



Innovations Design Academy

Main Location

125 East Locust Street
Canton, IL 61520
(309)647-4224 – Phone

Branch Location

214 East Washington Street
Macomb, IL 61455
(309)421-0274 – Phone

www.innovationsdesignacademy.edu

Revised 05/14/2018

Welcome	Page 4
General Information	Page 4-5
Mission Statement	Page 4
Administration & Faculty	Page 4
Administration & Financial Office Hours	Page 4
Facilities	Page 4
School Rates	Page 5
Programs of Study	Page 5-7
Student Teacher Ratio	Page 5
Class Schedule	Page 5
Cost of Programs	Page 5
Additional Charges	Page 5
Educational Objective	Page 6
Course Break Down and Kit List	Page 6-7
Graduation Requirements	Page 7
Licensure Requirements	Page 7
Career Opportunities	Page 7
Cosmetology Physical & Safety Demands	Page 7-8
Job Outlook & Earnings	Page 8
Licensing & Accrediting Agency	Page 8
Professional Affiliations	Page 8
Beginning your Career	Page 8-9
Admissions Requirements	Page 9
Transfer Policy	Page 9
Re-entry / Re-starting	Page 9
Branch Location Transfer Policy	Page 9
Student Orientation	Page 9
Important Dates	Page 10
Financial Options	Page 10-11
Federal Pell Grant (Pell)	Page 10
William D. Ford Federal Direct Loans (DL)	Page 11
Department of Human Services (DHS)	Page 11
Department of Veteran Affairs (VA)	Page 11
Self-Pay	Page 11-12
Refund Policy	Page 12-14
Buyer's Right to Cancel	Page 12-13
Return to Title IV Funds (R2T4)	Page 13-14
Financial Aid	Page 15-17
Entrance Counseling	Page 15
Credit Balances	Page 15
Required Annual Notification of Authorization	Page 15
National Student Loan Data System (NSLDS)	Page 15
Verification	Page 15-16
Verification Tracking Groups	Page 16
Exit Counseling	Page 16
Loan Repayment Requirements	Page 16
Cost of Attendance (COA)	Page 16-17
Academic Year/Award Year	Page 17
Payment of Awards	Page 17
Attendance Policy	Page 17-18
Lunches and Breaks	Page 17
Excused/Unexcused Absences and Make-up Work	Page 17
Tardiness/Absenteeism	Page 17
Leave of Absence (LOA)	Page 17-18
Bereavement	Page 18
Clocked Hours	Page 18
Official / Unofficial Withdraw & Termination Policy	Page 18
Satisfactory Academic Progress Policy (SAP)	Page 18-20
Evaluation Periods	Page 18
Maximum Time Frame	Page 19

Academic Progress Evaluations	Page 19
Determination of Progress Status	Page 19
Financial Aid Warning	Page 19
Appeal Procedure	Page 19
Financial Aid Probation.....	Page 19-20
Re-establishment of Satisfactory Progress	Page 20
Interruptions, Leave of Absence, Withdraws	Page 20
Course Incompletes, Repetitions, and Non-credit Remedial Courses	Page 20
Transfer Hours	Page 20
Pursuance of a Second Licensure.....	Page 20
General Policies	Page 20-25
Code of Conduct.....	Page 20-21
Accommodations for Disabilities.....	Page 21
Counseling and Advising	Page 21
Employment Assistance	Page 21
Housing	Page 21
Student Orientation.....	Page 21
Non-Discrimination Policy	Page 21-22
Ability to Benefit.....	Page 22
Student Council.....	Page 22
Social Media Policy.....	Page 22
Dress Conduct	Page 22-23
Sanitation	Page 23
Student Services.....	Page 23
Client Services	Page 23
Locker Policy	Page 23
Personal Equipment	Page 23
Professional Tools Code of Conduct.....	Page 23
Constitution Day	Page 24
Drug Abuse Prevention	Page 24
Campus Security & Crime	Page 24
Copyright Infringement Policy	Page 24
Record Retention Policy.....	Page 24
Voter Registration	Page 24
Consumer Disclosure Statement	Page 24
Family Educational Rights and Privacy Act (FERPA)	Page 24-25
Modifications of Operation	Page 25
Grievance Policy.....	Page 25

All courses are taught in English. Textbooks and course materials are only offered in the English language.

This is to certify that this catalog is true and correct in policy and content

WELCOME

Congratulations future professional on taking the first step towards a promising career in the cosmetology industry. This catalog is designed to provide you information about our course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you might have. If there are any further questions the staff will be glad to answer them for you.

The following information is being provided to enable you to make an informed decision about your education and future.

We hope that you will focus on your career while you are with us. Remember, while it is important to learn great technical skills, it is even more essential for you to learn about how to communicate with and sell to your future clients and to work with your team of fellow professionals.

GENERAL INFORMATION

MISSION STATEMENT

Our mission is to provide a positive atmosphere to educate, motivate and prepare students for a career in the cosmetology industry.

ADMINISTRATIVE STAFF AND FACULTY

Kerrie Wells	Owner & President of Innovations Design Academy Inc., DBA Innovations Design Academy
Jamie Endres	Lic.# 012.007202 Licensed Cosmetology Instructor
Michele Batterton	Lic.# 012.008693 Licensed Cosmetology Instructor
Don Ulm	Lic.# 012.005497 Licensed Cosmetology Instructor
Terry Wilson	Lic.# 012.008394 Licensed Cosmetology Instructor
Terie Niekirk	Financial Aid Director/ Title IX Coordinator (Canton & Macomb)

ADMINISTRATION & FINANCIAL AID OFFICE HOURS

Monday through Thursday from 8:30 AM - 5:00 PM & Friday from 8:30 AM - 4:00 PM
After hours appointments will be scheduled by appointment only.

FACILITIES

The schools meet or exceed all specifications and requirements as set forth by the Illinois Department Financial and Professional Regulation. The facilities and equipment provided by the schools emulate a salon setting.

All classrooms are equipped to include power point, DVD, and online instructional aides. The remaining space is occupied by administrative offices, student lounge, restrooms, and a laundry area.

Clinic equipment, implements, and products are comparable to those used in the industry. The schools include a large handicapped accessible clinic and reception area, as well as classrooms for both practical and theory instruction.

Canton Location (Main Location)

125 East Locust Street, Canton, Illinois 61520.

Ample parking for students and clinical patrons is provided. Clients may park in the parking lot to the east of the building; all students are expected to park in the back of NAPA parking lot.

Macomb Location (Branch Location)

214 East Washington Street, Macomb, Illinois 61455.

Ample parking for students and clinical patrons is provided. Clients may park in the parking lot to the North of the building; all students are expected to park in the city parking lot to the south of the building.

SCHOOL RATES

The following numbers show the level of excellence demanded by the school and shown by our students.

Graduation Rate – 73.33%

This means that 73.33% of all students that enroll in our programs complete the course of study.

Licensure Rate – 85.00%

This means that 85.00% of all students that sit for the Illinois State Board Examination have passed the test and are eligible to receive their license.

Placement Rate – 86.36%

This means that 86.36% of all students that completed their program have worked in the field of study.

PROGRAMS OF STUDY

STUDENT TEACHER RATIO

The maximum student to teacher ratio is twenty-five (25) students per one (1) full time instructor.

CLASS SCHEDULE

The following schedules are used for both the Cosmetology and Cosmetology Instructor program.

Full time: 30 hours per week

Monday.....9:00 AM to 1:00 PM

Tuesday, Wednesday, Thursday & Friday.....9:00 AM to 4:00 PM

Part time: 20 hours per week (Canton Only)

Monday, Tuesday, Wednesday, Thursday & Friday.....9:00 AM to 1:00 PM

COST OF PROGRAMS

IL. Cosmetology

Non-Refundable Registration Fee	\$100.00
Student Kit & Books	\$1,600.00
Lab Fee	\$225.00
Tuition	\$15,750.00
Total Education Expenses	\$17,675.00

IL. Cosmetology Instructor

Non-Refundable Registration Fee	\$100.00
Student Kit & Books	\$700.00
Lab Fee	\$250.00
Tuition	\$10,500.00
Total Education Expenses	\$11,550.00

*Transfer and re-entry students cost of schooling will be assessed and cost will be prorated, based on hours needed, on an individual basis.

ADDITIONAL CHARGES

- The school will charge a \$2.00 Official Transcript fee for additional transcripts issued at the request of student.
- The student will be responsible for any collection and/or legal fees and costs, if for any reason, the student is turned into a collection agency or lawyer for lack of payment of any contents listed in the binding enrollment agreement.
- Students are required to purchase approved shirts for class, as per the dress code.
- No change or representations in the contract will be recognized unless made in writing; there will be an administrative fee of \$25.00 for any changes made to the contract.
- Any request for copies or documents in student files will be charged at the rate of .10 cents per page.
- **Students are required to purchase a 3” 3 ring binder and dividers, pens, pencils, hi lighters, markers, index cards, poster boards, photo books, closed containers to store tools, USB Flash Drive of 8GB or more, etc.**

EDUCATIONAL OBJECTIVE

Cosmetology is offered to prepare students for the licensing examination by the Board of Cosmetology for the State of Illinois only. The school teaches the necessary skills to gain entry level position in the Cosmetology job market.

Cosmetology Instructor is offered to prepare students for the licensing examination required by the State of Illinois Board of Cosmetology. The school teaches necessary skills to gain entry level position as a Cosmetology Instructor.

COURSE BREAK DOWN & KIT LIST

Student kits include all necessary items to complete schooling.

Cosmetology:

Course of study is a 1500 clock hour program that includes both practical and theory work.

- Basic Training: 150 hours
- Practical Chemical Application/Hair Treatment: 500 hours
- Hair Styling/Hair Dressing: 475 hours
- Shop Management, Sanitation, & Interpersonal Relations: 200 hours
- Esthetics: 85 hours
- Nail Technology: 55 hours
- Electives: 35 hours

Books

Milady 13th Edition Cosmetology

Cosmetology –MindTap w/text ISBN # 9781305721937

Retail value - \$269.95

Cosmetology Instructor:

Course of study is a 1000 clock hour program that includes both practical and theory work.

- Post Graduate School Training: 500 hours
- Educational Psychology: 20 hours
- Teach Methods (theory): 20 hours
- Application of Teaching Methods: 150 hours
- Business Methods: 50 hours
- Student Teaching: 260 hours

Books

Milady Master Educator

MindTap w/text ISBN # 9781337811682

Retail value - \$235.26

GRADUATION REQUIREMENTS

Upon successful completion of the following graduation requirements, students are given a Certificate of Completion and an Official Transcript of hours. Students must complete the following requirements to be considered a graduate of any program at the school.

1. Complete all required hours for the contracted program of study.
2. Pass written final exam and Mock State Board practical exam with a minimum score of 75%.
3. Complete all practical sheets and theory chapter work with a cumulative score of 75%.
4. Have all money and fees owed to the school paid in full or have made satisfactory arrangements.

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound decision making.

LICENSURE REQUIREMENTS

Upon completion of the program, a copy of a transcript will be mailed, and the required testing fee will be paid to Continental Testing Services. A passing grade of 75% or higher is required to be able to submit for a license in the state of Illinois only. You can obtain your license when you pass this test and pay all required license fees to the state. All fees (testing, license, and renewal) are the responsibility of the graduate.

CAREER OPPORTUNITIES

Listed below are some examples of the many career opportunities available in the Cosmetology Industry:

Chair Color Specialist
Salon Trainer

Hair Stylist
Destination Spas

Day Spa
Make-up Artist

Magazine Writer/Editor
Salon Manager

Cruise Ship Stylist	Salon Owner	Day Spa Owner	Texture Specialist
Esthetician	Nail Technician	Product Distributor	School Educator
Sales Consultant	School Owner	Image Consultant	Freelance Make-up Artist
Salon Sales Consultant	Photo/Movie Stylist	Manufacturer's Sales Rep.	

COSMETOLOGY PHYSICAL & SAFETY DEMANDS

Being in the Cosmetology Industry is a physically demanding job. The industry requires long hours on your feet or sitting for extended periods of time. This can lead to back, neck, and arm or leg strain. Cosmetologists use their hands repetitively for hair styling and other salon services. By working smarter not harder, Cosmetologists may prevent some trauma. There are stretches that will allow Cosmetologists more mobility in hands and back. By wearing flat shoes with good arch support, good posture, and being proactive for ourselves instead of reactive, we can alleviate strain. Chemicals are also used on a daily basis and can affect some people. Safety has a very important value in the field of Cosmetology. Due to the use of chemicals and implements, throughout your training, you will be taught how to protect you and your clients. Different items used for protection are gloves, cotton, capes, neck strips, etc.

JOB OUTLOOK & EARNINGS

According to the United States Department of Labor, the demand for Cosmetology services is estimated to expand at least at the same rate as the growth of the population.

The NACCAS Job Demand Survey results indicate the average annual salary for a salon professional in Illinois is \$38646.00. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35973.00.

LICENSING & ACCREDITING AGENCY

The schools are licensed by the Illinois Department of Financial and Professional Regulations. Student concerns should be addressed to:

IDFPR
320 W. Washington St. 3rd Floor
Springfield, IL 62786
(217)785-0800

The schools are accredited by National Accrediting Commission of Career Arts and Sciences. The United States Department of Education recognizes NACCAS as the National Accrediting Agency for Cosmetology schools. Student concerns can be addressed to:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
(703)600-7600

PROFESSIONAL AFFILIATIONS

The school is a proud member and in good standing with the following agencies:

American Association of Cosmetology Schools (AACS)
15825 N. 71st Street #100
Scottsdale, AZ 85254-1521
(800)831-1086
www.beautyschools.org

BEGINNING YOUR CAREER

Enrolling in classes is easy and in most cases, can be completed in less than two weeks. Follow the steps to ensure your position in the desired class.

1. Notify the school of intent to enroll and set up pre-enrollment interview.
2. Complete FAFSA. www.fafsa.ed.gov school code = 041678
3. Choose start date.

4. Return completed paperwork, required documents and all applicable fees.
5. Schedule a Financial Aid meeting.
6. Attend orientation.
7. Start classes!

**Please note that any prospective student entering our school in any program, which has a criminal record is subject to additional review by the Illinois Board of Cosmetology. Students may be denied a license in the state of Illinois based on their criminal history. Any cost associated with a review board is the responsibility of the student.*

ADMISSIONS REQUIREMENTS

Prospective students may call the administrative office to arrange a personal interview and tour of the facilities. An explanation of tuition, training, curriculum, and state licensing will be provided at the pre-enrollment interview. A prospective student may enroll for class start date at the time of the initial interview, but no later than the first day of class for the period of which they are enrolling. New classes start approximately every eight (8) weeks.

To be accepted as a student at the school, the following items must be turned in prior to the start of class:

- Copy of high school diploma, transcript, or GED certificate.
- Copy of a valid state issued Driver's License or ID card.
- Completed application form.
- \$100.00 registration fee.
- *Transfer students must provide a valid transcript of hours from previous school.
- *Instructor students must provide a copy of their valid Illinois Cosmetology License.

TRANSFER POLICY

Any student wishing to transfer hours in must provide a valid transcript from licensed cosmetology school. Students will be treated as a new student in terms of making satisfactory academic progress.

A proficiency examination will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. The school reserves the right to deny transfer hours for any reason. The school must receive the transcript prior to the enrollment of the student.

Transfer students are advised:

- Upon receipt, the transcript(s) will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete.
- The school will NOT accept "Sanitation" hours from schools which are out-of-state or out-of-country as they may conflict with current State of Illinois Sanitation laws, rules, and procedures.
- The school will NOT accept previously earned training hours that are older than 7 years from the student original start date.

Any student that withdraws and wishes to transfer to another school, must have all monies due paid to the school, before a transcript will be released.

RE-ENTRY/ RE-STARTING

The previously earned hours will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete. If re-entry is within 180 days of the date of withdraw, no re-entry exam will be necessary. Students that wish to re-enroll after 180 days must complete a re-entry examination. Students re-entering into any program will return in the same SAP standing as when they left, regardless of length of time out of the school.

BRANCH LOCATION TRANSFER POLICY

Any student wishing to transfer hours from one branch location to another may do so at the discretion of the Educational Director and by filling out a branch location transfer request form. The student will enter the requested transfer location in the same standing as they left their original location as far as grades, attendance, clinical work and SAP standing.

STUDENT ORIENTATION

All incoming students must attend Orientation, which will be held prior to the start of the program. The student will learn about the school's policies, rules and regulations, staff and student services.

IMPORTANT DATES

All start dates are subject to change. Prospective students should contact the administrative office for exact date.

2018

June 4
July 9
August 13
October 1
November 5

2019

January 7
February 4
March 11
April 15
June 10
July 15
August 12
September 09
October 14
November 11
December 9

2018-2019 HOLIDAYS & CLOSURES

The following days are recognized as holidays; New Year's Day, Independence Day, Thanksgiving Day and Christmas Day. The schools will be closed, and students are not required to attend on scheduled closures. The dates for closure are as follows:

2018

May 28, 2018 – Memorial Day
July 2, 3 & 4, 2018 – Independence Day/Summer Break
September 3, 2018 – Labor Day
November 22 & 23, 2018 – Thanksgiving Break
December 24, 25 & 26, 2018 – Holiday Break

2019

January 1, 2019 – New Year's Day
May 27, 2019 – Memorial Day
July 4 & 5, 2019 – Summer Break
September 2, 2019 – Labor Day
November 28 & 29, 2019 – Thanksgiving Break
December 25, 26, & 27, 2019 – Holiday Break

In the event of inclement weather, the school will, at its discretion, close the school. Days off that are direct results of holidays or closure on the part of the school will be recorded as such and students will not be charged for such days. Contracted graduation date will be extended by such closure.

FINANCIAL OPTIONS

All students must inform the school regarding method of payment. Financial Aid is available for those who qualify.

Upon enrollment, registration fee, tuition, books/equipment, and lab fee is due and payable in full on or before the course start date.

Each Course of Study has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course of study. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance of payments is satisfied.

There are many types of financial options available for students. The school is approved by the United States Department of Education to participate in the following federal financial assistance programs: Pell Grants, Direct Loans, and Direct Plus Loans. Additional information may be found in the Student Guide published by the Department of Education or the schools Financial Aid Office. In order to qualify for financial assistance, all applicants must complete a FREE application for Federal Student Aid (FAFSA). The application MAY be completed online at <http://www.fafsa.ed.gov> or by contacting the schools' Financial Aid Office. The school code is 041678.

To be eligible for financial aid an applicant must:

- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number (SSN)
- Comply with Selective Service registration if required (Males only)
- Have a high school diploma, a General Education Development (GED) or the equivalent
- Be enrolled as a regular student working toward a degree or certificate in an eligible program
- Not owe a refund on a federal grant or be in default on a federal student loan
- There must be a valid MPN on file to receive loans

Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times. Not all aid programs are available for students in all educational courses/programs. Application deadlines may apply. Contact the Financial Aid Office during regular business hours for additional information regarding application procedures and deadlines.

FEDERAL PELL GRANT (PELL)

PELL is available for students enrolled in an approved program. Grants are gift aid that does not have to be repaid as long as a student completes the requirements for receiving the funds. PELL recipients must be an undergraduate working on their first degree. The maximum amount of PELL grant available for a student is \$5920.00 for the 2017 – 2018 award year & \$6095.00 for the 2018 – 2019 award year, not all students will qualify for maximum amount. PELL awards are need based and a student must fill out the FAFSA to qualify for PELL Grants. PELL amount is determined by the financial information input into the FAFSA.

WILLIAM D. FORD FEDERAL DIRECT LOANS (DL)

Students must meet basic eligibility requirements to receive loans. Direct loans are available to students enrolled at least halftime in an approved program. These are loans and they must be repaid. Payments on student loans will start six months after the student graduates or is no longer enrolled at the school. There are three types of loans, subsidized, unsubsidized and parent plus. Students may cancel all or a portion of their student loan within 30 days of receipt of any loan disbursement. Loan origination fees of 1.069% of the loan disbursement will be taken off the top of each loan disbursement by the U.S. Department of Education.

1. Direct Subsidized Loan has an interest rate of 4.45% for loans, for undergraduates. Students may receive a maximum \$3500.00 per academic year for the first year, students may receive a maximum \$4500.00 for the second academic year. Students must demonstrate a need for subsidized loans. On a subsidized loan, the U.S. Department of Education pays the interest while the borrower is in school. Not all students will qualify for the max amount.
2. Direct Unsubsidized Loan has an interest rate of 4.45% for loans, for undergraduates. The interest accrues on an unsubsidized loan while the student is enrolled in school and added to the total loan. Unsubsidized loans are not need based. The maximum amount that a dependent student can receive is \$5500.00 for the first academic year and \$6500.00 for the second academic year. The maximum amount an independent student can receive is \$9500.00 for the first academic year and \$10500.00 for the second academic year. Not all students will qualify for the maximum amount.
3. Direct Parent PLUS Loan has an interest of 7%. A parent must apply and qualify for a PLUS loan. The plus loan can be used to cover educational expenses not covered by the students' aid package. Plus Loan is in the parents name alone. Parents applying for a Plus Loan are subject to credit approval.

DEPARTMENT OF HUMAN SERVICES (DHS)

DHS may assist students with disabilities receive funds to pay for school. DHS will let students know exactly what documentation is needed. Applying for DHS funds does not guarantee that a student will receive these funds.

DEPARTMENT OF VETERAN AFFAIRS (VA)

VA may assist students with a military background receive funds to pay for school. The VA will let the student know what paperwork is needed. Applying for VA benefits does not guarantee that a student will receive these funds.

SELF PAY

The School and the Student may enter a payment plan, mutually agreeable. If such an arrangement is made, the terms of the plan will be added as an addendum to the enrollment agreement. Charges will be paid according to a payment schedule, commencing upon enrollment, and continuing until paid in full. No payment schedule will exceed 12 months or the enrollment period, whichever is less. Payments can be made by:

- Visa/MasterCard (a 5% convenience fee will apply)
- Check/Money Order
- Cash
- Or through a non-federal agency or loan program

REFUND POLICY

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

BUYER’S RIGHT TO CANCEL

1. The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.
2. When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
3. *When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student (Section 3B-13(b) of the Act).*
4. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
5. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with subsection of this section.
6. A school may make refunds which exceed those required by this Section.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%

25% to 49.9%	70%
50% and over	100%

***This refund policy is dictated by the Illinois Department of Financial and Professional Regulations. The state allows for an application fee to be charged, however we do not charge an application fee.**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the Student's last date of attendance. The school is a clock hour program, and as such determines completion percentage based on the number of hours a student was scheduled to complete during the time period. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and the enrollment agreement.

- Applicants not accepted by the school shall receive a refund of all tuition and fees paid.
- If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.
- Deposits or down payments shall become part of the tuition and refunded accordingly.
- The school shall mail written acknowledgement of a student's cancellation or withdraw within fifteen (15) calendar days of the date of notification. Written notification is not needed if a refund has been paid within the fifteen (15) calendar days.
- If the school cancels or discontinues a course, the student shall be entitled a refund or partial refund of the tuition, fees and other charges paid by the student or on behalf of the student.
- All student refunds shall be paid within forty-five (45) calendar days of the notice of cancellation or the date the school determines the student has officially/unofficially withdraw.
- The student shall give written notification of cancellation.
- Any unexplained absence of fourteen (14) calendar days from the last date of attendance shall constitute notice of cancellation.
- For purpose of cancellation, the cancellation date shall be the last date of attendance.

The school refund policy is separate from Title IV refund policy and even if no funds are due returned to Title IV, students may still owe the school. Student who drops from a program will still be financially responsible for funds due the school based on the school refund calculation sheet.

RETURN TO TITLE IV FUNDS (R2T4)

The law specifies how a School must determine the amount of Title IV program assistance that a student earns I he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period, the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the school and/or the student must return the excess funds.

The amount of assistance that the student has earned is determined on a prorata basis. For example, if the student completed 30% of your payment period or period of enrollment, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post- withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when you enroll), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her once you withdraw because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of your program before your withdrawal, the student will not receive any Direct Loan funds that they would have received had the student remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds.

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

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that your school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

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 school shall be paid, as applicable.

Funds are repaid in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct Parent Plus Loan
4. Federal Pell Grant
5. Other federal, state, private, or institutional financial assistance programs.

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the School 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.

The R2T4 calculation worksheet is completed by the Financial Aid Director. For students that officially withdraw, the school will use the date listed on the form as the last date of attendance, student that unofficially withdraw, the last

date of physical attendance will be used to determine R2T4 calculations. The school uses the R2T4 worksheet available from GEMCOR. All refund work sheets will be calculated no later than forty-five (45) days from the official date of withdraw. If refunds are due to the Department of Education, they will be refunded according to the following statement. All refunds and post-withdraw disbursements will be given within forty-five (45) days of the official withdraw date.

Any student that has completed 60% of their total school for the payment period is determined to have earned all Title IV funds received for the payment period. If a student drops before the 60% completion for hours earned a refund worksheet will be calculated to determine how funds should be returned. The school is a clock hour program, and as such determines completion percentage based on the number of hours a student was scheduled to complete prior to withdraw date.

FINANCIAL AID

ENTRANCE COUNSELING

Prior to disbursement of federal student loans, all borrowers are required to go through entrance counseling. The counseling is available at www.studentloans.gov. The entrance counseling covers repayment options, rules for student loans, etc. Counseling is usually completed in the financial aid office when the student is packaged for financial aid. If a student is unable to complete counseling online, there is a counseling disc, students have the option of watching a movie. Completion of counseling is documented in the students file.

CREDIT BALANCES

The U.S. Department of Education requires that we determine a “credit balance” for each payment period of your program. A “credit balance” will occur when the federal aid funds for a payment period exceed the apportioned contract charges attributable to that single payment period. This calculation is done separately for each payment period and may result in a determination that you are entitled to a portion of your federal aid awards even though you still owe program charges to the school. These “credit balance” funds can be used to pay for non-institutional costs of attendance or you can elect to pay these funds back to the school to be applied to your remaining unpaid program charges.

REQUIRED ANNUAL NOTIFICATION OF AUTHORIZATION

Students or parents/legal guardians may give written authorization to the school to perform the following functions:

- Credit loan funds to your account by means of electronic funds transfer (EFT).
- Use Title IV Federal Student Aid Funds to pay for charges other than tuition and
- Fees, such as kit, books, supplies, and/or
- Hold any financial funds in excess of the current charges on account to be applied to subsequent charges.

Authorization can be cancelled or modified at any time. Any interest earned on funds held in the account is retained by the school. Please call the Financial Aid Office if you have any questions.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students and/or parents who elect to receive a Title IV loan (e.g., subsidized or unsubsidized Stafford loan or parent loan) will have that loan information submitted to NSLDS and it will be accessible by guaranty agencies, lenders and institutions who are authorized users of the data system. Students and/or parents may view their information at www.nsls.ed.gov

VERIFICATION

Verification is the process of confirming the accuracy of certain data provided by the student on the FAFSA. Applications are selected for verification either by the U.S. Department of Education or the school may also choose to verify certain application data. Applications are either randomly selected or selected based on certain edits established in the need analysis formulas to identify likely data errors. If a student is unclear on what is needed they can seek assistance from the financial aid office.

If a student is selected for verification, they must fill out the required documentation and turn in supporting documents to the financial aid office. Failure to turn in verification documents will result in ineligibility for financial aid funds. Unforeseen circumstances may make it difficult for students to turn in the documents; in such a case the

documents are required no later than 60 days from the date of notification. All discrepancies in information must be corrected prior to the approval to receive Financial Aid.

There are two types of verification worksheet;

An independent student must return the verification worksheet filled out and signed by the student, and /or spouse, as well as return signed copies of the correlating tax documents for student and spouse if necessary.

- Independent verification worksheet
- Copy of students and spouses, if married, signed federal tax transcript
- W-2 forms (if separation of income is necessary)

A dependent student must return the verification worksheet filled out and signed by the student and parent as well as return signed copies of the correlating tax documents for parents and students if necessary.

- Dependent Verification Worksheet
- Copy of parent's signed federal tax transcript
- Copy of student's signed federal tax transcript
- W-2 forms (if separation of income is necessary)

2017-2018 VERIFICATION TRACKING GROUPS

- **V1 Standard Verification** Use the same verification rules as currently in place
- **V4 Custom Verification** Verify High School Completion, Identity & Statement of Educational Purpose, SNAP Benefits, Child Support Paid
- **V5 Aggregate Verification** Complete verification for both V1 and V4 groups

2018-2019 VERIFICATION TRACKING GROUPS

- **V1 Standard Verification** Use the same verification rules as currently in place
- **V4 Custom Verification** Verify High School Completion, Identity & Statement of Educational Purpose, SNAP Benefits, Child Support Paid
- **V5 Aggregate Verification** Complete verification for both V1 and V4 groups

In the event that verification paperwork changes the amounts of financial aid available, the student will be notified of the correct amounts before any funds are requested or disbursed.

In the event that an overpayment occurs the school will make every attempt to correct the overpayment at the school. If recovery is not possible at the school, the case will be turned over to the U.S. Department of Education.

EXIT COUNSELING

Upon a student's exit from the school, they are required to complete exit counseling. Exit counseling goes over repayment options, budget planning, forbearance and deferment of loans. Exit counseling is completed in the financial aid office by all exiting students. If a student withdraws or is terminated from any program in the school and does not complete exit counseling, they are mailed an exit counseling packet from the Financial Aid Office

LOAN REPAYMENT REQUIREMENTS

All loans (Direct and PLUS programs) require repayment by the borrower according to the terms of the promissory note. Borrowers should contact their lender as needed. There is no pre-payment penalty for Direct and/or PLUS Loans. Repayment suggestions – Students are encouraged to contact their lender to set up electronic debiting when possible to assist with timely repayment. Pay more and more frequently to assure rapid repayment of student loans.

COST OF ATTENDANCE

The cost of schooling is used to determine the Cost of Attendance (COA) budget for Title IV eligibility.

**Transfer and re-entry students' cost of schooling will be assessed, and cost will be prorated, based on hours needed, on an individual basis.*

Tuition, fees and the book and kit charge are the ONLY charges assessed by the school; Room & Board and miscellaneous charges are estimated that a student will pay out of pocket while attending school. The school does NOT charge for room & board or miscellaneous fees, these are estimated only to determine the COA, which determines

eligibility for Title IV funds. Additional funds may be assessed to the COA budget on a case-by-case basis. Requests for additional funds must be presented to the Financial Aid office in writing and presented with supporting documentation.

It is estimated that a student not living with parents will spend the following amounts per month:

Room & Board (Rent & Reasonable living expenses)	600.00 per month
Miscellaneous (Travel & School supplies)	200.00 per month

It is estimated that a student living with parents will spend the following amounts per month:

Room & Board (Rent & Reasonable living expenses)	300.00 per month
Miscellaneous (Travel & School supplies)	100.00 per month

The COA budget is based on a 900 hour/ 30-week academic year (AY). For Cosmetology students, AY 1 will consist of the 0 – 900 hours, approximately 7 months, AY 2 will consist of the 901 -1500 hours, approximately 5 months. For Cosmetology Instructor student, AY 1 will consist of the 0 – 900 hours, approximately 7 months, AY 2 will consist of the 901- 1000 hours, approximately 1 month. All educational expenses are assessed during the AY 1.

ACADEMIC YEAR/ AWARD YEAR

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Government as July 1 of a year to June 30 of the preceding year. An Academic Year is defined by the institution for each program offered. The academic year must be within guidelines established by the Federal Government.

Academic Year: 900 clock hours/30 weeks

Financial aid awards are prorated according to the length of the program, according to the number of hours and weeks the student will be in attendance during the award period.

PAYMENT OF AWARDS

Loan funds at the school are all delayed for the first 30 days of attendance. Financial aid is directly credited to a student's account as they are received during the following periods, 0-450, 451 – 900, 901-1200, 1201-1500 hours respectively, and as applicable. Funds will not be credited until all requested documents and information have been received and verified.

ATTENDANCE POLICY

Attendance is critical. Proper time management is crucial for success as a professional. A responsible student, like a valued employee, is at work, ready to begin at the assigned area at the assigned time.

LUNCHES AND BREAKS

Lunches are 30 minutes for all students who attend at least 6 hours a day. Lunches will be between 11:30 a.m. to 1:30 pm. Students must clock out for lunch and clock in when returning. They will also receive a 10-minute break in the morning and a 10-minute break in the afternoon. Students who attend 5 hours a day or less do not get a lunch, they will receive a 10-minute break at mid-point.

EXCUSED/UNEXCUSED ABSENCES AND MAKE UP WORK

The school does not have excused absences. Any student that misses class time must, at the convenience of their instructor, make up any missed class work, homework or projects.

TARDINESS/ABSENTEEISM/LEAVE EARLY

Promptness is expected in the professional beauty industry and is expected while you are a student too. Excessive tardiness indicates an inability to put forth the necessary effort to become a professional and will lead to termination. Class begins at 9:00 am. Students are required to be here during their scheduled hours. If a student cannot clock in at this time they will not be allowed to attend for the day. All students are to call in any absence or late arrival/leave early PRIOR to the scheduled start time. All scheduled school days are mandatory; students that fail to call in or notify

the school of absence or tardiness on any scheduled school day will not be allowed to attend on the next scheduled school day. The school reserves the right to dismiss/suspend a student for failure to attend classes regularly.

LEAVE OF ABSENCE (LOA)

The school does allow a Hardship LOA, Medical LOA or Jury Duty LOA with proper supporting documentation. In order for an LOA to qualify as an approved LOA:

1. LOA must be requested in advance. Request must be submitted in a written and signed document.
2. The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request and supporting documents at a later date. The beginning date of the approved LOA will be determined by the school to be the first date the student was unable to attend the school because of the incident.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. The student will not receive any additional institutional charges as a result of the LOA.
5. Students on a LOA are not eligible to receive Title IV funds while on a LOA.
6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Once an LOA has been requested and approved it will extend the student's contract period and maximum time frame by the same number of days taken in the LOA.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. Failure to return from an LOA on time will result in an automatic termination from the school and a refund calculation will be assessed based on the student's last date of attendance.
9. LOA will only be granted for absences longer than 3 days.

BEREAVEMENT

Students will be granted bereavement on a case by case basis.

CLOCKED HOURS

Students are required to clock in and out on the time clock in the Millennium system. In the event that the system is down a manual sign in sheet will be used to sign in and out on. These hours are verified by an Instructor and then recorded into the TRAX system.

- Any hours earned outside of the school will be written on a manual time sheet.
- Failure to clock in or out will result in loss of hours for the day.
- Clocked hours are based on 15-minute increments. Therefore, time will begin when the student arrives and is clocked in and rounded to the nearest clockable 15 minutes.
- It is a violation of Illinois law to clock other students in or out.

OFFICIAL/UNOFFICIAL WITHDRAW & TERMINATION POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The student must "officially" notify the Executive Director in writing of his/her intent to withdraw. Form is available in the administrative office. Students that officially withdraw, the school will use the date listed on the form as the last date of attendance.
2. A formal termination (unofficial withdrawal) by the student shall occur no more than 14 consecutive calendar days from the last day of physical attendance.

Students can be terminated for any behavior or misconduct which reflects unfavorably upon the School. Students will be terminated for failure to return from an approved leave of absence. Failure to maintain satisfactory progress standards may also result in termination. Examples for termination may include but are not limited to: policy procedure violation, possession of drugs/alcohol/weapons, insubordination, fighting, assault, damage to property, stealing, absenteeism, etc.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

SAP is a requirement for all students in the Cosmetology and Cosmetology Instructor Programs. Written notice of SAP standing will be provided to students at the time of evaluation. Copies of evaluations, as well as appeal results, will be kept in the student's file. Students that withdraw and/or re-enroll will return under the same SAP status as when they

left, regardless of how long he/she has been out. 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. In order to be considered making satisfactory academic progress, students must maintain a 67% in attendance (quantitative measure) and a 75% in theory and practical (qualitative measure). Students must also proceed through the course at a pace leading to completion in the maximum time frame as defined below. The SAP policy covers all time periods of enrollment at the school, including summer, whether financial aid is received or not. The school does not distinguish between withdrawal passing vs. withdrawal failing, therefore we treat all withdrawals the same.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Cosmetology: 450, 900, 1200 clocked (actual) hours

Cosmetology Instructor: 450, 900, 950 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 at least one evaluation by midpoint in the course and it allows for ample opportunity to meet both the attendance and academic progress requirements.

MAXIMUM TIME FRAME

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

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
Cosmetology (Full Time, 30 hrs/wk)-1500 Hours	75 Weeks	2250
Cosmetology (Part Time, 20 hrs/wk) - 1500 Hours	112.5 Weeks	2250
Cosmetology Instructor (Full Time, 30 hrs/wk) - 1000 Hours	49.5 Weeks	1500

- ❖ Any time period not covered by Title IV funds will still be counted in the maximum time frame.
- ❖ Students that exceed maximum time frame will be terminated. The student may re-enroll to complete their education.
- ❖ An LOA will extend the maximum time frame by the same number of days taken in the LOA

ACADEMIC PROGRESS EVALUATIONS

Grades are given for course work, homework, tests, projects and procedure sheets. All grades are put into a system, TRAX, which then averages all grades together. Students must have a cumulative score of 75%.

Grading scale for the school is as follows:

A= 93%-100%

B= 85% -92%

C= 75% -84%

Below 75% 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 deemed not maintaining Satisfactory Progress will have their Title IV HEA program funding interrupted, unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of probation.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and are considered to be making satisfactory progress during the financial aid 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 financial aid warning period, the student has still not met both the attendance and academic requirements the student will be deemed ineligible to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination within ten days. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. Examples for an appeal would include a death of a relative, an injury or illness of the student, or other special or mitigating circumstance. This information should also include what has changed about the student's situation, which 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, the student will be placed on financial aid probation and federal financial aid will be reinstated, if applicable.

FINANCIAL AID PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the probationary period, if the students appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory 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, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

INTERRUPTIONS, LEAVE OF ABSENCE, WITHDRAWS

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 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.

COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

TRANSFER HOURS

With regard to SAP, 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 our school.

PURSUANCE OF A SECOND LICENSURE

Students entering in the Cosmetology Instructor program will be considered as new students. Therefore, any student returning from the Cosmetology program for the Cosmetology Instructor program will be considered a new student. No course work or hours from the Cosmetology program will transfer to the Cosmetology Instructor program, so students entering will be consider new students and treated as such for SAP purposes.

GENERAL POLICIES & RESOURCES

CODE OF CONDUCT

Because every student is a future employee, manager, or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career.

All students must come to class prepared for the day. (i.e.; pens, paper, hi-lighters, student kits, text books, and homework, USB Drive) Failure to do so will result in being sent home for the day.

Professional and courteous conduct is expected. Respectful communication with staff, fellow students, and service guests is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.

Students will be given clinic practical procedure sheet that must be filled out and stamped by an Instructor daily. All clinic practical procedures performed on clients and mannequin must be inspected by an Instructor. Failure to have all clinic practical procedures checked will result in loss of credit. These sheets are not to leave the building.

Cell Phones must be turned off and must be kept in locker at all times. Cell phones may only be used on campus at allotted break/lunch times or if given permission by the instructor for use in educational purposes. There will be no personal calls during school hours. If a student receives a call, we will take a message except in the case of emergencies. Please make sure that those who will need to get a hold of you for emergencies have the school phone number.

No food or drinks on the clinic floor.

Students must only smoke in the designated area outside of school. The area must be kept clean from debris.

Students are not to provide cosmetology services outside of school in exchange for money. Solicitation of school guests to be serviced in your home is unethical and is grounds for termination.

ZERO TOLERANCE

To foster safe and supportive education environments, this Institution has adopted a Zero Tolerance to protect students, employees, and guests from any conduct that may pose a serious threat to persons or property (whether on or off campus); offensive language; aggressive behavior; bullying, use or possession of illegal substances or alcohol; possession of weapons or explosives (ammunition, firearms, fireworks); theft; and fraudulent behavior. Any student suspected of the forgoing will be suspended while this Institution conducts an investigation. Students found in violation will be terminated without an opportunity to re-enroll.

ACCOMMODATIONS FOR DISABILITIES

The school is willing to make reasonable accommodations for students with disabilities. Students seeking accommodations must submit a request to the admissions office. The school will review the request and determine what accommodations are available. Student will be financially responsible for any accommodations not provided by the school.

COUNSELING AND ADVISING

The school offers career, academic, financial and attendance advising. These services are provided at no additional charge from the administration and instructional staff. Information regarding personal and social counseling agencies within the community is maintained on the student bulletin board as well as in the restrooms for students seeking professional help.

EMPLOYMENT ASSISTANCE

Upon the successful completion of the course, Students may request for employment assistance and the School will use its best effort to successfully aid the Student in finding employment. However, be advised that the law prohibits any school, college, etc. from guaranteeing job placement as an inducement to enter said School. The School's assistance procedures include: identifying employment opportunities and advising Student on appropriate means of realizing these opportunities.

HOUSING

The school does not own or operate housing facilities.

NON-DISCRIMINATION POLICY

The admissions policy does not discriminate against any person on the basis of sex, age, race, color, ethnic origin, religion, or religious preference.

Further, our institutions are committed to equality of educational opportunities to all persons and assert that no person will be denied admission, graduation, or any other rights and; specifically, does not discriminate on the basis of sex, race, color, age, sexual orientation, religion, creed, financial status, or ethnic origin against applicants, students, or employees.

We comply with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color and national origin.

ABILITY TO BENEFIT

The school does not accept Ability-To-Benefit students.

STUDENT COUNCIL

Community involvement is paramount to the cosmetology industry. It is encouraged that all students participate in Student Council events. Student Council coordinates with Instructors and community members on upcoming events.

SOCIAL MEDIA POLICY

The school respects the rights of the students and employees to participate in social media. Social media includes, but is not limited to any form of online publishing including blogs, file-sharing, user-generated media on websites; such as, but not limited to Facebook, Pinterest, Instagram, Twitter, YouTube and similar sites.

The school reminds its students and employees to use are and to be mindful of anything published online. Any student who engages in online bullying, ethnic slurs, obscenity, intimidation, or in any conduct deemed inappropriate will, at a minimum, be subject to disciplinary action.

The school will protect itself from harm resulting from disparaging comments.

DRESS CONDUCT

From the first day of class through graduation, professional image is a requirement to be successful while attending school. As one begins their career, professional appearance, poise and ability to perform technical applications will be judged by their appearance. Since most people enter the cosmetology profession because they enjoy making people feel good about the way they look, it is just as important to project themselves as the “professional” who has the ability to do just that. It would be impossible if the “professional” did not concern themselves with their own appearance. All clothing must be clean, free of holes, stains and pressed at all times. We expect our students to be concerned with daily habits of good grooming and hygiene. Dress code must be followed every day. If appearance is unacceptable, you will be asked to leave and return with appropriate attire. **Staff has the final say over your appearance.**

*Apron or Stylist smock must be worn on the Clinic Floor areas at all times. *

Blouses/Shirts/Tops/Sweaters

- Innovations Design Academy logo shirt only
- No sleeveless shirts or tank tops allowed
- No sweatshirts, hoodies or jackets on the clinic floor.
- Your back, sides, chest and bottom must be covered at all times.

Pants/Skirts

- Black or White pants or skirts of a professional nature only
- Skirts/dresses must be professional length (knee length).
- No denim
- No jogging suits, sweatpants, shorts or scrub style pants.
- If yoga pants or leggings are worn, your bottom must be completely covered.
- Capri pants must be past the knee
- No shorts

Shoes

- Close toe and closed heel shoes only.
- No Ugg style boots, rain boots, or snow boots are allowed.
- Athletic shoes must be clean and neat.

Underclothing

- No visible undergarments.

Hair

- Hair must be clean and styled prior to arriving at school.
- Hair ornaments should be in good taste.
- No bandanas or hats

Makeup

- Makeup application must be done before arriving at school.

Nails

- Nails should be well trimmed and manicured.

SANITATIONS

Sanitation procedures have been established to comply with state laws and to provide a safe and clean service area. Students may be clocked out and released for the day when they do not follow sanitation procedures.

- Students must keep workstations and classroom areas clean, sanitary and clutter free at all times.
- Students must clean their station, including the floor after each service
- Hair must be swept up immediately after a cutting service is completed (before blow-drying)
- Workstations must be cleaned at the end of the day prior to clocking out for the day.

STUDENT SERVICES

- To receive a service, students must notify an instructor prior to starting the service.
- Students must be scheduled off the service books by an Instructor.
- Pay for the service before the service is started. 20% discount off Student Client Salon Menu

CLIENT SERVICE

It is important that all students receive practice on all aspects of practical applications/services throughout their program. This practice is received by way of technical work on mannequins, models and clients. Students will be prepared to service clients at the appropriate time and in a professional manner. Students are not allowed to refuse practice of a service on a client or switch a service with a fellow classmate.

LOCKER POLICY

The school is not responsible for damage, loss or theft of any items left at the School. Students are responsible for their own student kits/equipment. Lockers are provided for the storage of items. Students are responsible for their own personal property and are strongly encouraged to put locks on their lockers.

PERSONAL EQUIPMENT

No cell phones, pagers, or audio equipment should be turned on or visible during school hours. If a student feels it is necessary to use these items, it will only be allowed on an approved break or lunch and only in designated areas such as the student lounge, or outside of the building. Personal items such as purses, coats, bags, etc. must be put away and stored properly as to not disrupt the education being received or guest experience.

PROFESSIONAL TOOLS CODE OF CONDUCT

- Each student must have his or her complete kit each day.
- In the event a student no longer has an item from their kit, they may purchase supplies and tools through the Educational Director. Student is responsible for replacing lost, missing, or broken items. Student must pay items prior to being ordered.
- All items are to be removed from student salon stations or carts at the end of the day.
- All equipment must be kept in proper working order and are the responsibility of the student to maintain.
- Only professional products purchased by the school may be used on clients, unless otherwise instructed.
- The implements, tools, and product provided are to be used on school clients and/or models assigned in order to develop skills and speed.
- Per the refund policy, no items are returnable.

CONSTITUTION DAY

Constitution Day, September 17, 1787 was the signing of the Constitution. On September 17 the school will hold a day dedicated to the Constitution. If Constitution day falls on a day the school is closed, the school will celebrate the following school day. Staff and student body will request suggestions in celebration of this day.

DRUG ABUSE PREVENTION

The school has implemented a drug and alcohol abuse prevention program. The use and abuse of alcohol and other drugs can lead to physical and psychological health risks. Drug abuse counseling programs and services are available to the staff and students. For complete information of the location of these service agencies, see the Administration Office and/or the designated student area within the school.

CAMPUS SECURITY AND CRIME

In accordance with Federal Law, the school has developed a campus security and crime policy. This policy contains information regarding the frequency of certain types of crime on the School campus, as required by law and procedures to follow in reporting a crime or other emergency situation. Students may request a full and complete copy of the report by written request in the administrative office and it may also be found on the School Website:

www.innovationsdesignacademy.edu

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to a student to civil and criminal liabilities. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

RECORD RETENTION POLICY

Student records are maintained after a student either graduates or terminates education. The school will maintain necessary permanent student records according to US Department of Education, NACCAS and Illinois Department of Financial and Professional guidelines.

- All files are the property of the school and maintained in a secure environment.
- Files are kept for a minimum of 5 years.
- Students are encouraged to keep records of their attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc.
- A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.
- Files of current students are securely stored
- Files of non-current students are put into document storage

VOTER REGISTRATION

Register to vote today and start exercising your right to make a difference.

www.elections.il.gov/votinginformation/voteregforms.aspx

CONSUMER DISCLOSURE STATEMENT

The school provides Consumer Information, Annual Security Information on its website, www.innovationsdesignacademy.edu and will be printed upon request at the time of enrollment or to any interested parties.

FERPA (Family Educational Rights and Privacy Act)

Innovations Design Academy complies with mandated FERPA (Family Educational Right to Privacy Act) law. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes the school is not in compliance with the statute.

Students or parent/guardians of dependent minors have the right to gain access and review their educational file by appointment with the Administration Office. Any third-party request for information will require written authorization

from the student or parent/guardian of a dependent minor. Information pertaining to a student's educational file will be released only upon the written instructions and /or written permission of the student or parent/guardian of a dependent minor. Written permission from student must be on file for each request of information. The school requires a release of student information authorization form be completed for each third-party request of information. The Administration Office will arrange a date and time for the student to view their files in the presence of a school staff member. The school provides access to student files without written consent to its accreditation agency, the United States Department of Education, IL Department of Professional Financial Regulations and any other school official. The school maintains a record of all release forms and requests for information.

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors and awards, dates of attendance, etc. However, the school must tell parents and/or legal students about directory information and allow a reasonable amount of time to request that the school not disclose directory information about them.

FERPA Contact Information: Family Policy Compliance Office U.S. Department of Education
400 Maryland Ave., S.W. Washington, DC 20202-4605
Phone: 202-260-3887
Email: ferpa@ed.gov (schools only)
Web site address: www.ed.gov/offices/OM/fpco

MODIFICATIONS OF OPERATION

The school reserves the right to make modifications in the specific content of any course (meeting state requirements), make substitutions in books and supplies, make personal change as the school deems necessary and cancel classes based on inadequate enrollment.

The information in this catalog was accurate at the time of this printing. The information contained in this catalog is subject to change at any time. The catalog cannot be considered as an agreement or contract between individual students and the school or its Administrators.

GRIEVANCE POLICY

A student, teacher, or interested party may file a complaint against the school or in regard to their schooling. The complaint should be in writing to the Executive Director using the provided school complaint form. It should outline the allegations or nature of the complaint within five (5) calendar days of the alleged incident. The executive director will meet with the complainant within five (5) business days of receipt of the written complaint. If after careful evaluation, the problem cannot be solved through discussion, the complaint will be referred to the School's complaint committee. The complaint committee will respond within fifteen (15) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter will be submitted outlining the additional information required. If no further information is needed the complaint committee will act on the allegations and a letter be sent to the complainant within twenty-one (21) calendar days, stating the steps taken to correct the problem, or information to show that the allegations are not warranted or based on fact.

If the complainant wishes to pursue a matter, a complaint form is available through National Accrediting Commission of Career Arts and Sciences, Illinois Department of Financial and Professional Regulation or the Department of Education.