



# BEAUTY COLLEGE

1907 W. Mississippi Ave. CO 80223 • Phone: 303-922-1852 Fax: 303-922-1498 • Email: ubcdenver@yahoo.com

## disclosures

### CONSUMER INFORMATION

Federal regulations require United Beauty College the college to provide consumer information to all of its students. You will find below a list of the areas for which information is provided and links to websites for more information where applicable. Should you need a paper copy or assistance in obtaining this information, please contact our office at (303)922-1852 and ask to speak with Dan.

### NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Institutional and Financial Aid Information can be found at the United Beauty College website. Students who need a paper copy of this information may contact the Financial Aid Office (FAO).

### CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

United Beauty College  
1907 W. Mississippi Ave, Denver CO 80223  
(303) 922-1852

### NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

(From Section 484r of the Higher Education Act) 1. IN GENERAL. A student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal student aid assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of any offense involving the possession of a controlled substance, ineligibility period is:

First Offense.....1 Year                      Second Offense .....2 Years Third Offense.....3 Years

The sale of a controlled substance, ineligibility period

First Offense.....2 Years                      Second Offense.....Indefinite

### REGAINING ELIGIBILITY

A student may regain eligibility for federal financial aid after the required period of time has elapsed since the conviction, or if the conviction is reversed or set aside, or if the student can certify completion of a qualified drug rehabilitation program. A qualified drug rehabilitation program must include at least two unannounced drug tests and must also satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by a federal, state, or local government agency or court
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

THIS DISCLOSURE STATEMENT IS PUBLISHED AS REQUIRED BY THE HIGHER EDUCATION ACT.  
FOR MORE INFORMATION, PLEASE CONTACT THE COLLEGE OFFICE.

### STUDENT RIGHT-TO-KNOW/DISCLOSURE

The United Beauty College wants you to know that, according to the latest information reported to "The College's" accrediting agency, the National Accrediting Commission of Career Arts and Sciences:

Completion Rate: 97% or 71 of the 73 students scheduled to graduate in 2016 went on to complete the program

Placement Rate : 69.57% or 48 of the 69 students who completed their course and were eligible for employment in 2016 found jobs in the field

Licensure Rate: 100 % or 56 of the 56 students taking the test administered by the State of Colorado in 2016 passed that examination

Note: Among the students who were counted as program completers, the following were not placed in jobs due to:

- \_\_\_\_\_ Death
- \_\_\_\_\_ Disability
- \_\_\_\_\_ Active Military
- \_\_\_\_\_ Students studied under student visas and were ineligible for employment in the U.S.
- \_\_\_\_\_ Students who either did not take State licensing exam or pass the written portion of the exam

## CONDUCT

The college shall have the right to place on suspension or terminate a student for cheating, theft, dishonesty, creating dissension, using profanity, immoral unprofessional conduct, gossiping, or using intoxicating liquors or drugs during or before school. The College (United Beauty College) reserves the right to withdraw from any student the privilege of attending the college for any lawful reason that the college deems appropriate. "The College's" mission as a private educational institution establishes its identity as an independent community with a distinctive culture and history.

### Student Code of Conduct

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at United Beauty College. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the following are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied. While attending the college during regular hours or during college-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

- Your priority at United Beauty College is to learn; avoid any distractions that interfere with that mission.
- Be ready in the assigned place with appropriate materials, ready to work at the designated time that class begins.
- Keep hands, feet, and objects to yourself and never intentionally harm another student and/or person(s) to include but not limited to visitors, training personnel and faculty and United Beauty College Facilities and equipment.
- Use appropriate behavior at all times while maintaining friendly and courteous behavior.
- Encourage your fellow students. Give every other student the opportunity to maximize their potential.
- Achieve the maximum possible benefits from your educational experience. All students are encouraged to be present and prompt. College attendance is the responsibility of both parents and students.
- Represent yourself in a manner that you will be proud of in ten years. You only get one opportunity to get life right. Take advantage of the opportunities you have at the college. They will help you be successful throughout your life.

## THE COLLEGE DISCIPLINARY PROCESSES

United Beauty College takes pride in the responsibility of its students and the social and educational atmosphere of its campus. All students are held responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to disciplinary action by of the college.

The College's standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to be a substitute for them. The college has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The college is committed to fundamental fairness in its student conduct procedures.

- By the action of registration at United Beauty College, students voluntarily enter an educational community with standards of academic respect for persons and property. In choosing to enroll in the college, students become responsible in their conduct to those standards as stated in the Student Code Conduct.
- The College may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the College. The College reserves the right to deal with misconduct, whether or not law enforcement agencies are involved and/or criminal charges may be pending.

## COMPLAINTS

Students that complaints may be filed: online with the Division of Private Occupational Schools and there is a two-year limitation on the Division taking action on student complaints. Division at: <https://highered.colorado.gov/dpos/> and/or phone number 303 862 3001.

### Complaint Procedures

If you would like to file a complaint against a Colorado institution (public or private) or report a possible diploma mill or illegal school, follow the steps below to determine your next step in reporting a complaint/grievance to the Colorado Department of Higher Education and Division of Private Occupational Schools.

### IMPORTANT!! PLEASE READ BEFORE YOU FILE:

If you have a complaint (that is not about a diploma mill), please be advised that according to statute, the Division of Private Occupational Schools (Division or DPOS) may only accept a written (or electronically filed) complaint from an individual who was denied enrollment; is a current student; or is a former student of a private occupational school that is approved to operate in Colorado.

If you are a former student, the Division may only process a complaint provided not more than two (2) calendar years have passed since you last attended the college that is the subject of the complaint. Under very limited circumstances, a third-party, who can show a monetary interest, in a matter involving a current or former student of a private occupational school (i.e. parent or legal guardian) may also be able to file a complaint. If you have a question about this filing process or the Division's complaint procedures please contact DPOS at: 303-862-3001.

To File a Complaint, click here.

For more information on diploma mills, click here

# disclosures

## LEAVE OF ABSENCE POLICY

All leaves of absences must be requested in writing by the student in a signed and dated format. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence. In this case, the leave will be documented in the student file and the written request is requested at a later date. Leaves of absence must be approved by the director of the school. A leave of absence and any subsequent leaves of absence may not exceed 180 days in any 12-month period. A student not returning to school at the end of a leave will be withdrawn the program with the last date of attendance being the withdrawal date and the loan repayment grace period will begin as of that date. During a leave of absence, a student is not eligible for student loans. Students are strongly urged to lock up or take personal belongings home as the school cannot be held responsible for students' personal items.

## COPYRIGHT AND FAIR USE POLICY

United Beauty College wants to protect you and our information resources. Our policy is compliant with federal regulations to include Computer Use and File Sharing.

### DEFINITION

- 1) Computer Use when you use the college resources you must obey the law and comply with the college Policies. United Beauty College prohibits the use of College property for any illegal purpose. Violators are subject to disciplinary action up to and including dismissal or expulsion.
- 2) File Sharing; peer-to-peer (P2P)-users share files online through an informational network of computers running the same software. P2P file sharing for updates and software purchases are legitimate. File sharing of copyrighted material, uploading, and/or downloading of someone else's works may be the act of copyright infringement and you may be unwittingly breaking the law. We strongly encourage you to use legal file sharing services for obtaining any copyrighted material such as movies, music, TV, games, books, etc... on and across the Internet.
- 3) Copyright is one of the major intellectual property rights. Copyright protection applies to certain classes of work or authorship to include:
  - Literary works (written text and software)
  - Artistic works (drawings, photographs and graphics)
  - Musical works
- 4) A copyright notice or a copyright statement. This document that may be incorporated into more general terms and conditions, or may be used as a stand-alone notice. A copyright statement includes the following sections:
  - Ownership of copyright
  - This copyright notice
  - Copyright license
  - Data mining
  - Permissions
  - Enforcement of copyright
  - Infringing material
- 5) Copyright Infringement is the act or use of works protected by copyright law without permission, or grants to reproduce, distribute, display or perform the protected work.
- 6) Fair Use permits limited/transformational use of copyrighted material without having to first acquire permission from the copyright holder. Examples of limited or transformational uses to comment, news reporting, teaching, scholarship, research, criticize or parody a copyrighted work.

### COPYRIGHT INFRINGEMENT EXAMPLES

- The act of copying web page of someone else "alias –some other person" for the reuse of video clips or sound recordings without permission. The video clips or the sound recordings are authored and copyright protected automatically for artists.
- Any unauthorized duplication for distribution or use of protected intellectual property, is illegal.

### Fair Use

The fair use exception includes, but is not limited to, whether the material is used for educational rather than commercial/financial gain. It may not be fair use based on the nature of the copyrighted work, what extent of entire work is used, if there is any value of the copyrighted work.

### PENALTIES FOR COPYRIGHT INFRINGEMENT

Copyright infringement includes civil and criminal penalties.

- Legal action available to the owner of the copyright includes obtaining an injunction preventing future infringement activity as well as monetary compensation that may exceed \$150,000.00.
- A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can include imprisonment of up to five years and fines of up to \$250,000/offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## RETURN TO TITLE IV (R2T4) FUNDS & REFUND POLICY

### WHAT IS TITLE IV AID?

Title IV of the Higher Education Act of 1965 (the Act, the HEA) covers the administration of the United States federal student financial aid programs. American colleges and universities are generally classified with regard to their inclusion under Title IV. **UNITED BEAUTY COLLEGE ONLY PARTICIPATES WITH TITLE IV PELL GRANTS.**

Students must be enrolled in an eligible Title IV program and be eligible students receiving Title IV aid in order for the R2T4 requirements to apply. The student must also withdraw from all of his/her classes. If a student withdraws from only some of his/her classes, that student is not a withdrawal, and R2T4 would not apply in that situation. Students earn Title IV aid through attendance in the payment period or period of enrollment. The percent that a student earns is equal to the percent of the payment period or period of enrollment that the student completes. If the college has disbursed more aid than the student has earned, money must be returned to the Title IV programs. If United Beauty College has disbursed less aid than the student has earned, the student is due a post-withdrawal disbursement. A R2T4 calculation in order to determine which of these scenarios is applicable when a student withdraws or otherwise ceases attendance in all of his/her classes. Please contact the United Beauty College if you have questions about Return to Title IV Funds at United Beauty College. We may be able to provide a draft Return of Title IV funds calculation to help you determine the financial impact of withdrawing.

### TIME FRAME FOR RETURN OF TITLE IV FUNDS

The new law requires that when you withdraw during a payment period or period of enrollment, the amount of SFA programs assistance that you have earned up to that point is determined by a specific formula. The school defines a payment period as a term, which could be a quarter or a semester or a period of time attended. If you received (or the school received on your behalf) less assistance than the amount you have earned, you will be able to receive those funds. If you received more assistance than you earned, the unearned excess aid must be returned. You must have withdrawn if you have been absent for two consecutive calendar weeks and the calculation of Title IV return be completed within 30 days of the date the school determines that you have withdrawn and refunds will be made according to Federal guidelines. The school has no later than 45 days after the date of the school's determination that the student withdrew. The student will be notified via U. S. Postal mail with certification with the amount of what must be returned. United Beauty College must return Pell Grant Title IV funds from which the student received aid up to the net amount disbursed. If other aid is received the following order and net amount disbursed from each source must be returned: **UNITED BEAUTY COLLEGE ONLY PARTICIPATES WITH TITLE IV PELL GRANTS.**

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct PLUS loans
4. Pell Grant
5. Federal Supplemental Educational Opportunities Grants (FSEOG)

The amount of assistance that the student has earned is determined on a pro-rata basis. If 30 percent of the payment period or period of enrollment is 30 percent of the assistance you were originally scheduled to receive. Once the student has completed more than 60 percent of the payment period or period of enrollment, all of the student's assistance will have been earned.

Excess funds received must be returned, the college must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds.

### WITHDRAWALS AND THE RETURN OF TITLE IV FUNDS

United Beauty College is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

The Return of Title IV funds policy applies to any student who cancels enrollment, withdraws, drops to zero hours, takes a leave of absence, or is dismissed. This policy applies to students who discontinue enrollment in all classes on or after the first day of the term. When you withdraw, two separate calculations must take place:

- 1) A refund of tuition and fees must be calculated by The College.
- 2) The College must calculate the Return of Title IV aid.

If you cancel your registration prior to the first day of classes, this policy will not apply to you. Also, if you drop some but not all of your classes, these policies will not apply; however, you should notify the College because your continued financial aid eligibility may be affected. Contact The College for information on withdrawing. Your withdrawal date is the date you submit your [withdrawal form](#) to United Beauty College director.

### REFUND OF TUITION AND FEES

Based upon the date you discontinue enrollment, you may receive a full or partial refund of your tuition and fees. This refund will not impact the Return calculation, but does affect the amount of money you may owe back to the College for withdrawing.

### OFFICIAL & UNOFFICIAL WITHDRAWAL

A student "Officially" withdraws from the school on the date the student notifies the college in writing or orally, of intent to withdraw. Notice must be received for "Officially" withdrawing. A student with an unofficial withdrawal is a notice not received by the college by a student that has ceased to attend "The College". Unofficial withdrawal is determined within 30 days from the earlier of the following: a) the end of the payment period, b) the end of academic year, or c) the end of the student's educational course. The last date of attendance for an official or unofficial withdrawal is determined to be the last date of academic attendance determined by the student's academic records.

## RETURN TO TITLE IV (R2T4) FUNDS & REFUND POLICY CONT...

"The College" reviews posted grades at the end of every term. If a student receives all non-passing grades (F, I, W, or no grade), attendance in the term cannot be verified and as a result they are determined to have unofficially withdrawn. "The College" will determine if there was any attendance. If no attendance can be verified, then all aid must be canceled. If attendance is confirmed in at least one course, then the withdrawal point is the 50% point of the term, or the last date of attendance that can be confirmed after the midpoint. Unofficial withdrawals are determined within 30 days of the end of term, and the return to Title IV calculation within 45 days of the end of the term.

### RETURN OF TITLE IV FUNDS (EARNED VERSUS UNEARNED AID)

Within 45 days from when you discontinue enrollment, "The College" calculates the amount of financial aid you have earned prior to the date the action was filed. Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the respective federal programs no later than 45 days from when the student separated from United Beauty College. The calculation is based upon only the amount of Title IV Aid for which you were eligible.

The responsibility to pay unearned aid is shared by United Beauty College and the student. United Beauty College's share is the lesser of the amount of Title IV funds that the student does not earn or the amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not earned. The student's share is the difference between the total unearned aid amount and the institution's share. The institution's share is allocated among the Title IV programs, before the student's share. The student share(s) of loans are repaid by the student according to the terms of the student's promissory note.

### CALCULATING EARNED FINANCIAL AID

The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses calendar rather than business days. Earned aid is determined by the percentage of the number of days attended before enrollment ended divided by the total number of days in the term (excluding any breaks of five days or more). A student is considered to have earned all of their financial aid if they complete 60% of the days in the term and attendance is confirmed.

### CALCULATING RETURN OF TITLE IV AID AMOUNT

Once the earned and unearned aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned to the financial aid programs. The return amount is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.  $\text{Unearned Aid Percentage} \times \text{Total of all Title IV Funds Received} = \text{Total Unearned Aid}$

### THE COLLEGE PORTION OF THE RETURN

The amount of unearned aid that must be returned by United Beauty College is a percentage of the institutional charges (tuition, and or fees) for the term. Once the dollar amount of the college portion of the Return is determined, it is compared to the total amount of all unearned aid. If the college portion is less than the total unearned aid, then United Beauty College must return the amount of the college portion. If the calculated "The College" portion exceeds the total unearned aid, then United Beauty College must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came. If returned to a loan program, your outstanding balance will be reduced by the amount of the return. After the college returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the Return. The student portion of the Return is calculated by subtracting the amount of the college Return from the total unearned aid.

### ***Total Unearned Aid minus The college Return Amount = Student Portion of Return***

Unearned federal grant funds are returned on behalf of the student and the returned funds are considered a debt to the institution. Students may work with "The College" to pay any outstanding debts; however, a student must not have an outstanding balance on their account upon re-entry.

### LATE OR POST-WITHDRAWAL DISBURSEMENT

Students may be eligible for a late or post-withdrawal disbursement if they have accepted aid that did not disburse at the time of withdrawal from United Beauty College.

If eligible, "The College" will send notification of the action required to either accept or decline a portion, or all, of the late disbursement. The student or parent has 14 days to respond instructing United Beauty College to make a post-withdrawal disbursement. If the student or parent does not respond within the 14 day time frame, United Beauty College may make the late disbursement upon request at a later date. The student is notified in writing with the outcome of the late request. Post-withdrawal disbursements cannot be made after 180 days of the date of determination that a student withdrew or ceased attending.

### CANCELLATION OF REGISTRATION

If you cancel your registration prior to the beginning of the term you will not be considered a student for that term. If this occurs, you are not entitled to receive any form of financial aid during the term and your aid will be canceled and returned to the appropriate programs. If cancellation takes place close to the beginning of the term and you have already received financial aid to cover living expenses, you will be required to repay the entire amount received.

### ***Notification to the Student***

Once the Return to Title IV Funds calculation has occurred, "The College" will notify the student of the results of the calculation and the aid that was returned. The College will notify the student of any outstanding balance now due to the institution as a result of the adjustment to tuition, fees and other miscellaneous charges, federal Title IV aid returned based on the Return of Title IV calculation, and any returns of institutional, state, or private grants or scholarships.

## RETURN TO TITLE IV (R2T4) FUNDS & REFUND POLICY CONT...

### FUTURE AID ELIGIBILITY

Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Notify the Office of Financial Aid if you are planning to return. If your loans should go into repayment once you withdraw from the college, it is important to make your payments on time to prevent default. If you default on a loan, you could lose your eligibility for any future financial aid. Withdrawal from the college may also affect your Satisfactory Academic Progress standing and future eligibility for financial aid.

### POSTPONEMENT OF START DATE

"Postponement of a starting date, whether at the request of the college or the student, requires a written agreement signed by the student and "The College". The agreement must set forth:

- Whether the postponement is written forth: for the convenience of the college or the student
- The deadline for the new start date, beyond which the start date will not be postponed

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with "The College's" refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981."

The college recognizes that a student may have to drop out of the program due to circumstances beyond his/her control:

- Students not accepted by the college and students who cancel this contract by notifying the college within three business days are entitled to a full refund of all tuition and fees paid.
- If a student (or in the case of a student under the state's legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by the college shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner.
- Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid and the cancellation charge of \$150, or whichever is less.
- In the case of student withdrawing after commencement of classes, the college will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE ([see refund policy](#))

### REFUND POLICY

Students not accepted by the college and students who cancel this contract by notifying the college within three business days are entitled to a full refund of all tuition and fees paid.

If a student (or in the case of a student under the state's legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by the college shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner. This policy applies regardless whether or not the training has begun. Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee of \$150.

In the case of student withdrawing after commencement of classes, the college will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

### REFUND TABLE

<u>SCHEDULED TIME ELAPSED</u>	<u>TOTAL TUITION</u>	<u>THE COLLEGE IN TOTAL PROGRAM SHALL HAVE EARNED</u>
Student is entitled to upon withdrawal/termination		Refund
Within first 10% of program		90% less \$150
After 10% but within first 25% of program		75% less \$150
After 25% but within first 50% of program		50% less \$150
After 50% but within first 75% of program		25% less \$150
After 75%		no refund

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the college. Any monies due to the applicant or student shall be refunded within 30 days of formal termination by the student as defined as or formal cancellation/termination by the college which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the earlier of the date the student notifies the college s/he will not be returning or the expiration date of the leave. Student attendance is monitored monthly for withdrawal purposes.

- In case of illness, disabling accident or death in the immediate family, or other circumstances beyond the control of the student, the college will make a settlement which is reasonable and fair to both.
- Books and kits are the property of the student (once received) and can not be returned to the college for a refund.
- If the college is permanently closed and no longer offering instruction, the student shall be entitled to a complete refund of all monies paid.
- If a program is canceled subsequent to a student's enrollment the college shall, at its option: a) provide a full refund of all monies paid or b) provide completion of the course.



## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the college. 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:

Cosmetology	450, 900, 1350 clocked hours	Nail Technician	300, 600 clocked hours
Esthetician	300, 600 clocked hours	Hairstylist	450, 900, 1200 clocked hours
Barber	450, 900, 1350 clocked 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 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours actual. At the end of each evaluation period, the college will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED WEEKS	ACTUAL HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours	60 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250
Esthetics (Full time, 37.5 hrs/wk) – 600 Hours	24 Weeks	900
Esthetics (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the actual contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	A
89 -80	B
79- 70	C
69 -60	D
Below 60%	F

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

### WARNING

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY CONT...**

### **PROBATION**

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

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

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

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

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

### **APPEAL PROCEDURE**

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

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

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the college'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.

## **CRIME REPORTING**

The issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA. On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. VAWA includes amendments to the Clery Act.

United Beauty College statistics can be found on our website here, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes. Specifically, these changes added or modified requirements related to:

- Ongoing prevention and awareness campaigns for students and employees
- Disclosure of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred
- Implementation by the college and disclosure of procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking, including: descriptions of each disciplinary proceeding used by the college, the standard of evidence used during each disciplinary proceeding, possible sanctions imposed following the results of disciplinary proceedings, and the range of protective measures that the institution may offer a victim;
- Provisions to ensure that proceedings will be prompt, fair and impartial
- Provisions that state that proceedings will be conducted by officials who receive annual training
- Ensuring equal opportunities for the accuser and accused to have others present during proceedings, including an advisor of their choice.

## **SAFETY REQUIREMENTS**

Anyone involved in this profession should take precautions to prevent adverse reactions to allergens caused by chemicals used in the profession that are inhaled or come in contact with the skin. Also, exposure to germs from the general public is common.



## FIRE SAFETY REPORT

On August 14, 2008, the Higher Education Opportunity Act was signed into law requiring colleges to provide fire safety information about fire drills, fire safety policies, education and training programs, fire safety equipment and plans for future improvement. All United Beauty College facilities have smoke and heat detectors. Our fire alarm networked system can be activated by any of the following:

- Smoke
- Heat
- Activation of fire-suppression sprinklers

Our fire alarm system, fire extinguishers and our sprinkler system are tested and inspected annually through our contractor. When a networked fire alarm is activated, on such an alarm to determine cause and whether the fire department should be notified. United Beauty College Instructors and/or Officers can and may supervise such occurrence.

### Supervised Fire Drills

Mandatory, supervised, announced and unannounced fire drills are conducted for each fall and spring semesters by Instructors. A fire can happen at any time, our drills are conducted at various times, night and day.

### Evacuation Policy and Procedures

The college emergency response plan is available at the Bulletin. They provide the following instruction in the case of an evacuation emergency:

- Know the location of the nearest exits
- Get out when the fire alarm sounds.
- Know what to do if you are trapped. If the exits are blocked by heavy smoke or fire, retreat as far as you can, closing (but not locking) as many doors as you can between you and the fire. If possible, call the fire department (911 from a campus phone) and give them your exact location. If smoke starts coming in, try to seal the door as best as you can. Try to signal the fire department and be ready if smoke is drawn into your refuge.
- Get down for life. If there is smoke, stay low; it will be easier to breathe.
- Do not create a trap. Keep your office safe. Do not increase your risk by clogging your office with papers or other items. Simple good housekeeping is an important part of fire safety.
- Practice. Stage mandatory fire drills. Fire drills and fire safety training are good team-building exercises. Students are not expected to fight fires and are encouraged not to use fire extinguishers unless designated and trained. Individuals designated and trained by the college in the proper use of extinguishers may use a portable fire extinguisher to fight a small fire where there is little risk of harm from smoke, heat or flames.

### Evacuation Procedure for Disabled Persons

Persons whose mobility is impaired are individually responsible for informing their supervisors, residence life staff of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

### Fire Safety Violations and Prohibitions

Covering or tampering with smoke detectors and/or sprinkler heads are life safety hazards and strictly prohibited.

No flammable liquids such as lighter fluid, kerosene, gasoline, etc., may be stored in rooms.

Flammable items such as sheets, cloth, fish net, etc., may not be hung or draped from the walls or ceiling.

Light fixtures may not be covered with flammable items such as cloth, paper or cellophane.

### Smoking

Smoking is allowed in assigned areas only OUTSIDE of the building. Smokers who choose to smoke outside the college must use the proper containers (ashtrays and metal trashcans) for disposing of cigarettes and ashes.

### Incident Report

There are no fire incidents of note, personal injuries or casualties to report involving fire activity on the college campus. Nonetheless, all fire alarms, fire drills and related incidents are documented on Incident Reports. Copies are maintained in our fire safety log book for easy public access and inspection.

### Future Improvement

The college continues to upgrade and improve its fire safety systems on an as-needed basis. Planned improvements coincide with scheduled renovation, summer projects and/or new construction.

## UNITED BEAUTY COLLEGE DISCLOSURES

In signing his form, I acknowledge that I have been made aware that "The College's" Catalog, POLICIES and Disclosures:

CONSUMER INFORMATION DISCLOSURE

STUDENT RIGHT-TO-KNOW/DISCLOSURE

STUDENT CODE OF CONDUCT

COMPLAINTS

LEAVE OF ABSENCE POLICY

COPYRIGHT AND FAIR USE POLICY

RETURN TO TITLE IV (R2T4) FUNDS & REFUND POLICY

SAP POLICY

FIRE SAFETY REPORT

SAFETY AND CRIME REPORTING as posted on Theory Class bulletin board and also available for my inspection on "The College's" website. I may request a copy of this report from the office of the college at any time.

I have read and understand the above,

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Name of Student

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Date

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Signature



# BEAUTY COLLEGE