

enid
BEAUTY COLLEGE

CREATING CAREERS WITH
style

GENERAL INFORMATION
CATALOG

580.237.6677

3905 S. LA MESA DRIVE • ENID, OKLAHOMA 73703

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Enid Beauty College

General Information Catalog

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Introduction

Enid Beauty College (the school) was founded in 1963 by Lois Record, the school's President and owner. The school has always been dedicated to providing students with a solid foundation of knowledge on which to build a career and to give them the skills and techniques they need to be successful.

Mission Statement

It is the mission of Enid Beauty College to provide a quality post-secondary educational system that prepares students to pass the state board examination, to become licensed and gain job skills necessary for entry-level employment, within the field of cosmetology for which they have been trained.

Educational Philosophy

Enid Beauty College is committed to providing a positive learning environment and a pathway to career success. The students personal interest and welfare are given appropriate attention during their training. Students are advised as to their personal potential in the areas of cosmetology in which they are enrolled. Skills in business and customer service are taught throughout the students training. Students are given the opportunity to develop personal characteristics such as self confidence, personal integrity and communication skills, which are necessary to be a successful cosmetologist.

Educational Programs

Basic Cosmetology Course: 1500 hours are required to complete the Basic Cosmetology course. Training is provided in theory and practical skills which are necessary to prepare the student for employment in the cosmetology field.

Master Instructor Course: 1000 hours are required to complete the Master Instructor course. The course consists of instructional teaching methods, designed to prepare the student for employment as a cosmetology master educator.

All courses are taught in English and attendance credit is based on the actual clock hours attended.

Facilities

Enid Beauty College is located at 3905 S. La Mesa Dr., Enid, Oklahoma. The school's facility has approximately 9000 square feet of floor space, which includes two spacious student salon areas, a large classroom with a practice area, a multipurpose class room and kitchen, dispensary, supply room, a manicure area, facial and pedicure rooms, four offices, reception area, student locker area, two rest rooms and a storage room. The building is easily accessible to the handicapped for services. It is on one level without steps and direct entry to the front door.

Theory and Practical Classrooms: Theory and practical classrooms are equipped with audio/visual equipment for presentations and instruction, including DVD/VCR players, laptop computers, overhead projector and iPad, which can all be viewed through large flat screen TVs for student learning. The classrooms are also furnished with wall-charts, whiteboards, tables, manikins and other equipment for students to practice the techniques of hair design, skin care and nail care.

Student Salon: The student salon is designed to expose the students to the environment of a professional salon. Every student has their own styling station with hydraulic chairs. The salon is equipped with shampoo bowls, hair dryers, manicure and pedicure areas and a facial room. A beautiful reception room is adjacent to the student salon.

Library: The school has a reference library containing educational material such as videos, DVD's, professional magazines and books pertaining to cosmetology and other related subjects.

Office: The school has four offices designed to be used for admissions, financial aid, business and Instructor's use. The offices are also used for interviewing and counseling students. Students are at liberty to discuss anything that might affect their training or future employment.

Multipurpose Room: This facility is used as an additional classroom and student lunch and break room. A complete kitchen is adjacent to the multipurpose room, containing two microwaves and two refrigerators, available for the students and instructors personal use.

Staff and Faculty

Enid Beauty College has a highly qualified and strongly dedicated staff and faculty.

Lois Record	President/ Owner
Kathy Martinez	Manager/ Financial Aid Director
Don Record	Admissions Director

Kathy Martinez	Instructor/ Master Instructor License #53607
Audrey Jennings	Instructor/ Master Instructor License #85908
Misty Cornforth	Instructor/ Master Instructor License #82476

Lois Record is the owner of Enid Beauty College. She started the school in 1963 and serves as the President and Chief Executive Officer. She began her career as a cosmetologist, salon owner and school instructor. In the past she also served as vice president of the Teachers Educational Council of the National Association of Cosmetology Schools. She was also an accreditation evaluator for the National Accrediting Commission of Career Arts and Sciences. She has been president of the Oklahoma Private Beauty Schools Association and also director of their educational seminars.

Kathy Martinez received her Bachelor of Science degree from Phillips University in 1982, majoring in sociology. She received her cosmetology license in 1984 and her Advanced and Master instructor license in 1985. She has been teaching at the school since 1985. Kathy is the school's manager and financial aid director. She is also a classroom and student salon instructor.

Audrey Jennings received her cosmetology license in 1996 and her Master Instructor license in 2003. She first began teaching at Enid Beauty College in 2003 and continued teaching for several years before leaving to be a salon stylist and salon manager. She resumed her teaching career as a Master Instructor at Enid Beauty College in 2017. She is a student salon and classroom instructor and also is a financial aid assistant.

Misty Cornforth received her cosmetology license in 1995 and her Master Instructor license in 1999. She has worked in several salons and owned her own salon for 7 years. She began teaching at the school in 2017. She is a classroom instructor and supervises the student salon.

Don Record received his Bachelor of Science degree from Phillips University in 1976, majoring in English. He received his Master of Education degree from Northwestern Oklahoma State University in 2000. He is admissions/public relations director and financial aid assistant.

Admission Policy

Requirements to apply for admission to Enid Beauty College.

Basic Cosmetology Course applicants must:

- Be at least 17 years old.
- Complete a school application for admission.
- Have successfully completed high school or the equivalent as evidenced by any of the following: high school diploma or transcript showing high school graduation, GED or HISET certificate or transcript, home school diploma with a transcript detailing the subjects studied, foreign diploma translated and verified as the equivalent of a U.S. high school diploma by a qualified outside agency, an academic transcript showing completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- Complete and submit to the Oklahoma State Board of Cosmetology and Barbering, a student registration application, a photograph and money order for \$5.00.
- Provide a copy of birth certificate if under 18 years of age.
- Provide a copy of current drivers's license as proof of age.
- Provide a copy of social security card.

Master Instructor Course applicants must:

- Meet all the above requirements.
- Hold a current Oklahoma Cosmetology license.

Re-Entry Student Policy: A student who wishes to re-enter after they have withdrawn from school, may apply for admission to re-enter. The student's written request to re-enter will be reviewed by the school to determine if the student will be allowed to re-enter. Students who re-enter will return in the same satisfactory academic progress status as at the time of withdrawal. The tuition rates, current at the time of re-entry, will apply to the balance of training hours needed for students who re-enter after a withdrawal.

Transfer Student Policy: The school does not guarantee the acceptance of transfer students. All requests for enrollment as a transfer student are subject to administrative approval and will be evaluated and accepted based upon their individual merits. If the applicant is accepted, they will be given credit for their previous hours that have been certified by the Oklahoma State Board of Cosmetology and Barbering.

Before accepting an applicant for admission, the school provides the applicant access to the school's catalog which contains student admission policies.

<u>Course</u>	<u>Hours</u>	<u>Course Costs</u>			<u>Total</u>
		<u>Tuition</u>	<u>Registration fee</u>	<u>Books/Kit</u>	
Basic Cosmetology	1500	\$15,000	\$150	\$1650	\$16,800
Master Instructor	1000	\$10,000	\$150	\$650	\$10,800

Methods of Payment

The method of payment may include payment in full at the time of signing the enrollment agreement or through an approved personal payment plan. Payments may be made by cash, check, money order, credit card, etc. If Title IV financial aid assistance has been awarded, the Title IV funds will be credited directly to the student's account.

Federal Financial Aid

Title IV financial aid programs which the school makes available to qualifying students are the Federal Pell Grant and Federal Direct Student Loan programs. Student eligibility is sought using the Free Application for Federal Student Aid (FAFSA), which is available at the school or the student may apply online at www.fafsa.gov. Eligibility is determined by the need of the student. Pell grant awards are disbursed in four payments, one at the beginning of their training and when the student has satisfactorily completed 450, 900, and 1200 hours. Pell grants do not have to be repaid, however, student loans must be repaid and payments start six months after leaving school. For financial aid assistance, contact the school's financial aid office, phone (580)237-6677 and make an appointment with the financial aid administrator.

School Schedule

The school hours are 8:30 AM to 4:30 PM, Monday through Friday. Students will be notified of unexpected school closings due to unusual circumstances. Bad weather closings will be the same as Enid Public Schools.

New Class Start Dates

2022 Class start dates: January 11th, March 1st, April 19th, June 14th, August 2nd, September 20th, November 8th. These Dates may be changed at the school's option.

Holiday School Closings

Enid Beauty College is not in session during the following holidays:

Spring Break April 15th, 2022	Labor Day Sept. 2nd-5th, 2022
Memorial Day May 27th-30th, 2022	Thanksgiving Nov. 23rd-25th, 2022
Independence Day July 4th, 2022	Christmas Dec. 21st-27th, 2022

Grading Scale

A- 93-100 Excellent
 B - 85-92 Very Good
 C - 75-84 Satisfactory
 D - 70-74 Unsatisfactory - Below Standards
 F - 69- 0 Failing

Freshman Classes

Students are considered to be freshman during the first 200 hours of training in the Basic Cosmetology course. This period of training is spent learning and practicing the techniques of hair, nail and skin care. Before the student is permitted to perform any service on the public for which the school will receive compensation, they must have satisfactorily completed 200 hours and pass a freshman competency exam over cosmetology practices with minimum grade of 75%.

Orientation for New Students

New students attend a day of orientation covering many informative things such as school policies, rules and regulations, school catalog and the educational objectives of each course. The required orientation class occurs the day before the student starts classes and prior to signing the enrollment agreement.

Dress Code

- When dressing for school, always look clean and professional.
- All students must wear school issued smock at all times.
- **Required student dress code:**

Pants: Black slacks, black leggings, black capris, black cropped pants or black jeans.

All must be below the knee and have no holes in them.

Top: T-Shirt or blouses. No inappropriate pictures or words on them.

Dresses or Skirts may be worn but must be below the knee.

Shoes: Clean closed toe shoes.

Tennis shoes are best.

No sandals, flip flops, moccasins, house-shoes or fluffy house-shoe-like shoes.

Hats or Caps are not allowed.

Training Equipment/ Student Kits

A specific kit containing all necessary training equipment and books is required. Students are given a 'loner' kit at the beginning of their training. At the completion of their freshman training, students are issued all new equipment and supplies. The kit will become the property of the student upon the completion of their course. No equipment or supplies in the kit (with the exception of books) may be taken home, until completion of their course. Any kit equipment which the student loses or damages, must be replaced by the student. Should the student withdraw from school, a withdrawal calculation will determine if the kit has been paid for and is the sole property of the student. If the student is entitled to the kit, it must be picked up within two months from their last date of attendance.

Advising / Counseling

Prior to enrolling, prospective students are advised on cosmetology career information, available financial aid assistance, and the student rights and responsibilities pertaining to financial aid. Throughout the program, all students receive on-going advising and guidance regarding academic progress, career opportunities, and financial aid assistance. Students always have the opportunity to discuss with any staff personal problems that might have an effect on their training. Prior to course completion, all students are required to attend an exit counseling on student loan responsibilities and career placement.

Attendance and Absence Policy

Students are expected to be on time for school. Classes starts at 8:30 A.M. The student has agreed to attend classes as required and when unable to attend will provide a reasonable and acceptable excuse. **Students who will be absent or late for any reason must notify the school prior to 8:45 A.M. of that day. Students who do not notify the school prior to 8:45 A.M. are suspended for the entire day. They will not be permitted to clock in at all that day.** Theory class is from 8:30 A.M. until 9:30 A.M. Under no circumstance, will a student be allowed to enter theory class after 8:45 A.M. They must wait until the completion of theory class at 9:30 A.M. to start school. **Attendance credit is based on the actual clock hours attended.** A Basic Cosmetology student must attend 1500 clock hours to complete the Basic Cosmetology course. A Master Instructor student must attend 1000 clock hours to complete the Master Instructor course. **Freshman Class Attendance Policy:** Attendance during the first 200 hours of training is extremely important. The school expects perfect attendance during this period of your training. Different subjects are taught each day and you will miss an important part of your training if you are absent.

Leave of Absence Policy

Students who find it necessary to temporarily interrupt their program, may take a leave of absence (LOA). The LOA policy applies to all students. LOA refers to a specific time period during the program when a student is not in attendance. A student may request a LOA for personal, medical or unforeseen circumstances. All requests for LOAs must be submitted in advance in writing, including the reason for the student's request, and include the student's signature. The student must follow the school's leave of absence policy when requesting a LOA. The school has the right to approve or deny the student's request. The school may grant a LOA to a student who could not provide the request in advance due to unforeseen circumstances. The school must document the reason for its decision and collect the request from the student at a later date. The school establishes the start date of the LOA as the first date the student was unable to attend. A student on a LOA is not considered to have withdrawn and no refund calculation is required at that time. The total number of days of all LOAs may never exceed 180 days in any 12-month period. The 12-month period begins on the first day of the student's initial leave. The school may not assess the student any additional charges as a result of the LOA. There must be a reasonable expectation that the student will return from the LOA. A student returning from a LOA will return to the school in the same satisfactory progress status as prior to their departure. The school must extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. If the student does not return to school at the expiration of the LOA, the student's withdrawal date for the purpose of calculating a refund is always the student's last date of attendance. Prior to granting the LOA, the school must explain to students who are Federal loan borrowers, the effects that the student's failure to return from a LOA may have on the student's grace period. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Evaluation Periods: Students are evaluated for Satisfactory Academic Progress as follows:

Basic Cosmetology Course 450, 900 and 1200 clocked (actual) hours

Master Instructor Course 450, 900 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

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.

Maximum Time Frame: The maximum time (133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Basic Cosmetology (Full time 35 hrs/wk) - 1500 Hours	57 Weeks	1995
Basic Cosmetology (Part time 30 hrs/wk) - 1500 Hours	66 ½ Weeks	1995
Master Instructor (Full time 35 hrs/wk) - 1000 Hours	38 Weeks	1330
Master Instructor (Part time 30 hrs/wk) - 1000 Hours	44 ½ Weeks	1330

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. 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. Students who have not completed the course within the maximum time frame will be terminated.

Academic Progress Evaluation: 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 performances. 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 and rated on a 100% scale. 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 with at least a 75% grade. Students must make up missed tests and incomplete assignments.

Grading Scale:

Numerical grades are considered according to the following scale:

A - 93-100	EXCELLENT
B - 85-92	VERY GOOD
C - 75-84	SATISFACTORY
D - 70-74	UNSATISFACTORY - BELOW STANDARDS
F - 69-0	FAILING

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 funding or VA educational benefits interrupted, unless the student is on warning status or has prevailed upon appeal resulting in a status of probation.

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

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

Re-establishment of Satisfactory Academic Progress: Students may re-establish satisfactory academic progress and Title IV aid or VA educational benefits, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Interruptions, Course Incomplete's, 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 the leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in

the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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

Non-credit, Remedial Courses, Repetitions: Non-credit, 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.

Privacy Policy Concerning Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students who wish to review their file must submit a written request to the school manager. The student will be granted supervised access to their records within five business days of the request. Enid Beauty College requires an **Authorization for Release of Information** form to be completed by the student or parent/guardian of a dependent minor student for each third party request of information. Enid Beauty College provides access to student records without written consent to NACCAS, its accrediting agency, the United States Department of Education, the Oklahoma State Board of Cosmetology and Barbering, the Veteran's Administration, law enforcement agencies and any other school official. The institution maintains a record of all release forms and requests for information. Student records are kept in fire resistant file cabinets for seven years. The building is protected by a monitored alarm system. The school does not publish directory information.

Copyright Infringement Policy

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Disciplinary actions may be taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system.

Graduation Requirements/ Diploma

Graduation Requirements: To be eligible for graduation and receive a diploma, the student must have been in attendance for the number of clock hours required for the course in which they were enrolled. They must have maintained a grade average of 75% in theory exams and practical skills. They must have made up all missed tests, completed all assigned projects, workbooks and required theory hours. All school charges must be paid in full, before being allowed to take their final examinations. They must pass their final written and practical skills examinations with a minimum grade of 75%. A diploma is awarded upon satisfactory completion of the course.

Licensing

Students are eligible to register for the Oklahoma State Board examination upon completion of the required hours in their enrolled course. The cost to register for the exam is \$35.00. The Oklahoma State Board of Cosmetology and Barbering examinations are held regularly at their testing facility in Oklahoma City. The Basic Cosmetology examination consists of a written exam on the theory of cosmetology and also testing the practical skills of the student. To be issued a Basic Cosmetology license, students must pass both the State Board written and practical skills examinations with a minimum grade of 75%. To be issued a Master Instructor license, Master Instructor students must pass the written exam with a minimum grade of 75% and the practical exam with a minimum grade of 75%.

Employment Assistance

The school will help graduates with job placement. Enid Beauty College offers employment assistance to graduates for an unlimited time after graduation. The school provides employment assistance, which consist of resume writing, field trips to local salons and informing students of salons that are hiring. When salons inform the school of job openings, the students are informed, as well as contacting any graduates who may be interested. The school will use its best effort to successfully place the student, however, the student is advised that the law prohibits any school from guaranteeing placement as an inducement to enter the school.

Job Opportunities/ Post Graduation

Your cosmetology training can make you ready for many job opportunities. You will be qualified to work in the industry in any capacity that your license allows. The *Basic Cosmetology course* prepares you for employment in the cosmetology industry as a stylist, nail technician, facial and make up technician, salon manager or owner, haircolor specialist, manufacturer educator or salon trainer. The *Master Instructor Course* prepares you to be a cosmetology instructor in a public or private cosmetology school or to be a cosmetology school administrator. These are just a sampling of some career opportunities that may be available.

Withdrawal and Settlement Policy

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school, and the registration fee in the amount of \$150.00.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark of the written notification, or the date said notification is delivered to the school 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 school applies. All refunds are based on scheduled hours:

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

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- 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 school, such as extra kit materials, books, products or unreturned school property etc., will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.
- If the course is canceled subsequent to the student's enrollment and before instruction in the course has begun, the school will provide a full refund of all monies paid.
- If the course is canceled and ceases to offer instruction after the student has enrolled and instruction has begun, the school will provide a full refund of all monies paid.
- If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.

Return of Title IV Funds

Federal student aid (Title IV) funds are awarded to students under the assumption that they will attend school for the entire period for which the funds were awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. When a student withdraws who has received Title IV grant or loan funds, the school must determine the amount of the grant or loan funds that the student earned as of the student's withdrawal date. If the student withdrew before the 60% point in the payment period, a pro rata schedule is used to determine the amount of Title IV grant or loan funds the student has earned at the time of withdrawal. If the withdrawal is after the 60% point in time, there are no unearned funds. The school will return any unearned Title IV grant or loan funds in the following order: Unsubsidized Direct loans, Subsidized Direct loans, Federal Pell Grant.

Financial Assistance Programs

Scholarship Award: Scholarships are awarded to high school seniors who have met all qualifications required for the scholarship award. The scholarships are based on the aid administrators evaluation of the applicant's individual merits. Recommendations from high school administrators, grades, a personal interview and a desire to become a cosmetologist are all considered in the evaluation. Scholarship applications may be obtained from the Enid Beauty College admission office or from your high school counselor's office.

Tuition Discount Policy: A tuition discount is sometimes offered to all students enrolling in the same program and who start classes on the same date. The award is offered as an incentive to enroll in a specific class. Students who may not qualify for this tuition discount are those who have also been awarded a high school scholarship.

Pell Grants - Awards made by the Federal government that do not have to be repaid. Eligibility is determined by the need of the student.

Direct Student Loans - Federal student loans which you repay after completing your training.

Vocational Rehabilitation - State operated programs for vocationally handicapped students.

Bureau of Indian Affairs - Provides some financial assistance to students who are at least 1/4 Indian. Contact your tribal office to see if you qualify for benefits.

Veterans Administration (VA) - Provides assistance through a variety of programs for eligible veterans and their dependants. Contact the nearest VA office to see if you qualify for benefits.

Units of Instruction - Basic Cosmetology Course

As approved by the Oklahoma State Board of Cosmetology and Barbering

Basic Cosmetology Course:

History and Career Cosmetology	Hairstyling
Life Skills	Braiding and Braid Extensions
Your Professional Image	Wigs and Hair Additions
Communication for Success	Chemical Texture Services
Infection Control: Principles and Practices	Haircoloring
General Anatomy and Physiology	Hair Removal
Skin Structure and Growth	Facials
Skin Disorders and Diseases	Facial Makeup
Nail Structure and Growth	Manicuring
Nail Diseases and Disorders	Pedicuring
Properties of the Hair and Scalp	Nail Tips and Wraps
Basics of Chemistry	Monomer Liq. & Polymer Nail
Basics of Electricity	UV Gels
Principles of Hair Design	Seeking Employment
Shampooing, Rinsing, and Conditioning	On the Job
Haircutting	The Salon Business

Curriculum Hours - Basic Cosmetology Course

As approved by the Oklahoma State Board of Cosmetology and Barbering

Basic Cosmetology Course:

<u>Hours</u>	<u>Subject</u>
150	Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training)
90	Manicuring & pedicuring (including sculptured nails and tips and other artificial nail application procedures and care)
160	Facials (skin care training includes make-up ,arching, waxing and/or other methods for non-permanent hair removal)
30	Scalp treatments and shampooing/conditioning rinses
300	Hairstyling, including finger waving, the dressing of wigs, thermal, and blow drying
170	Hair coloring tints and bleaching, and other color treatments
180	Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clippers (includes beard)
180	Professional development, Establishment management and unassigned hours for review, examination, etc.
<u>240</u>	Hair restructuring/permanent waving and chemical hair relaxing
1500	Total hours to completion
	30 hour schedule (50 weeks)
	35 hour schedule (43 weeks)

School closing for holidays, weather conditions and unexpected events may increase the number of weeks to completion.

Units of Instruction - Master Instructor Course

As approved by the Oklahoma State Board of Cosmetology and Barbering

Master Instructor Course:

Career Education Instructor	Educational Aids & Tech in Classroom
Teaching Plan & Learning Environment	Assessing Progress & Advising Student
Teaching Study & Testing Skills	Making Student Salon an Adventure
Basic Learning Styles & Principles	Career & Employment Preparation
Basic Methods of Teaching & Learning	Art of Retaining Students
Communicating Confidently	Educator Relationships
Effective Presentations	Learning is a Laughing Matter
Effective Classroom Management & Supervision	Success Strategies for Winning Career
Achieving Learner Results	Team at Work
Progress, Development & Lesson Planning	Evaluating Professional Performance

Curriculum Hours - Master Instructor Course

As approved by the Oklahoma State Board of Cosmetology and Barbering

Master Instructor Course:

<u>Hours</u>	<u>Subject</u>
60	Orientation
120	Introduction to teaching and curriculum
330	Course outlining and development; lesson planning; teaching techniques; teaching aids; developing, administering and grading examinations
90	Oklahoma cosmetology law; cosmetology school management and record keeping
150	Teaching-assisting in the classroom and student salon
<u>250</u>	Practice teaching-classroom and student salon
1000	Total hours to completion
	30 hour schedule (34 weeks)
	35 hour schedule (29 weeks)

Class Schedule

Monday through Friday (8:30am-4:30pm) **Basic Cosmetology** course schedule :

8:30 to 9:30	Theory class - all students
9:30 to 9:45	Break and sanitation practices - all students
9:45 to 12:00	Student salon services - for assigned students Practical assignments - for assigned students
12:00 to 1:00	Lunch - all students
1:00 to 4:15	Student salon services - for assigned students Practical assignments - for assigned students Study period - for assigned students
4:15 to 4:30	Sanitation practices - all students

Master Instructor course schedule (Monday-Friday, 8:30 am - 4:30pm): **Master Instructor** students perform practice teaching in the theory classes, practical classes and student salons under the supervision of Instructors. Master Instructor students are enrolled as full-time students unless administrative approval is granted for a part-time schedule.

Student Conduct

Enid Beauty College expects its students to conduct themselves in a professional manner. The school may terminate a student's enrollment for noncompliance with school rules and regulations, improper conduct, intentional destruction of school property, use of illegal drugs or alcohol on school property, theft or any illegal act.

Grievance Policy and Procedure

A grievance procedure has been established to give full consideration to students, employees, and clients concerning complaints on any aspect of educational programs, facilities, or other services provided by Enid Beauty College. The procedure is intended to introduce formal complaints into a framework through which complaints may be resolved. Complainants are encouraged to communicate their concerns to members of the school faculty and administration. Employees who receive a complaint must immediately notify the school manager. The school will make every attempt to resolve any complaint unless they are frivolous or without merit.

Procedure:

All grievances shall be handled in the following manner:

Step One - contact the school manger

- Complainants are to present complaints relating to any aspect of the education programs, facilities, or other services provided by Enid Beauty College, or relating to any action or alleged misrepresentation by an employee or a representative of Enid Beauty College, to the school manager. **These shall be written.**
- The school manger shall promptly discuss the complaint and have his/her written response with the student within fifteen (15) business days.
- Within fifteen(15) business days of any such discussion, the school manager shall prepare a summary of the discussion, including any agreed or proposed solution of the complaint, and forward a copy to the student. The school manager shall take appropriate steps to insure that the agreed upon action is taken.
- The school manager shall maintain a file of all complaints made under this procedure, including copies of any written complaint, the written response of the school manager and the summary of the informal conference.

Step Two - appeal to Enid Beauty College

- If after careful evaluation, the problem cannot be resolved through discussion with the manager, the complaint should be referred to Enid Beauty College complaint committee. This committee will be comprised of the school owner, manager, and one instructor. They will meet and act upon the complaint within thirty (30) business days.
- If the complaint has not been resolved through the school's complaint process to the satisfaction of the complainant, the complaint can be referred to NACCAS, 3015 Colvin Street, Alexandria, Virginia 22314 or the Oklahoma State Board of Cosmetology and Barbering, 2401 NW 23rd, Suite 84, Oklahoma City, OK. 73107.

Veterans Administration (VA) Policies

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the school's SAP and Attendance policies in order to remain eligible to be certified for VA education benefits. VA students on academic probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits with the U.S. Department of Veterans Affairs (VA). If students fail to meet academic requirements while on probation their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP or attendance, students are ineligible to be certified for VA education benefits until SAP is once again met or if the student successfully appeals the determination with the school.

Prior Credit Evaluation for Veteran Students: Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Enid Beauty College will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

Independent Study: Per Title 38, CFR 21.4267, Independent Study, students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified by Enid Beauty College.

Absence Policy for Military Reservists and National Guardsmen: (Called to active duty and during drills) Military Reservists and National Guardsmen who find it necessary to temporarily interrupt their training may take a leave of absence. They may re-enter the program without loss of credit and the time absent will not be counted against their record. They will not be charged tuition for the time that they are on leave. Upon returning to school they will remain in the same satisfactory progress status as prior to their departure. Veterans educational benefits will be discontinued until they return to the program.

VA Beneficiaries who withdraw prior to course completion: VA benefits will be terminated upon withdrawal and will be re-certified upon re-enrollment. The Institutional Refund Policy will be applied to VA beneficiaries who withdraw prior to course completion. Any unearned student VA funds will be returned to the Veterans Administration.

Consumer Information

Student Disclosure Report: The school is providing you with the latest statistics about our students graduation, licensing and placement rates according to the National Accrediting Commission of Career Arts and Sciences (NACCAS) most recent annual report.

Basic Cosmetology course:

70% of the students graduated who were scheduled to graduate in 2019.

100% of the students taking the State Board exam in 2019 passed the examination.

75% of the students who graduated in 2019 found jobs in the industry.

Master Instructor course:

100 % of the students graduated who were scheduled to graduate in 2019.

100 % of the students taking the State Board exam in 2019 passed the examination.

100 % of the students who graduated in 2019 found jobs in the industry.

Cumulative rates of all programs: Graduation 71% - Licensure 100% - Placement 76%.

Notice of Availability of Annual Security Report

Enid Beauty College's annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus. The report also includes school policies concerning campus security. Students, prospective students and employees may obtain a copy of this report by contacting the school's admissions office at 3905 S. La Mesa Drive, Enid, Oklahoma.

Vaccination Policy

The School currently does not require its students to show proof of any type of vaccinations.

Website Information

For more consumer information, please see the school's website @ enidokbeautycollege.com

Accreditation

The school is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA. 22314, phone (703)600-7600.

The school is licensed and authorized to operate as a private post-secondary cosmetology school in the state by the Oklahoma State Board of Cosmetology and Barbering, 2401 NW 23rd, Suite 84, Oklahoma City, OK. 73107, phone (405)521-2441.

The NACCAS certificate of accreditation and the Oklahoma State Board of Cosmetology and Barbering licenses are on display in the reception area. Any person, upon request, will be shown these documents

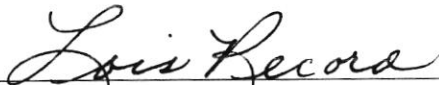
Code of Ethics

- The school is designed to prepare the students for a career in the profession of Cosmetology Arts and Sciences.
- The school reflects practices which provide the students the opportunity to improve their knowledge and skills in the field of Cosmetology Arts and Sciences.
- The school adheres to and complies with the moral and ethical standards pertaining to recruitment, education and instruction of students. The school does not recruit students already attending or admitted to another cosmetology school.
- The school operates as a post-secondary educational institution which abides by the standards and criteria of the Rules of Practice and Procedure set forth by the National Accrediting Commission of Career Arts and Sciences.

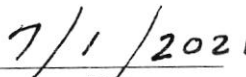
Non-Discrimination Statement

Enid Beauty College does not practice discrimination in admission, instruction or graduation policies on the basis of age, sex, race, color, religion ,handicap, financial status, sexual orientation, ethnic origin or residence.

I certify this information to be true and correct.



Lois Record, President



Date

Enid Beauty College

Student Rules and Regulations

Catalog Insert - July 1, 2020

Dress Code: When dressing for school, always look clean and professional. All students must wear their school issued smock at all times.

Required student dress code:

Pants: Black slacks, black leggings, black capris, black cropped pants or black jeans. All must be below the knee and have no holes in them.

Top: T-shirts or Blouses. No inappropriate pictures or words on them.

Dresses or Skirts may be worn but must be below the knee.

Shoes: Clean closed toe shoes. Tennis shoes are best. No sandals, flip flops, moccasins, house shoes or fluffy house shoe-like shoes.

Hats or Caps are not allowed.

Personal Appearance/

Hygiene: In the field of cosmetology you will be working in close proximity to other people. It is important that you obey all rules of personal hygiene and good grooming. All students must arrive in clean, wrinkle free clothes and smock. Remember, we are in the beauty business. Your hair, makeup, general appearance, and hygiene are very important.

Classes: Classes are scheduled from 8:30 A.M. to 4:30 P.M., Monday through Friday. Theory class is from 8:30 A.M. to 9:30 A.M. Students are to come prepared to learn, in uniform, and bring their book, workbook, pen or pencil and highlighter.

Time Clock/ Attendance:

All students are required to clock in and sign in when arriving at school and to clock out and sign out when leaving school. **Students must clock in and out to receive hours.** No student is permitted to clock in or out for another student. Students must attend 1500 actual clock hours to complete the Basic Cosmetology course.

Absence/Tardiness:

Students are expected to be on time for classes. School starts at 8:30 A.M. The student has agreed to attend classes as required and when unable to attend will provide a reasonable and acceptable excuse. **Students who will be absent or late for any reason must notify the school prior to 8:45 A.M. of that day. Students who do not notify the school prior to 8:45 A.M. are suspended for the entire day. They will not be permitted to clock in at all that day.** Theory class is from 8:30 A.M. to 9:30 A.M. Under no circumstance, will a student be allowed to enter theory class after 8:45 A.M. They must wait until the completion of theory class at 9:30 A.M. to start school.

Lunch Period:

Each student is given a one hour lunch period. Students may go out to lunch or eat on school premises, in the multi-purpose room. Lunch period will be 12:00-1:00 P.M., but there will be times you will be required to take an earlier or later lunch due to your client appointments or your class schedule. Remember, it is not always possible to co-ordinate your lunch with other students. Clean up after yourself immediately after eating.

Parking:

There is designated customer parking and designated student parking. Students are informed at orientation where they are to park.

Lockers:

Each student will be assigned a locker. Please keep personal belongings and books locked in your locker. The school is not responsible for lost or stolen articles. Do not bring any personal items that won't fit in your locker. Do not put **open** food in your locker. Student lockers and stations may be inspected at any time.

Smoking:

Absolutely no smoking anywhere in the school. Students are informed at orientation of the outside designated smoking area. Electronic cigarettes are not allowed as well. Litter of cigarette butts on school grounds is prohibited.

Food or Drink:

Students are to keep their personal drinks, snacks, and food in the kitchen area. All eating is to be done in the multi-purpose room. No food is allowed in the salon areas, customer service area, or student stations. Do not put drinks or liquids in locker unless they are sealed.

Breaks:

Breaks are periods of time when the student is still clocked in and receiving time, but is not involved in the school curriculum. All students are given a break from 9:30 A.M. to 9:45 A.M. Other breaks must be limited to 15 minutes and not interfere with the school schedule. When on breaks, students are not allowed to run errands or leave the school property.

**Phone Calls/
Cell Phones:**

Students are not allowed to use the main business phone for personal calls. Students will not be called out of class or when serving a client unless for emergency reasons.

Rules for student cell phone use:

1. Cell phones must be turned off so they won't ring.
2. Cell phones are not to be out or used in any way when:
 - a. Assigned to a client.
 - b. In theory class (8:30-9:30)
 - c. During any workshop or class
3. Talking on a cell phone is only allowed in these areas:
 - a. Outside the building (when on break)
 - b. In the restrooms
 - c. In the multi-purpose room(as long as a class is not in session)
4. Cell phone use should be kept to a minimum. Keep calls and texting brief. Remember, you are in a learning facility.
5. The use of earbuds or headphones is not allowed

Conduct:

It is extremely important that students work to develop professional manners while in school. Give your full attention to your client and the services you are performing. Emotional outbursts, a disrespectful attitude and profanity will not be tolerated. We expect all students to be respectful and courteous to each other, to the instructors and to the clients. Disrespectful remarks or refusal to do a client or work assigned to you by your instructor may result in dismissal from school.

Bullying:

School needs to be a safe place. Enid Beauty College will not tolerate bullying or any action that causes a student to fear or feel threatened by coming to school. Bullying is defined as harassing, threatening words or gestures, making derogatory comments, or physically intimidating someone. Report this type of behavior to your instructor.

Drugs:

Enid Beauty College insists on a "Drug Free" atmosphere. Drugs and alcohol are not permitted on school premises. Students will be dismissed if caught using drugs or alcohol. All students will be required to sign our drug-free workplace policy.

Client**Supervision:**

Client services at the school are performed by the students, however the services are supervised by instructors. Students are encouraged and expected to ask for help and guidance from their instructors when performing a client service. It is very important to consult with an instructor before starting a service. All services must be checked by an instructor when finished .

Training Equipment/Student Kit:

A specific kit containing all necessary training equipment and books is required. Students are given a 'loaner' kit at the beginning of their training. At the completion of 200 hours students are issued all new training equipment and supplies. The kit will become the property of the student upon the completion of their course. No equipment or supplies in the kit (with the exception of books) may be taken home until completion of their course. Any kit equipment which the student loses or damages must be replaced by the student. Should the student withdraw from school, a withdrawal calculation will determine if the kit has been paid for and is the sole property of the student. If the student is entitled to the kit, it must be picked up within two months from their last date of attendance.

Sanitation/Cleanup Duties:

Each student is responsible for the cleanliness of their own chair, station and surrounding work area. All tools and implements used for client services must be clean and disinfected before use. Keep your station professional looking at all times. No personal pictures or items are allowed to be displayed at the stations. Sweep the hair from the floor as soon as a haircut is done. Dirty towels should be placed in a hamper immediately after use. Each student is also assigned a daily clean up duty that will be done at the end of the day. You will be assigned to a team that helps to keep the school neat and presentable to the public.

Missed Tests:

Students who are absent at the time of a scheduled test are required to contact their instructor to reschedule their missed exam. The exam must be made up in a timely manner.

Library Use:

Enid Beauty College maintains a library in the theory room. Cosmetology related publications, product knowledge material, and professional magazines are kept there. All written material can be studied and read by students during unassigned times.

Student Personal Beauty Services:

Students are permitted, with an instructor's permission, to receive personal beauty services, (except on Fridays). The instructors will allow the student to receive the service when the student's schedule allows. The instructor may also check to see if the student is current on tests, workbooks, etc. Students will be charged a small product fee to receive chemical services such as haircolor, highlights, perm, or artificial nails. These personal services must be paid for at the time of the service. Non-chemicals such as haircuts, styles, manicures are free to the students, but they must still get permission from an instructor.

Products Used:

For insurance and other reasons, it is important that only products purchased by the school be used on clients or students. For this reason, the school does not allow clients or student to bring in their own products.

Services for Student's Family:

Students will be allowed to perform services on their family at 50% off regular prices. No other discounts will apply such as senior citizen discounts. The following is a list of people that are eligible for family discounts: The student's spouse and children, the student and spouse's brothers, sisters, parents, grandparents, aunts and uncles. The relative must declare their relationship to the student when they sign in at the desk.

Visits from Family and Friends:

There may be times that a student's friend or family comes to the school for some reason other than an appointment, however, it is important to remember that our focus is on learning, so these visits should be kept brief and visitors should not just hang around for long periods of time.