

# ***Catalog for***



**1152 Vestal Avenue  
Binghamton, NY 13903  
607-238-7736**

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# ANOUSHEH SCHOOL OF HAIR CATALOG

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## **WELCOME**

*You are embarking on a journey into the world of beauty and hair design through an exciting education program offered by the **Anousheh School of Hair**. The approach used at our school brings together the science and art of cosmetology using a proven educational methodology. The principles established in this program teach how to work with hair in the most efficient way, allowing students to explore their own creativity as they apply those principles.*

*The world of cosmetology is bigger than ever, and the need for creative, well-trained stylists is growing every day. This field needs motivated students who enjoy working with people and are willing to devote the time and energy necessary for real success. Under the umbrella of cosmetology are many career paths, your possibilities are unlimited with a winning attitude and a solid foundation through **Anousheh School of Hair!** You are on your way!*

## **OUR MISSION**

Our mission at the **Anousheh School of Hair** is to provide every student with the tools needed to successfully become licensed professionals and find gainful employment in the field of cosmetology.

## **ANOUSHEH SCHOOL OF HAIR IS UNIQUE**

The **Anousheh School of Hair** teaches cosmetology through a proven approach of breaking down the learning and reinforcing each bite of information with hands-on experience. Our philosophy ensures that students apply the full range of technical skills, learning from masters in the business. Our Standard Cosmetology program curriculum is based on educational principles that impart elements of art and science as they apply to the profession of cosmetology. These two disciplines blend to form a practical educational framework beyond that of many cosmetology courses.

## **WHAT TO EXPECT**

Students can expect an education that extends beyond the typical “how to” of cosmetology into the “why”—the science of what we do, as well as the art of how we do it. At **Anousheh School of Hair** we offer more than the education necessary to pass the state board examination and become a practicing cosmetologist. We offer a 1250-hour Standard Cosmetology curriculum, encompassing the fundamental principles of cosmetology and the business of cosmetology, incorporating classroom instruction with practical application.

## **AT THE ROOT OF IT ALL**

Science and art provide the basics for our educational system. The principles of science define the “why” behind what we do, and the art is in the “how” we do it. Artistically we look to create a total fashion image by applying each individual’s creative process, which we share with students in a hands-on experience that combines design, decision-making, and proven techniques.

## **LOOK AT HAIR A WHOLE NEW WAY**

Hair is the stylist's canvas with the ability to take on various colors, forms, and designs. Hair, as a canvas, offers a great capacity for interpretation of change and the wide range of expression to the stylist.

## **EMPLOYMENT OPPORTUNITIES**

Employment opportunities may include beauty salons, spas, and other related businesses as a stylist, color stylist, or focused on skin or nails. With continued training and experience, future opportunities in cosmetology may include an educator, platform or makeup artist, manufacturer’s representative, cosmetic salesperson, and more.

## **REGULATORY AGENCY INFORMATION**

We are licensed by the New York State Education Department, Bureau of Proprietary School Supervision, New York State Education Building, 89 Washington Avenue, Albany, NY 12234, 518-474-3852, and we are accredited through NACCAS, 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600.

## **OUTCOME RATES**

Our outcome rates based on the NACCAS 2016 Annual Report are as follow:

Graduation:	100%
Placement:	75%
Licensure:	100%

## **EDUCATIONAL FACILITIES**

Our classrooms are spacious, well-lit and ventilated with plenty of desk space for each student, ergonomic considerations and proximity to all audio/visual tools. The classroom is equipped with a large screen TV/DVD player and internet access. Our curriculum has power point presentations and DVD's that support each chapter in our Standard Cosmetology textbook.

The Student Clinic is divided into sections, similar to a salon, and the large, well-ventilated, and properly lighted area includes hydraulic chairs at each station, a shampoo area, a lab dispensary, reception desk and reception seating. We also have designated rooms for facials/skin care and waxing, manicures, and pedicures.

Our school also includes a student locker area with individual lockers and tables for eating lunch or taking a break, and is handicapped accessible with ramp, and lift chair on the stairs.

## **REFERENCE LIBRARY**

The *Anousheh School of Hair* maintains a library of materials. It includes audio/visual programs, magazines, and books, which are available for student research. You may refer to these programs to extend your knowledge or brush up on a past lesson. If you wish to view any additional educational material, inform your instructor and they will advise you on the policy and procedure for signing out materials.

## **ADMINISTRATIVE OFFICES**

Administrative offices include Admissions, Student Records, Advising, and Director. A Financial Aid advisor will be available once the school has been accredited.

## **THE STANDARD COSMETOLOGY COURSE OBJECTIVES**

- Perform the skills necessary to excel in the industry by focusing on the key subject areas:
  - Safety and Health
  - Anatomy and Physiology
  - Trichology—Hair Analysis and Hair and Scalp Disorders and Diseases
  - Chemistry as Applied to Cosmetology
  - Shampoos, Rinses, Conditioners and Treatments
  - Hair Cutting and Shaping
  - Chemical Restructuring
  - Professional Requirements
  - Hair Coloring and Lightening
  - Skin Care and Procedures
- Perform the basic manipulative skills in the areas of hair styling, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

- Present attributes and techniques that instill confidence in the clients.
- Demonstrate a code of ethics and professionalism that will ensure respect and success.
- Assess client needs, and advise clients accordingly for a total look.
- Demonstrate integrity by delivering value-added service to all customers.
- Obtain employment in the cosmetology industry.
- Communicate effectively and appropriately with colleagues, management, and clients.

### **THE STANDARD COSMETOLOGY COURSE CURRICULUM**

The complete Standard Cosmetology Course consists of 1250 hours of instruction and practical experience, 250 hours beyond the required 1000 hours for New York State. **Anousheh School of Hair** recognizes that it takes many hours to become proficient in any field, and we want to offer highly trained professionals to employers. The course extends 42 weeks. Throughout this education, there will be theory, audiovisual presentations, lectures, demonstrations, and practical hands-on experiences. Our program exceeds state board minimum requirements; giving employers more confidence in the student's ability to provide quality services to customers; increasing student's confidence in proficiency and techniques; and providing students with a job placement advantage within New York or outside the state should a position be offered, as **Anousheh School of Hair** is on the border of New York and Pennsylvania. The program is taught in English, and all textbooks and course materials are only offered in that language.

The instruction covers the following areas:

#### **PROFESSIONAL PRACTICES—50 Clock Hours**

- Professional Requirements – 24 hours
- Safety and Health – 26 hours

#### **SCIENCES—150 Clock Hours**

- Anatomy and Physiology – 50 hours
- Trichology—Hair Analysis – 20 hours
- Trichology—Hair And Scalp Disorders and Diseases – 30 hours
- Chemistry as Applied to Cosmetology – 50 hours

#### **COSMETOLOGY SKILLS—1050 Clock Hours**

- Shampoos, Rinses, Conditioners and Treatments – 50 hours
- Hair Cutting and Shaping – 205 hours
- Hair Styling – 245 hours
- Chemical Restructuring – 180 hours
- Hair Coloring and Lightening – 200 hours
- Nail Care and Procedures – 40 hours
- Skin Care and Procedures – 60 hours
- Removal of Superfluous Hair – 20 hours
- Client Consultation – 15 hours
- Pedicuring – 20 hours
- Business Practices, Job Skills, and NYS Rules and Regulations – 15 hours

Junior and Senior hours will be in the student salon, performing work on clients and demonstrating their ability to execute what has been learned.

### **ADMISSIONS**

The first step in registering for the **Anousheh School of Hair** is to contact our Admissions Office. Please call us at (607) 238-7736, and let us answer any questions or write us at, **Anousheh School of Hair, 1152 Vestal Avenue, Binghamton, NY 13903**

We will set up an appointment for you and your family to tour our facilities, answer any questions, and provide a copy of our school catalog. Once you agree that **Anousheh School of Hair** meets your needs, you will complete an application. Together we will select a start date and a \$100.00 Non-Refundable Registration Fee is due.

Upon acceptance of your application, we will finalize the necessary paperwork and set a firm start date. The first day will be an *Orientation Program*. This will provide you with information about the course, goals, policies and procedures, and introduce you to staff and students. The Book and Kit Fee and Tuition down payment is due on or before the first day of class. When you complete your enrollment requirements, you are on your way to an exciting and rewarding career!

### **STARTING DATES**

Classes begin approximately every six weeks for Standard Cosmetology. For specific start dates, please refer to the catalog page 9 entitled "Starting Dates, Non-Refundable Registration Fees, Tuition and Kit Costs".

### **ENROLLMENT REQUIREMENTS**

To enroll in our Standard Cosmetology Course students must submit the following:

- Driver's license or government issued photo ID (proof of at least 17 years of age)
- High school diploma, GED/TASC certificate or transcript verifying high school graduation  
**Note:** Foreign diplomas must be authenticated and translated as equivalent to a high school diploma of graduation in the United States prior to enrollment.

**Anousheh School of Hair** reserves the right to deny admission to any applicant on the basis of background, record, and statements or conduct during the admissions process, and/or if the candidate is determined to be less than qualified to succeed in, or benefit from, the academic program offered. Providing false information for the purposes of gaining admission could result in denial or termination from our school. The Standard Cosmetology program is taught in English, and all textbooks and course materials are only offered in that language.

### **TRANSFER STUDENTS POLICY AND PROCEDURE**

**Anousheh School of Hair** may accept transfer hours from other licensed schools for previous cosmetology education. Students must provide a copy of the previous school official transcript, including hours and subject areas completed. After a review of the transcript of hours, the institution will determine how many hours will be accepted. **Anousheh School of Hair** does not guarantee the transferability of its credits to any other institution.

### **RE-ENTRY STUDENT POLICY AND PROCEDURE**

**Anousheh School of Hair** may permit a student to reapply for admission depending on the circumstances at the time of withdrawal, and at the discretion of the school director. All applicants must meet the current requirements for admission, pay a registration fee, and will be charged for the current rate per hour of instruction for the hours remaining in the program. Additionally, the applicant must pay off any debt owed the school based on the previous enrollment period.

### **NON-DISCRIMINATION**

**Anousheh School of Hair** is committed to equal educational opportunity and does not discriminate in its employment, admissions, instruction, career services or graduation policies or any other activity on the basis of gender, sex, race, age, color, religion, ethnic origin, pregnancy, disability, marital or veterans status, sexual orientation or financial status. Applicants will not be denied admission on the basis of any of the foregoing factors, and applicants must meet all requirements specified for admission.

## ***SATISFACTORY ACADEMIC PROGRESS POLICY***

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Satisfactory Academic Progress in both attendance and academic work is required for all students enrolled in ***Anousheh School of Hair***.

Academic progress is evaluated at the end of each marking period and, in addition to a 70% grade average, students must have a 67% attendance (for a max time frame of 150% or 1875 hours). The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled 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.

The institution offers a clock hour program and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

### ***Academic Policy:***

Students are required to maintain a 70% or C average. Written and practical tests are given throughout the course. Educators sign off on all theory and practical work. Theory assignments are graded numerically and students are graded on the following scale:

### ***Grading Scale:***

90-100 or A—**Excellent**

80-89 or B—**Good**

70-79 or C—**Satisfactory**

Below-70 or F—**Failing**

**Note:** Grading scale based on theory and practical testing.

### ***Practical Grading***

Practical assignments are evaluated and counted towards course completion as graded. Practical skills are evaluated according to text procedures, state licensing agency requirements, and using criteria accepted by the school. If absent, all assignments can be made up, and it is the students responsibility to make up missed assignments. Incomplete assignments will be graded as received.

### ***Evaluations:***

The school has two formal evaluation periods, 450 and 900 actual clocked hours. The first evaluation will occur prior to and no later than the mid-point of the academic year. Evaluation periods are based on actual clocked hours. All periods of enrollment are included in the SAP calculation for Title IV HEA funds eligibility and otherwise.

The attendance percentage is determined by dividing the total actual clocked hours by the total number of hours scheduled. Scheduled hours are determined by date of enrollment up to the evaluation point. Actual clocked hours are what the student attended during that same period. School staff will review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Academic and attendance progress will be measured at each evaluation, and students who meet the minimum requirements for attendance and academic progress shall be considered as making satisfactory academic progress until the next evaluation.

### ***Warning***

Students failing to meet minimum requirements for attendance and/or academic progress are placed on "warning" and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on required actions 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, they will be deemed ineligible to receive Title IV HEA funds, as applicable, and become a cash pay student.

### ***Re-establishment of Satisfactory Academic Progress***

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

#### Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of 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.

#### Noncredit, Remedial Courses, and Repetitions

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

#### Transfer Hours

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. Satisfactory Academic Progress evaluations periods are based on actual contracted hours at the institution.

**Note:** *Withdrawal passing/withdrawal failing and appeals are not applicable to this institution.*

### **PROGRESSIVE GRADING SYSTEM**

A progressive grading system is part of our curriculum. To graduate from the **Anousheh School of Hair** Standard Cosmetology Course students take written and practical examinations throughout the entire education curriculum. This system of grading allows the instructor to see that all students' progress and complete the requirements necessary to graduate. It also tests the ability of the student to execute the learned techniques on actual clients.

We evaluate on practical knowledge for the various levels of training and convey this grading system to potential salon owners. Competitions are additional opportunities, not just for student participation, but also as a means of evaluation. Students need accumulative grade of 70%, combined academic and practical evaluations, to graduate and receive a diploma from the school.

The grading system for the **Anousheh School of Hair** is base percentage. All students must maintain **Satisfactory Academic Progress**, a grade average of 70%, to continue with the program. Additionally, senior hours will be spent:

- participating in lectures and discussion sessions focused on resume writing, interview tips, and various career opportunities;
- practicing Mock State Board Examinations, simulating the actual state examination required for licensing.

### **ATTENDANCE**

The classes at the **Anousheh School of Hair** are from 8:45 a.m. to 3:30 p.m., Monday – Friday. Students are informed about the attendance policy and procedures at orientation. This policy appears in the Rules and Regulations #4.

The instructor maintains the attendance roster, and attendance will be taken at the beginning and end of class. The attendance roster is kept at the school at all times. In the event that a substitute is used, the substitute must initial the day's attendance. Students are required to attend a minimum of 67% of the cumulative scheduled hours to ensure the most from their education, and to avoid paying extra charges, should they extend their education beyond the contract date.

For the first three unexcused absences the student will be contacted by phone and the results will be recorded on the *Absent & Drop Record* form. With the fourth and fifth unexcused absence, the student will be contacted by telephone, in writing, and will be advised of consequences. A copy of the same letter will be given to the student the next time they attend class. The student must sign the letter acknowledging its receipt.

If absent a sixth time, the student will be informed in writing that the class content may need to be repeated, and the student will be subject to paying additional fees for the repeat. The student will also be required to meet with the Director, given a warning, and they will discuss the probation process.

#### Clock Hour Definition

A clock hour is a period of time consisting of:

1. A 50 to 60-minute class, lecture, or recitation in a 60-minute period;
2. A 50 to 60-minute faculty supervised laboratory.

### **TARDINESS POLICY & PROCEDURE**

Any student more than 15 minutes late is considered tardy for the session. Attendance is recorded to the nearest quarter hour. Five late arrivals will equal one absence and will be recorded on the *Absent & Drop Record* form. All students must be in attendance by 11:30 and remain for a total of 3 hours in order to receive credit for those hours. Students who must leave early due to illness or emergency will receive credit for the hours attended. Students unable to attend classes must call in one hour before the scheduled start.

An absence due to weather, illness, death in the immediate family and/or any other unavoidable circumstance must be reported to the school. Unreported absences are considered "unexcused".

### **ABSENCES**

Student absences are tracked as excused and unexcused and work must be made up. Excused absences are defined as:

1. Death in the "immediate family"
2. Illness with a doctor's note
3. Mandatory Appointments (Example: Court Hearing)
4. Weather Conditions (See Student Code of Conduct/Rules and Regulations #25 Weather Policy)

### **LEAVE OF ABSENCE POLICY**

For the school to grant a leave of absence there must be a reasonable expectation that the student will return from the LOA. Students must complete, sign, and date, a *Leave of Absence* form in advance of the leave taking place. The leave of absence form must be completed in person, state the reason for the leave. A leave of absence will be granted only in extenuating circumstances, such as an accident, prolonged illness, the death of a relative or maternity leave.

Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. In emergency instances the LOA begin date will be consistent with the first date the student missed due to the emergency. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required.

The minimum time allowed for an authorized leave of absence is 5 consecutive calendar days; the maximum is 45 consecutive calendar days, with the allowance for students to return earlier than planned. The Director will review the request with the student, and not all leave requests will be granted.

On the day the student returns from a LOA the student is required to complete an enrollment agreement addendum. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student.

A student returning to school after an interruption in their education or after being dropped, must return to school in the same satisfactory academic progress as prior to their departure.

At the time of authorization, students are given a return date. If the student does not return from the LOA on the date designated, the student will be withdrawn from the school. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. If a student is absent 14 consecutive calendar days without being on an official Leave of Absence, they will be considered withdrawn. The institution is not responsible for any equipment left at the school.

## **MAKE-UP HOURS/WORK**

All assignments should be made up following an absence. Make up hours and work are available upon request by making an arrangement with an instructor. Make up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

## **TERMINATIONS/WITHDRAWALS/COURSE INCOMPLETES**

*Anousheh School of Hair* may terminate Student for failure to maintain satisfactory academic progress, and/or for any violation of the rules and regulations as outlined in the school catalog.

Any student who misses 14 consecutive calendar days without notifying the office and providing proper documentation will be terminated. A student, who has been terminated or withdraws and wishes to return to school, shall be reinstated in the same satisfactory academic progress status as at time of withdrawal.

## **START DATES, NON-REFUNDABLE REGISTRATION FEES, TUITION AND KIT COSTS FOR 2017-2018**

*Standard Cosmetology Class Dates 2017-2018*

December 11, 2017, January 15, 2018, February 19, 2018, March 26, 2018, April 30, 2018

Cost Breakdown Effective: May 1, 2014 to May 1, 2018

1250 Hours Standard Cosmetology Course

1250 hours x \$12.00 = \$15,000.00 Tuition

\$100.00 Non-Refundable Registration Fee—Non-Refundable

\$2,000.00 Books/Kits

*\$17,100.00 Total Cost*

### **Payment Options**

- Initial down payment of 25% with 4 monthly payments—**Initial** payment: prior to start date includes \$3,750.00 + \$2,000.00 books and kits + \$100.00 Non-Refundable Registration Fee = \$5,850.00, **Second** payment 30 days after start date = \$2,814.00 days later, **Third** payment 60 days after start date = \$2,812.00, **Fourth** payment 90 days after start date = \$2,812.00, **Last** payment 120 days after start date = \$2,812.00.
- Tuition Payment in full (discount does not apply to materials or Non-Refundable Registration Fee) cash or check with 3% processing discount—\$14,550 + Non-Refundable Registration Fee and materials = \$16,650 (\$450.00 savings).
- Tuition Payment in full (discount does not apply to materials or Non-Refundable Registration Fee) credit card with 1% processing discount—\$14,850 + Non-Refundable Registration Fee and materials = \$16,950 (\$150.00 savings).
- Loan: with TFC or Other

***Anousheh School of Hair*** is a private self-pay institution. We are not approved at this time to offer Title IV federal financial aid. You will be responsible to pay the fees as stated on your Enrollment Agreement.

Methods of payment include cash, money order, check, TFC.

- All returned checks for insufficient funds will be subject to a \$20 fee.
- The student will be charged a late fee of \$20 each time the institution does not receive payment by the due date.
- Extra Instructional Charges: School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment contract at the rate of \$12.00 per hour, or any part thereof, payable in advance until graduation. The contract end date is calculated based on a 100% attendance rate, plus all scheduled holidays and school closures as well as ten (10) additional school days to allow for absences.
- The student will be charged to replace any kit items.
- The school may charge a \$10.00 transcript fee for transcript requests.

## **HOURS OF OPERATION AND VACATION DAYS**

Day Classes – 8:45 a.m. to 3:30 p.m. – Monday through Friday

The **Anousheh School of Hair** will be closed on the following days:

- New Year's Day
- Memorial Day
- July 4th week
- Labor Day
- Thanksgiving Day and the day after Thanksgiving,
- Christmas week

## **GRADUATION REQUIREMENTS**

The school will grant a diploma and an official transcript of grades and hours for the applicable course when the student has successfully completed all phases of study and met graduation requirements. In order to qualify for graduation from the **Anousheh School of Hair** and receive a diploma, you must complete the following requirements:

- Complete 1250 documented actual clock hours for the *Standard Cosmetology Course* in the specific areas of training required by the State of New York.
- Complete all of the curriculum requirements.
- Pay tuition or have a payment plan in place, pay for supplies and any hourly charges for make-up class work prior to graduation.

## **STUDENT SERVICES**

Students are encouraged to seek guidance from instructors and administrative personnel. **Anousheh School of Hair** has an open door policy and students are encouraged to seek assistance for any issues that may be interfering with their having a successful education experience. As this interference pertains to a student's academics, the instructor will meet with the student one-on-one, offer their counsel by reviewing the student's progress and discussing opportunities for improvement, or any other issues the student may have.

We evaluate Standard Cosmetology students for satisfactory academic progress at 450 and 900 hours. These evaluations record our student's progress as they continue their education, and identify any educational gaps that need to be addressed, and may indicate an overarching downturn in the student's work, signaling some other crisis requiring intervention.

When problems arise, academic, financial, or personal, and get in the way of the student's education the instructor or Director will complete a *Counseling Report* with the student. Should a student need to seek referral to a professional, this will also be recorded on the counseling report. All students are very important to us and we look forward to serving each on an individual basis.

### Academic Assistance

A student's academic progress is tested at 450 and 900 hours by instructors to ensure their practical and cognitive skills are where they need to be for success throughout the program. These periodic reviews may lead to a developmental plan specific to the student. When a student is deemed deficient in skills for their ongoing success, the student and instructor will meet to establish a plan that:

1. outlines areas for improvement
2. defines performance objectives and a checklist of items to put the student back on track
3. identifies resources and offers tutoring for those needing such services
4. establishes a time frame for further evaluation

### Employment Assistance

**Anousheh School of Hair** provides assistance in developing resumes and introducing fundamental job interview skills. Senior hours will include participating in lectures and discussions focused on resume writing, interview tips and techniques, and various career opportunities.

An up-to-date log of employment opportunities will be maintained and available. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

Although the school cannot guarantee employment, every effort is made to place our students.

#### Financial Assistance

**Anousheh School of Hair** is not yet approved for participation in federal financial aid programs. At the time that the **Anousheh School of Hair** becomes approved to participate in federal financial aid, the school will employ a Financial Aid Administrator to provide information on funding assistance in accordance with applicable regulations.

#### High School Equivalency Assistance

During the inquiry process students will be advised that a high school diploma, GED certificate or transcript verifying high school graduation is necessary to begin at the **Anousheh School of Hair**. If a student does not have their GED and has questions about obtaining one, the Director will provide the applicant with information and a list of websites.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY POLICY RELEASE OF INFORMATION**

Each student enrolled or graduated from **Anousheh School of Hair** (or parent/guardian, if dependent minor) can have access to the academic file. In an instance, where it is impossible to personally inspect records, the school will provide copies (by written request.) Once a student is 18, the parents only have access with written consent from the student regardless of the student's "dependent" status.

Eligible students or parents/guardians have the right to request that the school correct inaccurate or misleading information. The school provides a *Release* form giving written permission for the school to release information from a student's record. The State Education Department has a right to review.

**Note:** **Anousheh School of Hair** provides access to student and other school records as required for any accreditation or licensing process initiated by the **Anousheh School of Hair** or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission or New York State.

### **STUDENT GRIEVANCE POLICY & PROCEDURE**

We at the **Anousheh School of Hair** take pride in providing excellent educational staff, facilities, equipment and supplies. Our staff is willing to resolve any problems our students may encounter during their education here. In some cases, students may feel the instructor did not answer a concern to their satisfaction. If they feel they did not receive a satisfactory answer, they should follow the procedure below:

1. Write a complaint and submit it to the school Director. Outline the nature of the complaint and the steps taken to date.
2. The Director will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, we will refer the complaint to a committee for review.
3. The complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed a letter is sent outlining required additional information.
4. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or provide information indicating the allegations were not warranted or based on fact.

We feel that all problems can be resolved through our school's complaint process. If students still believe, after exhausting the schools grievance policy that their complaint is valid and wish to pursue the matter

further, this procedure does not in any way limit a student's right to exercise their legally protected rights to take any complaint to the State Education Department or the school's accrediting agency. Contact information may be found elsewhere in this catalog.

## **INSTITUTIONAL REFUND POLICY**

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

1. A student who cancels within 7 days of signing the enrollment agreement, and before instruction begins, receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
  - the non-refundable registration fee, plus;
  - the cost of any textbooks or supplies accepted, plus;
  - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, plus any previous quarters completed.

All refunds are based on scheduled hours. The following schedule of tuition refund will apply:

(a) First Quarter

<b><i>If termination occurs</i></b>	<b><i>School may keep</i></b>
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

(b) Subsequent Quarters

<b><i>If termination occurs</i></b>	<b><i>School may keep</i></b>
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

- ✓ The cancellation date will be determined by the last date of attendance.
- ✓ If a student on an approved leave of absence does not return on the designated return date, they will be terminated and the refund schedule above will apply.
- ✓ Enrollment time is defined as the time scheduled between the actual starting date and the date of the student's last day of physical attendance at the school. Any monies due the applicant or student shall be refunded within 45 days of the formal cancellation date as defined above, or formal termination by the school, which shall occur no more than 14 consecutive calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the dates, when the student notifies the institution that they will not be returning or the documented return date.
- ✓ In the case of disabling illness or injury or other documented mitigating circumstances, a reasonable and fair refund settlement may be made at the school's discretion. 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. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or complete the course at a later time.
- ✓ This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (such as, kit, 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 in the enrollment agreement.

Student must notify the Director either in writing or orally, of intent to withdraw. The date of the termination for return and refund purposes will be based on the date the student provided official withdrawal notification.

## **REFUND PROCESS**

Upon receipt of the withdrawal information, the Director will complete the following:

1. Determine the student's last date of attendance based from the school's Attendance Record Form.
2. Calculate the school's refund requirement using the Refund Calculation Form.

The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of the Education Law.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV 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.

## **RETURN OF TITLE IV FUNDS POLICY**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants.

**Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):** The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If the post-withdrawal disbursement includes loan funds, the School must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

Any amount of unearned grant funds that you must return is called an overpayment. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

### **Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### **Title IV Programs**

Unsubsidized Federal Stafford Student Loan;  
Subsidized Federal Stafford Student Loan;  
Parent Loan for Undergraduate Students (PLUS);  
Federal Pell Grant

If you have questions about your Title IV program funds, you 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](http://www.studentaid.ed.gov).

### **STATE LICENSING INFORMATION**

To receive your license you must satisfy the requirements of both, the *Anousheh School of Hair* and the New York State Education Department, Bureau of Proprietary School Supervision. At our school, students must complete 1250 hours of Standard Cosmetology, and all required units of education within the curriculum. Students are required to pass all examinations during these training periods, including the "Mock State Board", where we provide testing on theoretical and practical standards of New York State. To fulfill the requirements of the State Board Test students are required to bring a mannequin head and a mannequin hand for the practical portion of the test, and have a passing grade of 70% or higher before receiving a Cosmetology license.

Below is a reference list of specific areas of the NY State website. We recommend the use of this information to know the obligations to being a licensed cosmetologist in New York State.

*General Licensing Information*

<http://www.dos.state.ny.us/licensing/>

*License Application*

<http://www.dos.state.ny.us/forms/licensing/0034-a.pdf>

*National Centre for Education Statistics (CIP Code) Classification of Instructional Programs*

<http://nces.ed.gov/pubs2002/cip2000/cip2000.asp?CIP2=12.0401>

*NYS Cosmetology page*

<http://www.dos.state.ny.us/licensing/cosmetology/cosmetology.html>

*Pass Rate*

[http://www.acces.nysed.gov/bpss/pdf/AppearanceEnhancementStats2011\\_12.pdf](http://www.acces.nysed.gov/bpss/pdf/AppearanceEnhancementStats2011_12.pdf)

*Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists*

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

*States NY Has Reciprocity With*

<http://www.dos.state.ny.us/licensing/cosmetology/cosmetreciprocity.html>

*Written Exam Information and Dates*

<http://www.dos.ny.gov/licensing/exams/Jan-June2013/cosmet.html>

**Note:** The cost of tuition does not include the New York State Examination fee or license.

**Disclosure:** (Reasons why an individual may be denied licensure and therefore not be able to become licensed professionals in this State)

Child Support Statement: A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children or any support obligation. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

### ***ANOUSHEH SCHOOL OF HAIR TEACHING AND ADMINISTRATIVE STAFF***

Our employees are highly trained and dedicated individuals willing to use their expertise to assist every student. **Anousheh School of Hair** Staff includes:

Anousheh Salimi–Substitute Instructor

Lisa Burke-Director

Chad Gillikin-Instructor

Lori Will-Instructor/Director

Karen Hanssen–Substitute Instructor

Donna Wells–Financial Aid Administrator

Joan Incitti–Bookkeeper

### ***EDUCATIONAL COMMUNICATION***

We solicit feedback from current students annually using an evaluation form that seeks feedback concerning your education and your experience in the previously completed term. We will use your feedback to help us continuously improve our school. The faculty members are interested in your opinions. We work hard to make all content clear and interesting.

During your education the instructor will complete an evaluation forms on your progress, which will then become part of your student record. These evaluations are the best way to connect with your needs and goals.

### ***STUDENT CODE OF CONDUCT/RULES AND REGULATIONS***

At the **Anousheh School of Hair** we are preparing students for their profession and we expect students to maintain a professional standard of conduct while attending school.

Students have put their trust in us to give them the skills and knowledge necessary to make them a success. A key to success is professionalism, so throughout their time at our school we expect students to conduct themselves like the professionals they are striving to be. Anything less is unacceptable. Tardiness, discourtesy, and improper grooming are not traits of a professional. The following rules reflect the type of conduct and appearance we expect. Violation of these rules may result in the student's dismissal.

1. Students have two 10 minutes breaks, and 30 minutes for lunch each day at their scheduled time.
2. Students must wear a clean, professional "uniform" daily. Female students may wear pants with no holes or skirts to the knee with shirts or blouses that cover them, are not sheer, and do not have holes or advertising or slogans. Hair, makeup, and nails must be professional looking. Male students must wear trousers with no holes and shirts without holes, advertising or slogans.

All students on the practical floor must wear the "Anousheh School of Hair" smock at all times, identifying them as a student and keeping a professional appearance.

#### *Professional Appearance*

This uniform must be worn at all times, with no modifications or alterations. Any damaged smocks or clothing must be replaced within 24 hours at the student's expense. Suitable closed-in footwear must

be worn to comply with health and safety rules and regulations. Additionally, and for the same reasons, no jewelry is allowed while attending practical class.

Hair must be clean, styled and neat at all times. This is an environment dedicated to appearance and the promotion of beauty related services. For health and safety reasons certain classes may require tying longer hair back from the face and neck. Fingernails must be a workable length, neat, and clean; neutral nail polish is allowed.

#### *Personal Hygiene*

All students must be aware of their personal hygiene. A daily bath or shower must be taken; teeth and mouth must be clean with fresh breath. Students who smoke or drink coffee are expected to use regular mints/mouthwash. **Anousheh School of Hair** reserves the right to instruct students with regard to appearance and hygiene issues at any time.

#### *Professional Conduct*

Every client must be treated courteously at all times no matter the circumstances. Client confidentiality must be maintained, and never should any client be discussed with peers in or outside the school.

All students are responsible for arranging their own models for practical classes. Remember to be prepared for the unexpected and have a backup arranged for emergencies.

#### *Personal Belongings*

Students must bring their kits to every practical lesson clean, safe, and sanitized. It is the student's responsibility to replace any missing or damaged items, and all tools and equipment must be used only for their specified purpose. All belongings are the responsibility of the individual, and **Anousheh School of Hair** bears no responsibility for items lost on school property. Lockers are provided for student use.

3. We will ask any students found loitering in the hallways, locker area, break room, or restrooms to leave the premises. We do not permit visitors in the break room.
4. If students miss scheduled classes, it is their responsibility to meet with instructors, to see what was missed. **Note: See Make-Up Policy** on page 9.
5. Students must complete a minimum of 20 minutes of sanitation procedures daily. Each student is responsible for his/her work area.
6. Students must attend theory classes each week.
7. All students must have approved equipment and textbooks with them at all times. **Anousheh School of Hair** is not responsible for lost or stolen property. All equipment should be marked. We provide students with a locker; they must provide their own lock. All kits must remain in the school. Students without equipment or books cannot attend class.
8. Coats and boots do not belong in the classroom and should be left in the locker area.
9. We will not tolerate profanity in the classrooms or on the clinic. It may result in lost time.
10. Students cannot perform services without a signed release form. We offer services and products to them at discounted rates. Instructors will initial these slips.
11. Junior students are required to complete three services daily. Senior students are required to complete five services daily. Students must be able to perform their services in a classroom or in the clinic, if for any reason these requirements cannot be met; students are not permitted to attend class.
12. **Anousheh School of Hair** complies with all federal, state and local laws, including those that regulate the possession, use, or sale of alcoholic beverages, and controlled substances. State of New York law states that you must be at least 21 years of age in order to purchase, sell, possess, or consume alcoholic beverages.

The use, possession, purchase, and/or sale of illicit drugs on campus poses a threat to the health and safety of all members of the **Anousheh School of Hair** and it is not permitted on campus property or as part of campus activities. Violations will be investigated and criminal prosecution may result. Every student and employee is informed that this is a Drug-Free School/Workplace. New York does not permit drugs or alcoholic beverages on the premises of any cosmetology school. We will send any student suspected of being under the influence while on the premises for a blood test at their

expense. We will dismiss any student refusing to follow this procedure.

**Note:** A student in violation of drugs or alcohol will undergo a locker search, permitted by law.

13. **Smoking is not permitted** in the school.
14. Any student involved in stealing from the school, staff or fellow student will result in immediate dismissal.  
**Note:** If suspected, the law permits a locker search.
15. Any student guilty of willful destruction of school property will result in immediate dismissal.
16. Disrespect or direct violation of an instructor's directions is cause for suspension.
17. During a leave of absence, students must vacate their locker and instructor will check that locker. The school is not responsible for any belongings left in lockers 30 days after a leave of absence.
18. Students must pay tuition promptly according to their contracted enrollment agreement. All students must pay their account in full before reaching 1100 hours or they are ineligible for completing the required hours necessary to take the State Board Exam.
19. In order to file for the State Board exam, you must meet the following requirements:
  - Complete 1250 of documented training in the correct areas required by the State of New York.
  - Submit fees with the Application and payable in the form of a cashier's check, money order only. **No personal checks accepted.**
20. All students must complete their hours stated in their contract to graduate.
21. After graduating, students may continue to attend school for theory and practice at no charge for 3 months in preparation for the Boards. All students must be in uniform.
22. No student can take personal telephone calls during school hours. In case of emergency, the desk receptionist will take messages and immediately give messages to students. The office personnel are very busy so please do not abuse this privilege. Cell phones must be off; students cannot use them during class.
23. We request that the students use the rear entrances to enter the school. Parking in a reserved area will result in towing.
24. Students need make an appointment should they need to see anyone in the administrative offices.
25. A decision to have a late opening or early closing will be made by the Director, and students will be contacted by e-mail, text, as well as hearing broadcasts on both television and radio. **Anousheh School of Hair** will generally follow the Binghamton City Schools regarding weather-related conditions, and students will be notified.

### **STUDENT RESOURCE WEBSITES**

<http://www.youcandealwithit.com/>

This website provides practical and easy to understand advice on how to deal with financial situations facing college students and recent graduates, such as understanding student aid, repayment of student loans, money management, student aid, setting up a budget, and dealing with the dangers of credit cards. This website also provides information tools for parents.

<http://www.educationplanner.org/>

Need tips on planning your future? This website offers advice on choosing a career path, which school is the best fit for you and how to pay for your education.

<http://www.studentloan.gov/>

You will apply for your loans on this website. It offers tools to help manage loans, calculate payments, view your master promissory note or access financial aid history.

<http://www.beautyschools.org/>

AACS (scholarships) The American Association of Cosmetology Schools offers resources for both interested students and parents. Job statistics, success stories, industry news, and grant/scholarship information are all available on this website.

**ANOUSHEH SCHOOL OF HAIR OWNERSHIP**

The School is owned by Serene, LLC. Please see below for contact information.

President/ Substitute Instructor.....Anousheh Salimi .....info@AnoushehSchoolofHair.com

Director .....Lisa Burke .....lburke@AnoushehSchoolofHair.com

*Anousheh Salimi*

Mr. Salimi is a highly respected and well regarded veteran of the hair and cosmetology industry, both in the United States and abroad. He has been practicing his art for thirty-two years. For thirty of those years he has owned his own his own salon, mentored the passions and dreams of countless new cosmetologists, and has taught even more classes.

Anousheh Salimi is himself passionate about his chosen profession, and excited to share his breadth of knowledge with the next generation of stylists ready to carry on the professionalism and integrity in an industry he loves. At the **Anousheh School of Hair**, Mr. Salimi looks forward to motivating students to reach their potential, achieve their goals, and give them the skills that set his students apart from the rest.

*Lisa Burke*

Ms. Burke has a Master’s Degree in Education from Boston College, and has spent twenty-five years designing, developing, and delivering education to adults. She has worked for fortune 500 companies such as IBM, Price Waterhouse, GE, Ford Motor Company, and the Raymond Corporation.

During her career she has developed and implemented customer service education, technical skills for a variety of positions from sales to plant floor machine operators, executive education for succession planning and employee/ leadership development, and communications training. During her career, Ms. Burke has run internal education departments responsible for delivering education to thousands of employees. She has managed over 700 employees, handled departmental budgets in excess of 500K, worked with executive committees to ensure compliance to HR standards, and been an employee advocate. With Mr. Salimi, Ms. Burke looks forward to providing a world-class experience for our Standard Cosmetology students.

**SUPPLIES**

*Books*

Milady’s Standard Cosmetology by Thompson Delmar Learning

Milady’s Standard Cosmetology Theory Workbook by Thompson Delmar Learning

Milady’s Standard Cosmetology Practical Workbook by Thompson Delmar Learning

Milady’s Standard Cosmetology Exam Review by Thompson Delmar Learning

*Kit Contents*

Large carrying case with wheels Designer smock Shampoo cape Apron Blow dryer Marcel curling iron (3/4 inch or 1 inch) 1” Flat Iron Shear Set (professional shears) Style Kit Shear Set (mannequin shears) Razor Clipper Set Permanent wave rods—long Permanent wave rods—short Smooth Roller Set Duck Bill Clips Dual Purpose Clips Single Prong Clips Butterfly clips	Ceramic hair brushes-various sizes Vent brush Variety of cutting/styling combs Rattail combs Gripper comb Large tooth comb Spray Bottle Practice mannequins State Board mannequin Mannequin Stand Tripod 7” Orangewood
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## **DISCLOSURE TO STUDENTS**

**Please Note:** Students should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time a student enrolls in the school, and/ or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## **TUITION LIABILITY CHART**

### **Quarter 1 – based on \$3750 paid in full**

		<b>Total Student Refund</b>
Week 1	100%	\$3,750.00
Week 2	75%	\$2,812.50
Week 3	50%	\$1,875.00
Week 4	25%	\$937.50
Weeks 5-9	0%	\$0.00

**Note:** This chart assumes all tuition has been paid in full. Tuition will be refunded in the manner it was paid.

### **Quarter 2/Subsequent Quarters – based on \$3750.00 paid in full**

		<b>Total Student Refund</b>
Week 1	75%	\$2,812.50
Week 2	50%	\$1,875.00
Week 3	25%	\$937.50
Weeks 4-9	0%	\$0.00

**Note:** This chart assumes all tuition has been paid in full. Tuition will be refunded in the manner it was paid.

## **CAREER CONSIDERATIONS**

Anousheh School of Hair wants to ensure that students interested in pursuing a career in hair, skin or nails, considers all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, an esthetician's treatment bed or manicurist table.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly

- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists  
<http://www.onetcodeconnector.org/ccreport/39-5012.00>

### ***PHYSICAL AND SAFETY CONSIDERATIONS OF THE PROFESSION***

The institution educates students on the following physical demands essential to the beauty industry. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate. Students must understand that as part of the program, there may be other necessary physical and safety requirements. If you require a reasonable accommodation to perform these demands, you must direct a written request with documentation, to the manager prior to enrollment.

Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

To ensure continued success, students will need to continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields. Students will be required to stand for long periods of time and perform precise work with arms and hands in a raised manner. Students must be able to physically and verbally interact with clients and staff. Students must have the ability to maintain work areas and sanitize all implements, towels and sheets that may have been used during a service. Individuals who want to become Cosmetologists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with people and have the ability to utilize basic analytical skills to determine safe and proper use of implements and/or tools, products, disinfection specifications, and able to follow patrons' instructions.

Standard Cosmetology students must have the skills to learn and ultimately be able to perform the following:

- Evaluate, wet, shampoo, comb, sculpt, cut, braid and dry the clients hair and/or scalp
- Evaluate, clean, file, buff, clip, massage and apply polish to a client's nails
- Evaluate a client's hair color to determine a course of action to achieve the desired result
- Evaluate, apply product and massage a client's face, hands, arms, feet and leg below knee
- Evaluate, test temperature, apply and remove wax
- Evaluate and apply product and makeup to a client's face
- Evaluate clients skin and nails

### ***DRUG FREE WORKPLACE & INSTITUTION***

The institution has a zero tolerance for drugs and alcohol. No student, educator or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

### ***SEXUAL HARASSMENT; ANTI-BULLYING; ANTI-HAZING POLICY***

The institution is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation. The institution believes that all students have a right to a safe school environment. The institution, its staff and students have an obligation to promote mutual respect, tolerance and acceptance.

The institution will not tolerate behavior that infringes on the safety of any student or staff member. A student/staff shall not intimidate, harass or bully another student/staff through words or actions. Such

behavior includes: direct physical contact, such as hitting or shoving; malicious gossip, verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the institution.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the institution.
- c. Such conduct has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et, Sequa.) and is punishable under both federal and state laws.

Definition of Sexual Violence or Assault: acts of sexual violence, such as rape, acquaintance rape, or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the institution as such acts are inappropriate and create an environment contrary to the goals and mission of the institution. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within the institution to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the institution (student and staff) are expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation.

The institution's administration is the designated Sexual Harassment Officer responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation, and alleged sexual harassment which has not resulted in a complaint.

Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints.

For all formal complaints of sexual harassment, sexual violence or violence based on sexual orientation, the director shall determine the action to be taken, implement the action and notify both parties of the action. A memorandum of such action will be sent to the institution's Human Resources Department. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion.

If the perpetrator of a sexual violence/assault is a student, the student will be subject to disciplinary measures by the institution. In the program of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present.

The institution's Administration, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Consensual romantic/sexual relations between staff and student are not allowed and disciplinary action will result. Substantial risks are involved even in seemingly consensual sexual relationships where a power differential exists between the involved parties.

Claims of consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the staff member who will bear the burden of accountability because of his/her special power and responsibility and it will be exceedingly difficult to use mutual consent as a defense.

## **RETALIATION PROHIBITED**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the institution or a government agency with respect to such complaints. The institution will take disciplinary action up to and including the immediate termination or expulsion of any employee or student for engaging in any of these protected activities.

## **FALSE REPORTS**

The institution recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

## **AMERICANS WITH DISABILITIES ACT**

The school does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status or national origin. You may request academic adjustments or auxiliary aids at any time. The school is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Academy will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Director of Education in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
- The Director will respond within 1 week of receiving the request.
- If you would like to request reconsideration of the decision regarding your request, please contact the Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.