, workshops and trade schools.
5. This college takes part in educational conferences and regional meetings in order to advance the Cosmetology, Barbering, Esthetics, Manicuring and Teacher Training professions.
6. The college purchases only high-grade standard equipment, cosmetics and supplies for the instruction of students.
7. This college maintains honest and fair relationships with its staff, students, patrons, State Board and other schools.
8. This college advertises truthfully and makes honest representation to its students.
9. This college makes use of acceptable teaching techniques and training aid (such as textbooks, workshops and audio visual aids) in order to provide the best possible training to its students.
10. This college refrains from any criticism that reflects unfavorably on other schools and the Cosmetology, Barbering, Esthetics, Manicuring and Teacher Training profession.
11. This College and its staff abide by a Financial Code of Conduct.

*“This college observes  
all rules and  
regulations issued by  
the State Board of  
Cosmetology and  
Barbering Examiners”*

## Mission Statement of Educational Goals and Objectives

It is the objective of Ravenscroft Beauty College to educate students in the principles and practices of the Cosmetology and Barbering profession and related fields. The educational goals are to prepare and train students for licensure in Cosmetology, Barbering, Esthetics, Manicuring and Teacher Training, through established and continuous updating of cognitive and practical programs. The programs are to be taught by licensed, qualified instructors who grow through continuing education programs. In addition, students will acquire professionalism through evaluations, advising, in-service programs, and career orientation. The results of the above will be students who have attained job-marketable skills so that all graduates are prepared to make progress in their chosen professions; professionals trained to make valuable contributions to the community in which they serve.

The primary purpose of Ravenscroft Beauty College is to provide the student with the necessary skills and knowledge to obtain entry-level employment in Cosmetology, Barbering, or their related fields. As a result of this instruction and supervised practice, the student shall:

1. Be able to demonstrate through practical application the skills and techniques used in the practice of Cosmetology or its related fields within the acceptable standards of the State Board of Cosmetology or be able to demonstrate through practical application the skills and techniques used in the practice of Barbering or its related fields within the acceptable standards of the State Board of Barbering.
2. Exhibit a safety awareness, which is reflected in good work habits including cleanliness, orderliness, and habits of safe practice.
3. Demonstrate the necessary technical knowledge and comprehension of scientific, mathematic and mechanical principles to form sound judgment
4. Demonstrate the ability to properly manipulate and care for the tools, instruments and equipment, which is necessary for safe and correct usage.
5. Exhibit qualities of self-confidence, initiative, and excellence in performance, a cooperative attitude and an appreciation of professionalism: as is needed for successful employment in Cosmetology, Barbering or their related fields.
6. Exhibit qualities of leadership for effective participation in the various organizations affiliated with Cosmetology and Barbering.
7. Exhibit awareness and an understanding of the value of the continuing education.

### Governing Agencies

Ravenscroft Beauty College follows guidelines established by these governing agencies:

Indiana State Board of Cosmetology and  
Barber Examiners  
402 W. Washington Street, Room W072  
Indianapolis, Indiana 46204  
1-317-234-3031  
[www.in.gov/pla/cosmo.htm](http://www.in.gov/pla/cosmo.htm)

National Accrediting Commission of  
Career Arts and Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314  
1-703-600-7600  
[www.naccas.org](http://www.naccas.org)

United States Department of Education  
Office of Postsecondary Education  
Division of Eligibility and Certification  
Washington, D.C. 20202



## Organization and Personnel

Management of Ravenscroft Beauty College is organized into two basic divisions which work together to fulfill the administrative and educational need of the college and its students. Corporate office staff is comprised of a Board of Directors and an administrative support staff that conducts audits and reviews, guides the education offered by the college and performs all fiscal functions of the corporation. The other division includes an administrative office staff and a staff of instructors who carry out and complete the task of day-to-day college operations.

Ravenscroft Beauty College is owned and operated by Indiana State Beauty College, Inc.

- *Indiana State Beauty College, Inc.*  
*Marilyn McQueary President*

### **Ravenscroft Beauty College (Administrative Staff)**

- Marilyn McQueary                      Executive Director
- Marilyn McQueary                      Financial Aid/Admissions
- Flo Woodward                         Manager/Educational Director
- Linda Linn                               Assistant to Executive
- Lois Baich                               Administrative Assistant
- Delisha Reeves                         Administrative Assistant
- Kristi Barker                            Reception/Scheduling
- Shantae Henderson                   Reception/Scheduling

### **Ravenscroft Beauty College (Educational Staff)**

- Flo Woodward                         Instructor/Cosmetology Manager (Cosmo, Esth., Barb)
  
- Lanell Harlan                           Instructor (Esthetics)
- Patricia Files                           Instructor (Cosmetology/Barbering)
- Bionca Edwards                       Instructor (Manicuring/Cosmetology)
- Steven Grundy                          Instructor (Barbering)
- Antonio Brown                         Instructor (Barbering)
- Avril Curry                               Instructor (Cosmetology/Barbering)
- Tracy Jackson                          Instructor (Barbering)
- Steven Toliver                          Instructor (Barbering)
- Latasha Crews                          Instructor (Barbering)



## **Admissions and Enrollment**

Thank you for inquiring about our college and a career in Cosmetology Arts and Sciences or Barbering. Choosing the right profession is important. You want one that offers financial security, independence, prestige, and the fulfillment of making others attractive and happy. A prospective student must: be committed to graduate, agree to abide by our Student Professional Guidelines and the Indiana State Board of Cosmetology and Barber Examiners and must strive to meet and maintain the standards set by the college. All programs are offered in the English language.

### **Admission Requirements**

Ravenscroft Beauty College will admit as a regular student, to each course of study, applicants who: through a personal interview with college staff demonstrate a commitment to the above ideals, exhibit a desire to become a licensed professional in cosmetology or barbering, hold a high school diploma, high school transcript showing completion date, GED certificate or transcript showing passing, College transcript showing an award of an Associate's Degree or higher, or state credentialed home or private school diploma, and a driver license or state/government photo ID. For students seeking admission and holding a foreign high school diploma, that diploma must be verified by an outside agency (professional education credential evaluator) that is qualified to translate documents into English and confirm that the foreign diploma meets the academic equivalence of a United States High School diploma. For each applicant, the above specified credentials will be maintained in the student's file. After qualifications have been met students successfully complete enrollment procedures including orientation and submission of all required paperwork (see enrollment procedures below). Admission is based on feedback obtained during the above process, which insures to the staff that an applicant has the capabilities and determination to achieve graduation. Applicants must also meet criteria prescribed by the Indiana State Board.

For applicants who cannot confirm completion of high school or certificate of equivalency and who are beyond the age of compulsory education, the college refers these individuals to area career centers where they may study and prepare for GED examination. Upon successful completion of the GED examination, these individuals are encouraged to return to the college and complete application for admissions. (The College does not accept students without a diploma or GED)

Prospective students are advised that while they may be admitted to the college, they must also meet all minimum requirements of the state of Indiana for licensure prior to making an application for state examination. Refer to State of Indiana cosmetology or barbering requirements.

All applicants are advised that this is a private institution and the college reserves the right to refuse admission to any individual. It is at the sole discretion of the school administration to approve or deny admission. Therefore, no student is considered enrolled until the contract with the college is signed by the appropriate official on the school's behalf.

## **Admissions and Enrollment (continued)**

### **Enrollment Procedures**

The admissions office is open to applicants during regular college hours to assist with: information, tours of the college, review of applicant qualifications, and initial enrollment procedures. Applicants may enroll at any time during the school year for placement in the class of their choice.

Enrollment procedures begin with personal interviews between college staff and prospective students, which may include concerned family members. The applicant will subsequently prepare an application for admission and submit initial documentation which will include: a copy of their high school diploma, high school transcript showing completion date, GED certificate or GED transcript showing passing, College transcript showing an award of an Associate's Degree or higher, or state credentialed home or private school diploma, and driver license or state/government photo ID. The applicant must also provide preliminary financial aid paperwork, and must attend a student orientation.

The applicant is not considered to be enrolled in a course of study until a legal contract has been signed by both the applicant and an authorized college representative. Once the above procedures have been completed, a start date for classes is assigned and the applicant is considered registered for the program. By enrolling in the college, each applicant accepts the responsibility of regular attendance, agrees to abide by rules established by the college (as they exist now or as they may be changed in the future), has the proper attitude, ambition, transportation, current phone number and address at all times, and has arranged for payment of all established tuition and fees or charges assessed to the students' account.

### **Credit for Previous Training**

Applicants with previous training are encouraged to attend a minimum of 1000 hours for Cosmetology and Barbering; however, applicants may enroll for no less than 500 hours of instruction by successfully completing a written and practical placement examination. Applicants for Esthetics, Manicuring and Teacher Training are required to attend no less than ½ of the normal course length. These applications will be considered on a case-by-case basis with the final determination based on testing at the discretion of the Administration. A student with special conditions (school closures, extenuating circumstances) may request a review to be enrolled as a regular student provided they can demonstrate an equal level of education. Students may also be required to complete basic instruction as a condition of enrollment. Records will be credited to the student based on receipt of a valid transcript directly from the prior school or State Board records.

### Re-Admission

Students may be reinstated subject to meeting enrollment requirements and payment of all applicable fees. The application for reenrollment will be reviewed by the school director and an interview conducted to determine if the reason for the termination has been suitably resolved. If needed, the student may be placed on disciplinary probation for one month and allowed to re-enter the program. For all students allowed to re-enter, his/her satisfactory academic progress will continue from the same point as it was prior to withdrawal.

A student who is terminated due to maximum time frame may be, and if accepted, for re-enrollment will be contracted for the amount of hours left in the program and are required to pay in the form of cash for all fees and meet all other admission requirements. This student would not qualify for Title IV.

### Re-Enrollment Procedures and Fees

Enrollment and the achievement of graduation are stressed during initial admissions of all students. For students that withdraw and request to re-enroll, a formal review process is required to consider the student's prior attendance, academics, attitude, and other elements contributing to a withdrawal. The student must demonstrate to the faculty appropriate changes and commitment to graduation. Each student is required to submit a \$200.00 pre-payment against prior or future fees; this fee is for review of the application. This application for re-enrollment will be reviewed by the administration and if a favorable decision is made a return date will be scheduled.

Students that are accepted for re-enrollment will re-enter with the same satisfactory academic progress that they withdrew with. Payment arrangements for any outstanding prior fees must be completed before returning to class. The Administration considers prior withdrawal situations, disciplinary problems, and outstanding financial obligations in review of application for re-enrollment.

All concerns must be resolved with necessary paperwork completed before re-entry and this process is not a guarantee of acceptance. For any student who re-enrolls regardless of the reason of re-enrollment the student is required to complete a new enrollment agreement.

### Non-Discrimination Statement

Ravenscroft Beauty College in its admission, instruction, and graduation policies practices no discrimination on the basis of sex, age, race, color, ethnic origin, religion, gender, gender identity, creed, financial or social status or country of origin.

### Ability to Benefit Policy

For advising and evaluation of individual student needs, and to comply with accrediting requirements, students applying for admission to the college without a high school diploma or GED are encouraged to complete their GED, after which they may be admitted to the college and begin classes. For purposes of admissions, an Ability to Benefit student is any student beyond the age of compulsory education that lacks a high school diploma or GED and is determined by application and interviews to benefit from the education and training offered by the college. Ravenscroft does not accept or enroll students with Ability to Benefit.

For applicants who cannot confirm completion of high school or certificate of equivalency and who are beyond the age of compulsory education, the college refers these individuals to area career centers where they may study and prepare for GED examination. Upon successful completion of the GED examination, these individuals are encouraged to return to the college and complete application for admissions.

#### *Recruitment of Students Attending Other Institutions*

This college makes no attempt nor do we have any desire to recruit students enrolled at other institutions offering similar education. However, we do serve students that have withdrawn from other institutions and can supply proper records.

#### *High School Diploma/GED Validation Policy*

In the event the school has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will conduct additional research to determine if the diploma is in fact valid. Red flags that will prompt additional research are:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made

Should any of the above red flags exist, the school will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If the School is unable to obtain the required information, the school will contact the state the school is located in an attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

If the school is not reasonably certain a high school diploma or G.E.D. is not valid, the student will not be admitted. The school's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

## Policies and Procedures

From procedures adopted by the college to policies directed by governing agencies the following topics may also have a bearing on your activities and education while a student at the college. Many of the following topics are explained in orientation.

### Student Files and Right to Privacy

It is the policy of Ravenscroft Beauty College to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. The college protects the right to privacy of its students and staff by releasing only information that is legally required. FERPA allows institutions to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other institutions to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the College;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The college guarantees its students (actively enrolled or previous in attendance) and parents/guardians of dependent minors, the right of access to their files. If a student wishes to see or discuss his/her records, it should be done during regular school hours by written request of the college administration. An appointment will be made through the office staff that will review the file with the student and/or parent/guardian of dependent minors, assist in the interpretation of these records and answer all questions. Original student records are not allowed to be removed from the college.

Information on students is only released upon written notice from the student for each request for information to be released. With the proper authorization (a completed release of information form) and approval of the school director requested information may be released to the individual or agency making the request. The request and approval will then become part of the student's permanent record. Academic records are not released until the student's account with the college is paid in full.

### Record Keeping and Transfer

Record keeping is important to both the student and the college. All testing and grades, hours of attendance and projects completed are kept on file and forwarded to the Indiana State Cosmetology Board and the Indiana State Board of Barbering. Students are encouraged to keep their own records and have them verified daily by instructors and during Student/Staff Conferences. The college will assist the student with any review of records. If a student wishes to terminate his/her course of study, a transcript of academic records is available provided all tuition and fees are current. Financial aid records are maintained in separate files and may be reviewed with knowledgeable staff at any time by appointment. Any institutional request in writing for a transcript of financial aid records is honored regardless of the status of the student's account with the college.

## **Policies and Procedures (continued)**

### **Record Retention**

The college will retain student records for no fewer than five (5) years which include the following: admissions records, hours of class attendance, testing completed and grades awarded, projects and practical experiences completed, advising, records of student accounts and financial aid, graduation and placement, attendance records, and progress books.

### **Termination/Withdrawal**

The student agrees to conduct himself/herself in a proper manner and to perform conscientiously the work and the studies scheduled by the college. Termination may result by not adhering to School Catalog and Policies, Graduation Requirements, Satisfactory Academic Progress, the rules and regulations of the college, the attendance time scheduled, or the Student Professional Guidelines.

Students may be terminated due to failure to graduate by the maximum time frame as stated within our Satisfactory Academic Progress policy. If the student terminates or withdraws prior to full completion of the course, the college will charge a \$150.00 fee for administrative cost associated with this action as determined by refund calculation.

### **Leave of Absence Policy**

This policy applies to all students in all programs. Students requesting a Leave of Absence (LOA) are informed that they must follow the institution's policy. A request for a LOA must be in writing on the form provided by the school, state the reason for the LOA, and be signed and submitted to the college administrator. The LOA must be approved in advance of the start of the LOA. A leave will only be granted for personal, medical, or administrative reasons. All decisions are final.

The minimum time frame for a LOA is 7 calendar days. The maximum time frame is 60 calendar days. Cosmetology and Barbering students are only permitted three (3) LOAs per enrollment. Teacher Training, Esthetics, and Manicuring students are only permitted one (1) LOA per enrollment. In serious extenuating circumstances, it is within the discretion of a School Director to allow additional LOAs or leave time but in no case may combination of LOAs exceed 180 calendar days in any 12-month period.

Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the college via mail or in person within reasonable time. The student must contact the school with the reason for the emergency LOA. The institution will document the reason for the grant of the emergency LOA and will collect the student's request at a later date. In this case the leave will begin on the first date the student was unable to attend. Students will not be assessed any additional charges as a result of a requested leave of absence.

Any student granted a leave of absence will not be withdrawn and refund calculations are not required at that time. If the student takes an unapproved LOA or does not return from the LOA by the date designated on the LOA Form, they will be withdrawn. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. The student's loans will then proceed into repayment.



The student's contract and maximum time frame will be extended for the same number of calendar days the student was on LOA without any penalty to the student. Changes to the enrollment agreement will be initialed by all parties or an addendum to the enrollment agreement will be signed by all parties.

On the day the student returns from a LOA the student is required to inform the administrative office of their return.

### Graduation Requirement

A student must meet the following criteria to be eligible for graduation: completion of all portions of study of the course pursued, completion of all required hours for the course, successfully passing each test both written and practical with at least a 75% average, successfully passing the pre-state examination with a at least a 75%, completion of all projects as required by State Board and college criteria. Additionally, all students must pass the written and practical State Board examinations prior to graduation and pay all debts owed the school.

Upon meeting these graduation requirements, each student is awarded a diploma, which certifies that the student has satisfactorily completed the course of study. Presentation of this diploma is not contingent upon the student being issued a license by the Indiana State Board of Cosmetology and Barber Examiners.

### Student Right-To-Know Campus Security Act

In keeping with federal regulations and accreditation requirements, the college makes available during enrollment and at class start orientation programs, information on the graduation, placement, and licensure rates of past graduates. This information is released so that prospective students might make an informed decision on their selection of this institution and success as regards course completion and employment opportunities. In regards to the campus security act, the college has no incidents of crime or violence to report that would have a negative effect on student attendance or education. Ravenscroft is not a residential college. Therefore, students are encouraged to follow the same safety precautionary measures that they follow in their home and community (published incident rates are completed annually and available upon request).



### *Drug Prevention Program Certification*

The college has adopted a Drug and Alcohol Prevention Program Policy, which applies to all students and employees. The unlawful possession, use, or distribution of illicit drugs and alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions. The college has entered a certification program with the U.S. Department of Education to ensure that the program is effective. Changes are implemented when needed and that disciplinary sanctions are consistently enforced.

Standards of conduct and institutional sanctions are available on request and detailed to students as part of class start orientation. Guidance and advising on drug or alcohol related problems is available as part of our student services.

## Satisfactory Academic Progress Policy

The satisfactory academic progress policy is consistently applied to all students enrolled in the school, regardless of schedule or form of payment, whether receiving Federal Title IV funds, partial funding assistance, or self-paying. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for Title IV funding. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This policy is printed in the school catalog to ensure that it is provided to all applicants prior to enrollment.

### Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Program Name	Clock Hours	Evaluation Points (Based on Actual Hours)	Academic Weeks (Scheduled Weeks)	Academic Year Length in Hours/Weeks
Cosmetology	1500	450/ 900/ 1200	30 hrs/wk - 15/ 30/ 40 25 hrs/wk – 18/36/48 20 hrs/wk – 23/45/60	900/30 900/36 900/45
Barbering	1500	450/ 900/ 1200	25 hrs/wk – 18/36/48 20 hrs/wk – 23/45/60	900 /36 900/45
Teacher Training	1000	500	30 hrs/wk - 17 25 hrs/wk – 20 20 hrs/wk – 25	1000/34 1000/40 1000/50
Esthetics	700	350	18	900/ 30
Manicuring	600	300	12	900/ 30

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

SAP evaluations periods are based on actual contracted hours at the institution.

The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

### Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Satisfactory Academic Progress Policy (continued)

### Maximum Time Frame

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	2000
Cosmetology (Full time, 25 hrs/wk) - 1500 Hours	2000
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	2000
Barbering (Full time, 25 hrs/wk) - 1500 Hours	2000
Barbering (Part time, 20 hrs/wk) - 1500 Hours	2000
Teacher Training (Full time, 30 hrs/wk) - 1000 Hours	1334
Teacher Training (Full time, 25 hrs/wk) - 1000 Hours	1334
Teacher Training (Part time, 20 hrs/wk) - 1000 Hours	1334
Esthetics (Part time, 20 hrs/wk) – 700 Hours	934
Manicuring (Part time, 25 hrs/wk) – 600 Hours	800

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Any student who have reached the maximum time frame and have not graduated will not be eligible for Title IV program funds and may be permitted to continue on a cash pay basis or will be terminated from their program of study. All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time- frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

### Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

## Satisfactory Academic Progress Policy (continued)

Numerical grades are considered according to the following scale:

Grading Scale	
90 – 100%	Excellent
85 – 89%	Commendable
80 – 84%	Good
75 – 79%	Satisfactory
0 – 74%	Unsatisfactory

### Determination of Progress Status

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

### Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV HEA funds, as applicable, and will be terminated from the program unless financial arrangements are made to cover the loss of funding.

### Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV HEA funding, as applicable, by meeting minimum attendance and academic requirements by the end of the warning at the next scheduled evaluation.

### Interruptions, Course Incompletes, Withdrawals

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

wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

#### Course Incompletes, Noncredit, Remedial Courses, Repetitions

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

#### Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following Withdrawal and Settlement policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or College closure.

Any monies due the applicant or student shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the College. The applicant shall be entitled to a refund of all monies paid.
2. A student or legal guardian cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the College shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the College less the registration fee of \$100.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the College that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning.
6. A student is expelled by the College. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the College administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the College applies. All refunds are based on scheduled hours:

<b>Percent of Scheduled Time Enrolled to Total Course/Program</b>	<b>Total Tuition College Shall Receive/Retain</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that the student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit/books, products, unreturned College property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the College shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs;

and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the College and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

## **RETURN TO TITLE IV FUNDS POLICY**

### **DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM THE COLLEGE**

#### **TYPE OF WITHDRAWALS:**

A student's official withdrawal date is determined by using one of the following:

- Official withdrawal date is on the student's notification or college determination.
- The date the student submitted his/her notification to withdraw to the office of the college.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

A student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student does not inform in a timely fashion, in person or by written notification, if personal appearance is not possible.
- The student failed to attend classes for a two-week period (14 calendar days) and fail to inform the college that they are not withdrawing (allows 14 calendar days absence).

***NOTE:*** When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

The college determines the percentage of Title IV funds to return according to established federal guidelines. (Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the "unearned" portion to the appropriate aid.)

### **TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY**

The return of Title IV funds is administered by the Financial Aid Department of the college. This policy applies to students who withdraw officially, unofficially, or are dismissed from enrollment at



the college. The R2T4 is separate and distinct from the colleges Institutional refund policy which is based from the college contract and catalog. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by federal regulation. A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance in which hours were recorded by the time clock. The institution has forty-five (45) days from the date the institution determines that the student withdrew, whether officially or unofficially, to return all unearned funds for which it is responsible. Upon completion of both the "R2T4" and the "Institutional" refund calculations and their application to the student's account, if the result is a "credit balance" or monies due to the student, the credit balance will be disbursed as soon as possible, but no later than 14 days after the date that the (R2T4) calculation was completed. Monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. The school is required to notify the student via written notice if he/she is owed a repayment.

### **POST-WITHDRAWAL DISBURSEMENT**

When a student withdraws from the College, he or she generally becomes ineligible for future disbursements of federal financial aid. In some cases, however, funds earned prior to withdrawal can be offered to the student through a post-withdrawal disbursement (PWD).

A PWD is offered to you-or your parent in the case of a Parent Plus loan-if, prior to withdrawing, you earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

The College is required to contact students eligible for (PWD) prior to making any disbursements. You have the opportunity to accept or decline federal financial aid ad part of a PWD. If a loan is part of a (PWD), you can choose to accept only an amount for the balance due to the College or, if eligible, to accept a larger amount that will result in excess funds being returned to you. A (PWD) of federal grant funds for open charges only does not require your acceptance. The College is required, however, to obtain your permission to credit your account with federal grant funds in excess of open charges.

A (PWD) of federal grant funds for open charges only, does not require your acceptance. The College is required, however, to obtain your permission to credit your account with federal grant funds in excess of open charges. The disbursement of grant funds will be completed as soon as possible but within 45 days after the determination that the student has withdrawn.

Post-withdrawal disbursements of loan funds are offered to the borrower (student or parent) within 30 days of determination that the student has withdrawn. The student or parent then has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. If the borrower accepts post-withdrawal disbursement of loan funds, the school will credit the students account with the (PWD) for current charges within 180 days of determination that the student has withdrawn.

In the situation where a (PWD) of a grant or loan creates a credit balance on a student's account, that credit balance will be issued to the student or parent within 14 days of the posting which created the credit balance when all post-withdrawal disbursements are applied to the students account.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded.

When a student withdraws from all of his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

A school is required to determine the "earned" and "unearned" Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. If the student withdraws from his/her program prior to completing over 60% of a payment period, he/she may be required to repay a portion of the federal financial aid that he/she received for that payment period. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loans, now "Direct Loans" (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, TEACH, and any other Title IV funds (not all are available at the college). The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the payment period is completed, a student is considered to have earned all of his financial aid for that payment period and will not be required to return any funds.

### **WITHDRAWAL BEFORE 60%**

The college must perform an R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period. The college will use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at

the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform an R2T4 calculation to determine the amount of aid that the student has earned.

### **WITHDRAWAL AFTER 60%**

For a student who withdraws after the 60% point of his/her payment period of the program, there are no unearned funds for that payment period. However, the college will still determine whether the student is eligible for a post-withdrawal disbursement.

### **FEDERAL REFUND VERSUS / ACCREDITATION REFUND REQUIREMENTS**

In addition to the Return of Title IV requirements for federal financial aid recipients, the college is required by accreditation standards to calculate a federal based on the approved refund policy as outlined in the school catalog, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the accreditation refund policy. In that case, the college and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the college.

### **THE SCHOOLS RESPONSIBILITY IN REGARD TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS**

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

### **THE STUDENT'S RESPONSIBILITIES IN REGARD TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS**

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the schools financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

## Tuition and Fees

All fees and full tuition are due and payable on the first day of class unless other arrangements have been made during admissions and enrollment. The institution accepts personal checks, cash, money orders, credit cards and Title IV (loans and grants) for payment. Other arrangements (methods of payment) may include: monthly payments, financial aid, scholarships, execution of a promissory note signed by the student or any combination of these. Cost of each course generally includes a registration fee, a fee for kits, books and supplies and tuition for the course of study. Additional fees may be incurred by students that change their attendance schedule, withdraw from their course of study, withdraw and apply for re-enrollment into their course of study, or remain in a program past their contracted time period (overtime). As a condition of enrollment, each student agrees to pay all established tuition and fees or charges assessed to their account. The following is intended as a guideline but not a complete list of most charges that could be due for a course of study.

<i>Cosmetology Course 1500 Hours</i>	
Registration Fee	\$ 100.00
Kits, Books, Supplies	\$ 1600.00
Tuition	\$ 16250.00
Total Tuition and Fees	\$ 17950.00
<i>Teacher Training 1000 Hours</i>	
Registration Fee	\$ 100.00
Kits, Books, Supplies	\$ 800.00
Tuition	\$ 10500.00
Total Tuition and Fees	\$ 11400.00
<i>Esthetics Course 700 Hours</i>	
Registration Fee	\$ 100.00
Kits, Books, Supplies	\$ 1600.00
Tuition	\$ 10250.00
Total Tuition and Fees	\$ 11950.00
<i>Manicuring Course 600 Hours</i>	
Registration Fee	\$ 100.00
Kits, Books, Supplies	\$ 1600.00
Tuition	\$ 7250.00
Total Tuition and Fees	\$ 8950.00
<i>Barbering Course 1500 Hours</i>	
Registration Fee	\$ 100.00
Kits, Books, Supplies	\$ 1600.00
Tuition	\$ 16750.00
Total Tuition and Fees	\$ 18450.00

## List of Additional Charges That May Apply To Students

The following list details additional charges beyond a student's contract for enrollment, that may apply as needed or required by the student and is current at the time of publication. These costs are subject to change during a student's period of enrollment and will be posted in the college as changes are made.

*Schedule Changes*: All student schedules that are changed from the original attendance schedule must be done with the approval and discretion of the school director and will result in an additional fee of \$100.00 per schedule change.

### *Extra Instructional Charges (Overtime Cost)*

The college will charge additional tuition for hours remaining after the calculated completion date stated on the enrollment agreement at the contracted hourly rate of tuition, or any part thereof, payable in advance of graduation.

Students may reduce absent hours and avoid these extra charges by attending makeup hours prior to the calculated completion date.

Student understands they should complete the program by the calculated completion date. If they fail to graduate by this date, they are subject to and agree to pay overtime charges of \* per program hour for additional training time necessary and required for my graduation. Students are counseled and will be notified of impending overtime cost. Once the student has exceeded allowed absent hours and/or contracted graduation date the initial charges will be posted the their ledger and the student must make immediate payment arrangements or their attendance will be held in abeyance and/or subject to termination.

*Cosmetology \$10.83	* Barbering \$11.17
*Esthetics \$14.64	*Manicuring \$12.08
*Teacher Training \$10.50	

*Kit, Book or Supply Items*: After the initial issue of these items, should the student request anything additional, these will be at a charge of; cost to the college plus a markup of 50%.

*Uniforms*: The costs for these items are the student's responsibility as regards daily dress code; shoes, pants, shirts, skirts. As part of the barbering and teacher training programs, a college issued smock is an additional charge. For the cosmetology, esthetics and manicuring programs, which student have now chosen to wear professional scrubs; these items can be purchased at cost from a local vendor who visits the college for ordering and fitting.

*Withdrawal/Drop Fee:* If any student terminates his/her enrollment or withdraws from class prior to the completion of the course, the college will charge a \$150.00 fee for costs associated with this action.

*Re-Enrollment Fee:* Students that apply for re-entry to a course of study are charged a fee of \$200.00 to be paid at the time of application. This fee is to be applied to existing or new charges and is for review of the application and not a guarantee of acceptance. Tuition to complete that course of study is then calculated at an hourly rate for hours remaining to graduation. The student is additionally required to make approved arrangements, to pay all prior fees, payable in advance of graduation.

*State Examination and State License Fee:* The College pays the fee for the students' first state examination. However, the cost of any retake must be paid by the student at the testing agencies current charge. The student must pay the cost of the state license of \$40.00 directly to the state-licensing agency.

*Tax Transcripts:* The College offers a service to provide Tax Transcripts as requested by the student at a fee of \$15.00.

## **Student Services**

This institution and its staff are here to serve the student. We are proud of our excellent reputation and dedication to doing everything possible to help each student achieve a quality education. Our efforts are not limited just to academics. From finances and advising to advance classes and placement, we are here to provide you with the skills and confidence needed for the fulfillment of your educational goals.

### **Financial Aid Assistance**

The College maintains eligibility through the U.S. Department of Education to offer students the resources of Federal Student Financial Aid to assist students in meeting educational cost. Students must apply for and be declared eligible to receive financial aid through either the grant entitlement or student loan programs.

The college currently offers the Federal Pell Grant Program, the Federal SEOG Program, the Federal W.D.Ford Direct Loan Program and the Federal Parent Plus Loan Program, to students that qualify. Each program has its own eligibility requirements governed by federal regulations. Student eligibility and the amount of financial aid awarded are based on information submitted on the financial aid application with awards and disbursement dates additionally dependent upon evaluations of Satisfactory Academic Progress.

Because the college cannot guarantee that a student will qualify for financial aid, the amount that may be received, or if the student will maintain satisfactory academic progress requirements, payment of educational cost are the responsibility of each student. The student bears the obligation of meeting all financial obligations to the college. Additionally, students are reminded that if they receive any form of Federal Student Loan that they have an obligation to repay that loan regardless of completion of their educational objectives and even if they are dissatisfied with the instruction they have received.

### **Scholarships**

Ravenscroft Beauty College does not offer scholarships at this time.



### Advising

Private advising is available to any student that needs assistance with personal or academic problems during any phase of training. Our staff is prepared to offer the time and guidance necessary. Students are requested to contact the school director or any staff member to arrange an appropriate time during business hours. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students, as it is needed.

### Advanced Classes

Throughout the calendar year special guest, industry artist and distributors are invited into the college to conduct advanced classes. Professional techniques, trends and product knowledge are offered to all students. No fee is charged to current or past students if part of regular college hours. Advanced classes are held, at a fee, to professional licensed cosmetologist, barbers and students, outside the regular hours. These are posted for your convenience when arranged with the presenter. An application must be mailed within 10 days to the Indiana Professional Licensing Agency. The student is requested to contact the office for assistance with any problem concerning the Licensing Agency.

### Application for State Board

State Board requirements, exam fees, rules and regulations are available to you at enrollment and covered in detail in each course of study. Prior to completion of required hours for any course of study, each student is issued a graduation packet. It becomes the student's responsibility to meet with their current instructor during advising to ensure that all graduation requirements have been met. This includes completion of all practical projects, successfully passing all practical exams and all written exams, and to ensure that all hours will be complete for graduation. At that time, the instructor, through advising, will review the graduation packet and State Application for Examination with the student and assist with its completion. This completed packet must be submitted to the office prior to the student's scheduled exit interview. The office will proofread all items for accuracy and schedule an exit interview during which records will be finalized and the school will complete its section of the application. When finalized, the application must be mailed within 10 days to the Indiana Professional Licensing Agency. The student is requested to contact the office for assistance with any problems concerning the Licensing Agency.

### Placement

Ravenscroft Beauty College is dedicated to assisting graduates find employment in the cosmetology and barbering profession. Educational seminars and competitions keep staff members aware of employment possibilities in the industry.

We accept inquiries from businesses wishing to interview with our students and maintain a file of potential employers to refer graduates to a particular position suitable for both the graduate and employer.

Placement services offered to students includes the following:

- Instruction in resume writing and presentation
- Organizing and maintaining a student portfolio
- Training on professional appearance and salon ethics
- Contact with salon professionals through guest speakers
- Introduction of business owners
- Current job postings from potential employers
- Letters of recommendation from staff on students' behalf
- Telephone contacts from administration for interviews
- Job search skills

The college will assist graduates in securing employment in the cosmetology and barbering profession but does not guarantee placement upon completion of any course of study. Should an employer wish to request the records of any student pursuant to hiring, this can and will only be by the college with the express approval of the student in writing.

### Student/Staff Conferences

The instruction staff of the college will conduct periodic advising of each student. This advising is an opportunity for each student to ask questions and get answers. On a personal level and an academic one, students will receive guidance and assistance at reaching their educational goals.

### Housing and Transportation

The college has no policy to provide dormitories or housing facilities of any kind but will assist the student in finding adequate housing in area apartment facilities and through various agencies that provide that assistance. Students must provide their own transportation or utilize public transportation.

### Parking

Students are permitted to park anywhere in the parking lot, except the front rows directly in front of the building and not in the side staff parking area. There are also curves in the back parking lot that need to be left clear for delivery trucks.

### Sanitation

A sanitation list (duty list) is made for all students. Each student is responsible for checking the list and completing his/her assigned duty to keep the school in proper daily good housekeeping acceptance

### Voter Registration

The college makes Voter Registration forms and instructions for the State of Indiana available to students and the general public, and we will assist in the completion and mailing of said forms, as we are able.

## **Classes and Curriculum**

Ravenscroft Beauty College is pleased to offer classes of instruction in the following areas: Cosmetology (1500 Hours), Barbering (1500 Hours), Teacher Training (1000 Hours), Esthetics (700 Hours), and Manicuring (600 Hours). The following comments and information are offered to provide the prospective student with general information regarding grading and testing, schedules, evaluations, and course content and graduation requirements. For the most part, all criteria below apply to each program offered. Additional information can be obtained through school tours and during class start orientation.

### Grading and Testing

Theory classes are conducted Monday through Friday with a written test conducted at the end of each chapter or segment. Test for each chapter of theory are announced in advance of the scheduled examination. Test must be taken during the regularly scheduled class hour on the designated day. Exams must be passed with a score of 75% or higher for graduation requirements and satisfactory academic progress. Students may retake an exam within one week to raise a failing score. Absent students must make up missed test within three days. Students are required to maintain no less than a 75% for testing in each area. Retakes are averaged to determine a final score. Test results are posted to a master report card and recorded to computer records.

Throughout the week on a daily basis completion of practical assignments and clinic laboratory experiences are evaluated by instructors as pass/fail and during Student/Staff Conferences for number completed towards state board and graduation requirements. Practical assignments are recorded to state progress books; weekly progress sheets and recorded to computer records.

### Make Up Policy

Failed or missed written examinations can be made up on Tuesdays every week. Practical examinations must be made up during the scheduled times.

Missed hours can be made up the following week with instructor or office approval or assignment. Student must have come to school for their entire schedule the previous week.

Projects must be made up during their scheduled hours or during any make up hour and must be supervised by the attending floor instructor.

### Schedules

While the college offers a variety of schedules, no guarantee is implied. Please see the admissions office for current availability. Availability is based on current situations such as staff schedules, and student attendance this is subject to change with notice. Makeup schedules also as available and posted.

PROGRAM	WEEKS	HOURS	SCHEDULE	HOURS PER DAY	HOURS/ WK
Cosmetology	50	1500	TUES – SAT days	9:00AM – 3:30PM	30
Cosmetology	60	1500	TUES – SAT days	9:00AM – 2:00PM	25
Cosmetology	60	1500	MON – FRI evenings	4:00PM – 9:00PM	25
Cosmetology	75	1500	MON – FRI evenings	5:00PM – 9:00PM	20
Barbering	50	1500	TUES – SAT days	9:00AM – 3:30PM	30
Barbering	60	1500	TUES – SAT days	9:00AM – 2:00PM	25
Barbering	60	1500	MON – FRI days	9:00AM – 2:00PM	25
Barbering	60	1500	MON – FRI evenings	4:00PM – 9:00PM	25
Barbering	75	1500	TUES – FRI days	9:00AM – 2:00PM	20
Barbering	75	1500	MON – FRI evenings	5:00PM – 9:00PM	20
Teacher Training	33.34	1000	TUES – SAT days	9:00AM – 3:30PM	30
Teacher Training	40	1000	TUES – SAT days	9:00AM – 2:00PM	25
Teacher Training	40	1000	MON – FRI evenings	4:00PM – 9:00PM	25
Teacher Training	50	1000	MON – FRI evenings	5:00PM – 9:00PM	20
Esthetics	28	700	TUES – SAT days	9:00AM – 2:00PM	25
Esthetics	28	700	MON – FRI evenings	4:00PM – 9:00PM	25
Esthetics	35	700	MON – FRI evenings	5:00PM – 9:00PM	20
Manicuring	24	600	TUES – SAT days	9:00AM - 2:00PM	25
Manicuring	24	600	MON – FRI evenings	4:00PM – 9:00PM	25
Manicuring	30	600	MON – FRI evenings	5:00PM – 9:00PM	20

### Course Content

The units of instruction for each course are detailed in complete course outlines issued during class start orientation. All subjects embrace theory, practical, workshops, lectures and practice. Achievement is based on student's ability. Quality of work as opposed to quantity. (Refer to course outline for each program)

### Constitution Day

Due to legislation passed by Congress effective May 25, 2005, the college participates in an educational program pertaining to the United States Constitution on or about September 17 of each year. Every student of the college is required to participate in this educational class regardless of their course of education.



### ***Course Outline for Cosmetology Curriculum***

Text: Milady's Standard Textbook of Cosmetology  
Milady's Publishing Company, Albany, NY 12212  
ISBN 13:9781439059302

Description of Course: Cosmetology consists of 1500 hours of which 575 hours of theory and practical instruction and 925 hours of practical experience. Theory will be taught no less than one hour per day. All equipment will be supplied by Ravenscroft Beauty College.

Subject Units Of Instruction	Theory Demonstrations	Practical Instruction	Hours Per Subject
Haircutting	100	175	275
Sanitation	40		40
Statutes and Rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair Removal	5	10	15
Anatomy and Physiology	5		5
Skin	5		5
`Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Performances	10	10	20
Facials and Make Up	20	45	65
Hair Coloring	40	150	190
Texture Services	70	250	320
Hair Styling and Hair Processing	70	210	280
Discretionary Hours	150		150
Total Hours	575	925	1500

### Course Format, Scope, Sequence, Instructional Methods

The units of the Cosmetology course will be taught with theory and practical methods interwoven. The following methods will be used as determined appropriate for the unit being taught. The procedures for instruction are daily assignments, worksheets, quizzes, examination, workbook exercises, review, class discussions, wall charts, demonstrations, videos and visual aids. This course is presented with three introductory phases of Pre-Clinic instruction for new students and followed by continued theory instruction and practical clinical studies for senior students. All coursework is taught in the English language.

### Course Goals, Objectives

The goals are to prepare each student with clear and concise instruction to successfully pass the state examination and become a licensed Cosmetologist. In addition, to prepare each student for a successful career as a cosmetologist with job-marketable skills, as well as, being an asset in the community in which they serve.

### Grading Procedures

Written and practical tests are administered on a periodic basis to determine the progress and advancement of the student. Theory grades are based on the numerical scale that follows:

Grading Scale	Student Academics	Student Progress
90 – 100	Excellent	Satisfactory
85 – 89	Commendable	Satisfactory
80 – 84	Good	Satisfactory
75 – 79	Satisfactory	Satisfactory
0-74	Unsatisfactory	Unsatisfactory



## Course Outline for Barbering Curriculum

Text: Milady's Standard Textbook Of Barber-Styling  
Milady Publishing Company, Albany, NY 12212/ ISBN-13:9781435497153

Description of Course: Barbering consists of 1500 hours of which 635 hours of theory and practical instruction and 865 hours of practical experience. Theory will be taught no less than one hour per day. All equipment will be supplied by Ravenscroft Beauty College.

Subject Units Of Instruction	Theory Demonstrations	Practical Instruction	Hours Per Subject
Sanitation, Bacteriology			
And Sterilization	40		40
Laws and Rules	20		20
Salesmanship	5	10	15
Management	10		10
Skin	10		10
Hair	10		10
Facials	20	25	45
Hair Styling (Includes Air Waving, Finger waves, And Thermal Curling)	75	150	225
Electricity/Light Therapy			
High Frequency			
UV/Infrared	10		10
Chemistry	10		10
Shampoo/Massage	20	50	70
Scalp Treatment	10	25	35
History of Barbering	10		10
Shaving/Shaping (Includes Mustache and Beard)	20	25	45
Honing and Stropping	15		15
Personal Hygiene/Professional Ethics	10		10
Equipment Care	10		10
Hair Coloring			
Semipermanent			
Permanent	60	70	130
Permanent Waving And Chemical Relaxing	55	210	265
Haircuts	100	200	300
Anatomy and Physiology	15		15
Hairpieces (Full, Partial, Facial)	50		50
Discretionary Hours	50	100	150
Total Hours	635	865	1500



### Course Format, Scope, Sequence, Instructional Methods

The units of the Barbering course will be taught with theory and practical methods interwoven. The following methods will be used as determined appropriate for the unit being taught. The procedures for instruction are daily assignments, worksheets, quizzes, examination, workbook exercises, review, class discussions, wall charts, demonstrations, videos and visual aids. All coursework is taught in the English language.

### Course Goals, Objectives

The goals are to prepare each student with clear and concise instruction to successfully pass the state examination become a licensed barber. In addition, to prepare each student for a successful career as a barber with job-marketable skills, as well as, being an asset in the community in which they serve.

### Grading Procedures

Written and practical tests are administered on a periodic basis to determine the progress and advancement of the student.

Theory grades are based on the numerical scale that follows:

Grading Scale	Student Academics	Student Progress
90 – 100	Excellent	Satisfactory
85 – 89	Commendable	Satisfactory
80 – 84	Good	Satisfactory
75 – 79	Satisfactory	Satisfactory
0-74	Unsatisfactory	Unsatisfactory





## Course Outline for Teacher Training Curriculum

Text: Milady's Standard Textbook of the Master Educator  
Milady Publishing Company, Albany, NY 12212  
ISBN 13:9781133693697

Description Of Course: Teacher Training consists of 1000 hours of which 300 hours for observation of the master teacher, 300 hours teaching with the master teacher and 400 hours of teaching with the master teacher's observations and input.

Subject Units Of Instruction	Theory Demonstrations	Practical Instruction	Hours Per Subject
Orientation and Review of Cosmetology Curriculum	50	100	150
Introduction to Teaching Course Outline	60		60
and Development	160	170	330
Laws and Rules	30	20	50
Teaching			
Assisting in the Clinic and Theory Classrooms		150	150
Practice Teaching In The Clinic and Theory Classrooms		260	260
Total Hours	300	700	1000

### Course Format, Scope, Sequence, Instructional Methods

The Teacher Trainee will observe the techniques of the interwoven teaching and theory and practical instructions. This will be followed by cooperative teaching with the master teacher and the trainee with the trainee gradually taking over the responsibilities of the theory, practical and the clinic floor instruction. Reinforcement will be accomplished through conferences between the trainee and the master teacher. The trainee will review the curriculum and organization of the three Cosmetology phases, will have practical time teaching the Cosmetology phases, will review Senior Theory and be assigned time to teach Senior Theory, will oversee and teach practical clinical applications, will participate in preparation of student records and advising, and will receive instruction in teaching Manicuring and Skin Care as allowed. All coursework is taught in the English language.

### Course Goals, Objectives

The goals of teacher training is to instill the principles and responsibilities of teaching future cosmetologists. It is also a goal to guide the trainee in aspiring to motivate, lead, share knowledge, skills and the pride of the profession with the trainee's students. The trainee will gain the skills and knowledge of being an instructor in the in the field of Cosmetology. In addition, the trainee would become an asset to any beauty college and to the profession of cosmetology. The trainee will be prepared to pass the state examination and become a licensed instructor.

### Grading Procedures

The trainee will be graded and evaluated through conferences between the master teacher and the trainee. This will be done on a periodic basis to determine progress and advancement of the trainee and the culmination to be trainee evaluation and testing by the master teacher. All tests will be scored with seventy-five percent (75%) as the established passing grade.

### Graduation

Upon completion of the course and having satisfied all graduation requirements, the student is awarded a graduation diploma certifying that the school's requirements have been met.

### Grading Procedures

Written and practical tests are administered on a periodic basis to determine the progress and advancement of the student.

Theory grades are based on the numerical scale that follows:

Grading Scale	Student Academics	Student Progress
90 – 100	Excellent	Satisfactory
85 – 89	Commendable	Satisfactory
80 – 84	Good	Satisfactory
75 – 79	Satisfactory	Satisfactory
0-74	Unsatisfactory	Unsatisfactory





## Course Outline for Esthetics Curriculum

Text: Milady's Standard Textbook for Professional Estheticians  
Milady Publishing Company, Albany, NY 12212  
ISBN 13:9781111306892

Description of Course: Esthetics consists of 700 hours of which 260 hours of theory and practical instruction, 440 hours of practical experience and 15 discretionary hours incorporated for the instruction of salon business and employment seeking skills.

Subject Units Of Instruction	Theory Demonstrations	Practical Instruction	Hours Per Subject
Chemistry of Skin Care	15	25	40
Physiology and Dermatology	30	30	60
Bacteriology, Sterilization and Sanitation	15	20	35
Introduction/Operation to Skin Care Machinery	20	30	50
Introduction to Skin Care	15	30	45
Skin Care	35	120	155
Make Up	15	40	55
Hair Removal	15	55	70
Tweezing, Waxing, Depilatories			
Intro to Advance Spa Tech	10	15	25
Safety Precautions	5	15	20
Professional and Personality Development	20		20
Management and Retail Salesmanship and Marketing	25	20	45
State Laws and Rules	10		10
Discretionary Hours	70	70	70
Total Hours	230	470	700

### Course Format, Scope, Sequence, Instructional Methods

The units of the Esthetics course will be taught with theory and practical methods interwoven. The following methods will be used as determined appropriate for the unit being taught. The procedures for instruction are daily assignments, worksheets, quizzes, examination, workbook exercises, review, class discussions, wall charts, demonstrations, videos and visual aids. All coursework is taught in the English language.

### Course Goals

The goals are to prepare each student with clear and concise instruction to successfully pass the state examination and become a licensed esthetician. In addition, to prepare each student for a successful career as an esthetician with job-marketable skills, as well as, being an asset in the community in which they serve.

### Grading Procedures

Written and practical tests are administered on a periodic basis to determine the progress and advancement of the student. Theory grades are based on the numerical scale that follows:

Grading Scale	Student Academics	Student Progress
90 – 100	Excellent	Satisfactory
85 – 89	Commendable	Satisfactory
80 – 84	Good	Satisfactory
75 – 79	Satisfactory	Satisfactory
0-74	Unsatisfactory	Unsatisfactory



## Course Outline for Manicuring Curriculum

Text: Milady's Art and Science of Nail Technology  
 Milady Publishing Company, Albany, NY 12212  
 ISBN-13:9781285080475

Description Of Course: Manicuring consists of 600 hours of which 280 hours of theory and practical instruction and 320 hours of practical experience. Theory will be taught no less than one hour per day. All equipment will be supplied by Ravenscroft Beauty College.

Subject Units Of Instruction	Theory Demonstrations	Practical Instruction	Hours Per Subject
Sanitation	45	20	65
Disinfection			
Sterilization			
Bacteria and Infectious Control			
Anatomy and Disorders	45		45
Anatomy			
Nail Disorders			
Skin Disorders			
Statute and Rules	10		10
Nail Techniques	60	180	240
Tips			
Sculptures			
Overlays			
Fiberglass			
Gel Nails			
Nail Wrapping			
Acrylic Nails			
Colored Acrylic			
3-Dimensional			
Manicuring	15	50	65
Pedicuring	15	30	45
Chemistry	10		10
Salesmanship	10	10	20
Salon Business			
Selling Retail and Services			
Electric Drill/File	10	10	20
Reflexology	5	5	10
Aromatherapy	5		5
Artistry in Nails	10	15	25
Discretionary Hours	40		40
Total Hours	280	320	600

### Course Format, Scope, Sequence, Instructional Methods

The units of the Manicuring course will be taught with theory and practical methods interwoven. The following methods will be used as determined appropriate for the unit being taught. The procedures for instruction are daily assignments, worksheets, quizzes, examination, workbook exercises, review, class discussions, wall charts, demonstrations, videos and visual aids. This course is presented in three phase of instruction followed with continued study and practice for advanced students. All coursework is taught in the English language.

### Course Goals, Objectives

The goals are to prepare each student with clear and concise instruction to successfully pass the state examination and become a licensed manicurist. In addition, to prepare each student for a successful career as a manicurist with job-marketable skills, as well as, being an asset in the community inwhich they serve.

### Grading Procedures

Written and practical tests are administered on a periodic basis to determine the progress and advancement of the student. Theory grades are based on the numerical scale that follows:

Grading Scale	Student Academics	Student Progress
90 – 100	Excellent	Satisfactory
85 – 89	Commendable	Satisfactory
80 – 84	Good	Satisfactory
75 – 79	Satisfactory	Satisfactory
0-74	Unsatisfactory	Unsatisfactory

Rationale: To become licensed in manicuring in Indiana, a student must complete 450 hours of approved training, graduate from an approved school, and pass the state board exams. However, the College requires students in this program to complete 600 hours of approved training. The additional 150 hours includes advance studies and more hands-on experience. Based on feedback received from our students and Advisory Committee, the additional hours have benefited the student's career readiness and employability.





## Rules and Regulations

### College Hours:

Monday:	4:00pm – 9:00pm
Tuesday – Friday:	9:00am – 9:00pm
Saturday:	9:00am – 3:30pm

### Clocking In

Upon enrollment each student is provided with a clock in number. It is the sole responsibility for the student to clock in and or out. If student forgets to clock in, they are to **immediately** clock in and have an instructor sign a request form verifying that said student was in attendance. If the student does not take responsibility for clocking in or out, their time is not registered.



### Attendance

Students are required to maintain “REGULAR DAILY ATTENDANCE” and meet the terms of their contracted attendance schedule. New students during pre-clinic instruction are required to maintain 90% attendance and are subject to termination or expulsion for failure to meet this standard, (we cannot teach you if you are not present). Punctuality is a must. Be prepared, prior to 9:00am for day classes and 5:00pm for evening classes, to be in class or to begin assignments on the clinic floor.

If you are ill or if you know you are going to be late, for whatever reason, you must call the Front Desk Manager before 9:00am each time you are absent. We do not allow tardiness, if you are not on the clock and in the class by 9am or 5pm you will not be allowed to attend class for the day (BE EARLY). Do not send your message through another student. Night students must call in before 5:00pm. Habitual absenteeism will result in suspension or termination, and possible loss of financial aid.

Saturdays are mandatory for day students and Fridays are mandatory for night students.

Students are required to gain pre-approval for any absence. Additionally, students must receive permission from an instructor before leaving the building at any time prior to the end of their assigned schedule, and then must inform the front desk at the time they leave.

### Transitions

Full time students may be allowed two 10-minute transitions daily. Part time students may be allowed one 10-minute transition daily. Transitions should be taken individually, one in the a.m. and one in the p.m., Transitions are to be taken in the breakroom only. No loafing around the clinic floor. No visitors allowed loitering around school, including husbands, boyfriends, kids, etc. No one is allowed in breakroom except students. No smoking, no eating, no drinking on the clinic floor, in the dispensary, in any of the classrooms, or behind the front desk. Transition time is not break time; it is time to address personal needs in preparation for the next class or clinic activity.

### Lunches

Lunchtime will be scheduled at the front desk or by the direction of your instructor. Students attending 6 hours or more must take a 30-minute lunch. The lunch period must be taken between 11:30am and 1:30pm. Permission from an instructor must be given before leaving for lunches. Due to shorter schedules, no lunches or dinners are to be taken for evening students.

### Discipline

Students failing to follow the rules and guidelines of the college or directives of an instructor are subject to write-ups, loss of personal services, special assignments and/or suspension from class. Flagrant or continued violations will result in suspension pending termination.

### Behavior

Students are expected to conduct themselves in a professional manner at all times. Race, politics, religion and personal affairs are not to be discussed between clients, students, or staff on school time. Inappropriate language, yelling, loud laughter, catcalls, and suggestive sexual, racial, insulting or demeaning remarks will not be tolerated. Any behavior or conversation that is disruptive to classroom or clinic activities or the office will be considered unprofessional, and will result in suspension or termination. Students are to be quiet and attentive in class.

Students are not to practice any form of beauty culture or barbering outside the college. This is state law. All completed assignments are to be checked by an instructor. All clients' tickets must receive an instructor's approval and signature before the client leaves the student's work area.

*No gum chewing allowed whatsoever. Food or drinks are not allowed in any part of the college except the breakroom.*



City of Fort Wayne does not allow smoking inside educational facilities. Ravenscroft is a smoke free campus except for the designated patio area outside of the back door.

Students are not to be in unassigned areas, such as the desk, dispensary or unassigned classrooms. Failure to comply with this rule will result in suspension.

### Kits and Supplies

Students must come prepared with their full kit every day. Each student is responsible to supply a lock for his/her own kit. Textbooks and other student supplies are to be locked in student's lockers at the end of the day. The college is not responsible for student supplies, kits, textbooks or any personal property. Missing items are to be replaced by the student at a cost. The student kit and supplies issued to the student by the college are to remain in the college until the student has graduated. NO personal property (purses, sweaters, etc.) are allowed in classrooms or the clinic floor at any time. Personal property must be placed immediately in student locker until leaving for the day. The College has the right to issue kit items at intervals.

### Dress Code

Students **WILL ARRIVE** to school in approved dress code which is black pants, skirts, or capris, white shirt, white shoes with white soles, school approved student smock and nametag with student's name clearly printed on it. Students are to arrive with a professional appearance with hair and makeup done. No hats, scarves, headbands or wraps are permitted. Denim clothing and open toed shoes are not acceptable. Socks and hosiery must be worn at all times.

Ravenscroft dress code shall be monitored by instructional staff and receptionist. Any student not dressed as required is choosing to not be in attendance and will be sent home and expected to return to college the next day. All state requirements must be abided by along with Ravenscroft's standards.

### Offices

To avoid unannounced disruptions, offices are off limits except for: prearranged meetings, leave of absences and financial aid. Requests for an appointment with the office are to be made by written request with your instructors signed review. The office will respond to a student's request in the order received and as quickly as possible, based upon the administration's workload. The students request may not be addressed on the day submitted. Your required daily attendance will assist us in responding efficiently.

### Phone Calls

Personal phone calls are to be conducted during break or lunch time only. You may receive emergency calls only on the office phone. A message will be taken and delivered to you promptly. The desk phone is not to be used for personal conversations. Cell phone and personal

*"Cell phone and personal electronic devices are to remain off and stored in student locker during students' scheduled hours on the clock."*

electronic devices are to remain off and stored in student locker during students' scheduled hours on the clock and will only be used during scheduled transitions or lunch in the breakroom or outside patio area.

### **Career Opportunities**

There are many opportunities open to licensed cosmetologists, barbers, estheticians, teacher training, and manicurists. The College prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons, barber shops, and destination spas. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in cosmetology and barber schools. Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org> this website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

As reported by the US Dept. of Labor ([www.bls.gov](http://www.bls.gov)), state & national median wages for related positions are as follows: BUREAU OF LABOR STATISTICS:  
<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+nondegree+award&training=None&newjobs=&growth=&submit=GO>

### **O\*NET Resource Center**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

**O\*NET CODES** - <http://www.onetonline.org>

### **IPED Statistics**

The College Navigator website <http://nces.ed.gov/collegenavigator> provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male / Female; Self-identified members of a major racial or ethnic group; Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

## **State of Indiana Cosmetology and Barbering Admissions Requirements**

1. Except as provided for in (2) and (3) below, all students must be at least sixteen (16) years of age.
2. Student enrolled in a high school vocational program shall be either: juniors or seniors OR at least sixteen (16) years of age (high school vocational programs are not currently offered).
3. Students enrolled in an esthetics course in a cosmetology school must be at least seventeen and one-half (17½) years of age.

## **State of Indiana Cosmetology and Barbering Licensing Requirements**

<u><i>Cosmetology</i></u>	<u><i>Manicurist</i></u>	<u><i>Esthetician</i></u>
18 Years Old	18 Years Old	18 Years Old
10 <sup>th</sup> Grade Education	8 <sup>th</sup> Grade Education	10 <sup>th</sup> Grade Education
1500 Hours Of Training	450 Hours Of Training	700 Hours Of Training
Exam Fee \$48.00	Exam Fee \$48.00	Exam Fee \$48.00
License Fee \$40.00	License Fee \$40.00	License Fee \$40.00

### Barber

18 Years Old  
17 Years Old with Diploma  
1500 Hours of Training  
Exam Fee \$44.00  
License Fee \$40.00

### Instructor

18 Years Old  
High School Education  
Licensed Beauty Culturist  
1000 Hours of Training  
Exam Fee \$48.00  
License Fee \$40.00

Disclosure: Students should refer to the Indiana State Board of Cosmetology and Barber Examiners Licensure Laws and Regulations, specifically, IC 25-8-14 and IC 25-1-11 for information that may prevent an individual from obtaining licensure and therefore employment in the chosen profession. All applicants for licensure must pay all fees for issuance of license and pass the state board exams.

### **Internal College Complaint Procedure**

1. Routine problems should be addressed verbally with the student's immediate instructor or the college receptionist who will resolve issues for efficient operations of the college.
2. Recurring problems may be addressed verbally to a senior instructor and/or as needed to office staff that will resolve issues for efficient operations of the college. If necessary, recurring problems will be presented at staff meetings for resolution by directors and staff members.
3. Situations that persist or are blatant may be addressed in writing by a student, teacher or interested party to the director of the college and should outline the nature of the allegation.
4. The director of the college will resolve the situation, or as necessary, will schedule a meeting within 10 days of receiving the complaint in writing, between the college representative and the complainant. This meeting will be documented in writing with a copy provided to all parties.
5. If after careful evaluation, the problem cannot be resolved through discussions, the issue will be referred to the college complaint committee who will within 21 days of receiving the original complaint in writing to review the allegations.
6. The complaint committee will consist of a minimum of three individuals as assigned by the director of the college.
7. The complaint committee may request additional information if needed by submitting a letter outlining the request to the complainant.
8. If no further information is needed the complaint committee will act on the allegation and a letter will be sent to the complainant within 15 calendar days of receiving all information stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. Records of formal complaints will be maintained indefinitely.

9. Situations that cannot be resolved satisfactorily through college channels may be referred to NACCAS. However, complainants are required to attempt to resolve the problems through the college complaint process, prior to filing a complaint with the college-accrediting agency.
10. NACCAS representatives may be reached at the following address:

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

11. The staff, director, or complaint committee of the college shall, in its discretion, refuse to process any complaint which appears to be frivolous or groundless, or which appears to have been brought vexatiously, wantonly, or for oppressive reasons, or which is submitted anonymously.

### **Policy on Protecting Personally Identifiable Information**

The college has established standard operating procedures and institutional oversight to protect and insure the security and confidentiality of personal information, to protect against any anticipated threats or hazards to the security or integrity of such information, and to protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any student, staff member or customer of the college.

Examples of privacy breach:

Personal information left on a printer or scanner and files left out in offices

E-mail without encryption or other protection or sent to the wrong recipient

Personal information stored on laptops, floppy drives, thumb drives, or flash drives

Postings to public websites, face-book, twitter, other public electronic information

Leaving personal information in unsecured or unlocked storage facilities

Involving other staff or students in situations that are not their concern

To meet this need for security the following steps are implemented and must be followed by all staff. Staff are subject to termination for any breach of records.

1. Each staff member hereby acknowledges the need to protect the integrity of personal information and agrees to follow the established guidelines.
2. No staff member that has knowledge of or access to the personal information of others, is to divulge that information to any individual without a signed release of the specific information from the concerned party.
3. Staff members are not to share passwords for computer access or keys to secure storage facilities.
4. Printed records of any kind are not to be left out or unattended. Records not being used at any point in time are to be returned immediately to a secure storage facility. Discarded printed information is to be shredded.

5. The college has established a secure computer network system to restrict access to store electronic information. The electronic information is backup regularly and stored in a secure, fireproof safe.
6. Only collect, store, and share what is absolutely necessary for operations.



## 2023 Campus Crime and Safety Report

[illegible]

\*These items pertain to information for the Violence against Women Act

[illegible][illegible]

*Disciplinary Actions/Judicial Referrals N/A*

[illegible]

## Hate Crimes-Public Property

[illegible]

## Hate Crimes-Public Property

[illegible]

## Hate Crimes-On Campus

[illegible]

## Hate Crimes-On Campus

## Hate Crimes-On Campus

[illegible]

## Completion Rates

Effective July 1, 1993, colleges must begin to disclose their completion, placement, and licensure rates. These rates are published annually to agencies such as the National Accrediting Commission of Cosmetology Arts and Sciences and the U.S. Department of Education and are part of annual compliance audits conducted by the college.

Disclaimer: The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

Based on the information reported to NACCAS in the 2022 Annual Report the outcome rates are as follows:

Graduation Rate	=	65.52%
Job Placement Rate	=	66.07%
Licensure Rate	=	100%

## **Cosmetology Physical Demands**

All students enrolling in a particular program at the college should be aware of certain physical demands involved in the Cosmetology profession.

Below is a list of specific physical demands one must consider before and during the pursuit of a career in Cosmetology and upon entering the job market:

1. Standing for long periods of time
2. Stress in working with the public
3. Must have high tolerance for mental fatigue
4. Requires a demanding schedule
5. Must follow strict State and Federal regulations
6. Hand and wrist tension due to constant use
7. Back pain, fatigue or injury from standing
8. Inhalation of products and fumes

The above should by no means be considered a complete list of physical demands. Each individual should practice common sense and awareness to safeguard their own health and well-being.

## **Barbering Physical Demands**

All students enrolling in a particular program at the college should be aware of certain physical demands involved in the Barbering profession.

Below is a list of specific physical demands one must consider before and during the pursuit of a career in Barbering and upon entering the job market:

1. Standing for long periods of time
2. Stress in working with the public
3. Must have high tolerance for mental fatigue
4. Requires a demanding schedule
5. Must follow strict State and Federal regulations
6. Hand and wrist tension due to constant use
7. Back pain, fatigue or injury from standing
8. Inhalation of products and fumes

The above should by no means be considered a complete list of physical demands. Each individual should practice common sense and awareness to safeguard their own health and well-being.

## **Manicuring Physical Demands**

All students enrolling in a particular program at the college should be aware of certain physical demands involved in the Manicuring profession.

Below is a list of specific physical demands one must consider before and during the pursuit of a career in Manicuring and upon entering the job market:

1. Sitting for long periods of time
2. Stress in working with the public
3. Must have high tolerance for mental fatigue
4. Requires a demanding schedule
5. Must follow strict State and Federal regulations
6. Hand and wrist tension due to constant use
7. Eyestrain due to closeness of work
8. Inhalation of products and fumes

The above should by no means be considered a complete list of physical demands. Each individual should practice common sense and awareness to safeguard their own health and well-being.

## **Esthetics Physical Demands**

All students enrolling in a particular program at the college should be aware of certain physical demands involved in the Esthetics profession.

Below is a list of specific physical demands one must consider before and during the pursuit of a career in Esthetics and upon entering the job market:

1. Standing for long periods of time
2. Stress in working with the public
3. Must have high tolerance for mental fatigue
4. Requires a demanding schedule
5. Must follow strict State and Federal regulations
6. Hand and wrist tension due to constant use
7. Back pain, fatigue or injury from standing
8. Inhalation of products and fumes
9. Prolonged sitting could cause long term back problems

The above should by no means be considered a complete list of physical demands. Each individual should practice common sense and awareness to safeguard their own health and well-being.

## **Teacher Training Physical Demands**

All students enrolling in a particular program at the college should be aware of certain physical demands involved in the Teacher Training (Instructor) profession.

Below is a list of specific physical demands one must consider before and during the pursuit of a career in Teacher Training (Instructor) and upon entering the job market:

1. Standing for long periods of time
2. Stress in working with the students
3. Requires a demanding schedule
4. Must have high tolerance for mental fatigue
5. Must follow strict State and Federal regulations
6. High demands in dealing with multiple students causing mental stress
7. Back pain, fatigue or injury from standing
8. Inhalation of products and fumes
9. Hand and wrist tension due to constant use

The above should by no means be considered a complete list of physical demands. Each individual should practice common sense and awareness to safeguard their own health and well-being.



## *Notes*

## *Notes*

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