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Licensed By:  
**Arkansas Department of Health**  
**Cosmetology Section**  
4815 West Markham, Slot 8  
Little Rock, Arkansas 72205  
(501) 682-2168 phone

Accredited By:  
**National Accrediting Commission of**  
**Career Arts and Sciences (NACCAS)**  
4401 Ford Avenue, Suite 1300  
Alexandra, Virginia 22302  
(703) 600-7600

These credentials are publicly displayed in the school and can be viewed during normal business hours.

Welcome to Searcy Beauty College!

Searcy Beauty College was started in January 1983, and was incorporated in May 1991. The school is owned by Searcy Beauty College, Inc.

Come take a peek inside our world! We would love to introduce you to the beautiful world of Cosmetology. Amazing changes take place here.....changes in the way people see themselves and the way others see them.

We feel there is a direct correlation between how an individual looks and how they feel. Therefore, we strive to make people feel good about themselves.

Our students conduct themselves as professionals and take pride in their abilities as designers in the challenging and ever-changing art of Cosmetology.

### **Mission**

Our mission is to train and prepare our students for licensure and employment as a licensed professional in their chosen field of Cosmetology, Nail Technician or Instructor.

<b>School Faculty</b>	<b>VA Certifying Officials</b>	<b>Licensed Instructors</b>
<b>President / CEO</b>	Clifteen Barker	Clifteen Barker
<b>Director</b>	Mike Roberts	Shirley Jones
<b>Financial Aid Director</b>	Angela Hooton	Angela Hooton
<b>Director of Education</b>	Renee Tucker	Ida McLean
<b>Admissions Coordinator</b>	Ida McLean	Gerie Oxley
<b>Receptionist</b>	Renee Tucker	
	Tiffany Elam	

### **Facilities Equipment**

Searcy Beauty College is located in Searcy, Arkansas which is 50 miles northeast of Little Rock, the state's capitol. Our school's capacity is established by the State Board of Cosmetology at 96 students. Searcy Beauty College is located on the ground level and is easily accessible to handicapped students.

Our library consists of both printed material (books and magazines) and video that pertain to all areas of Cosmetology and Nail Technicians. DVD's, video players, televisions, white boards, and charts are a few examples of the equipment utilized in the presentation of subject matter.

Searcy Beauty College assigns lockers to each student. It is the responsibility of the student to keep personal property secure.

### **Non-Discrimination**

No person will be denied admission to Searcy Beauty College on the basis of sex, race, color, ethnic origin, age, or religion.

### **Admission Requirements** *(All courses are instructed in the English language)*

A candidate for admission to Searcy Beauty College must provide:

- 1) Proof of age (government issued photo ID)
- 2) Applicable State Board Fee (See Tuition-State Board Fee)
- 3) Proof of Education (High School Diploma or equivalent)
- 4) If under the age of 18, we require a birth certificate and you must be accompanied by a parent / legal guardian to co-sign your contract
- 5) Student Instructor applicant must hold a current Arkansas Cosmetology license
- 6) Transfer students are accepted and granted full credit for hours completed at another school. However, they must complete a form for request of hours with the former school to have the certification of hours sent directly from the State of Arkansas Department of Health - Cosmetology Section

The school does not recruit students attending an institution of similar study.

## Re-entry Students

Former students of the institution who wish to re-enter must request approval from the school administration. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. The student will be responsible for any balance owed from the former enrollment. Current tuition rates at the time of re-entry will apply. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. All 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.

## Graduation Requirements *(applies to all courses)*

Certificates of completion are given upon completing the following requirements:

- 1) Completion of hours of training required by the State of Arkansas Department of Health for your course of study
- 2) Completion of minimum practical requirements
- 3) Completion of all written and practical exams with grades of 70 percent or higher
- 4) Payment of all debts owed to the school or an acceptable payment arrangement (the school will determine what is acceptable) has been made

## Licensing Requirements

The State of Arkansas Department of Health will admit to the examination for a license as a Cosmetologist or Nail Technician a person who has made application to the Department in proper form, has paid the required fee and:

- 1) Is not less than 16 years of age
- 2) Has completed two years of high school in public schools of this State or its equivalent; and
- 3) Has completed one of the following:
  - a) For a Cosmetologist, training of at least 1500 hours
  - b) For a Nail Technician, training of at least 600 hours
  - c) The prescribed course of study in Cosmetology under the laws of another state whose licensing requirements are equal to or stricter than those in Arkansas

The license is earned once the candidate student has passed an examination given by the State of Arkansas Department of Health.

The State of Arkansas Department of Health will admit to examination for a license as an Instructor a person who has made application to the Department in proper form, has paid the required fee and:

- 1) Is a currently licensed Cosmetologist in the State of Arkansas
- 2) Is 21 years of age or older and has 600 hours of Instructor training in a School of Cosmetology over a period not less than 4 months

The license is earned once the candidate student has passed an examination given by the State of Arkansas Department of Health.

## Career Opportunities

You may decide to pursue one of the following career opportunities available in the profession. These lists are in fields beginning with entry level positions.

### **Cosmetology**

Hair Stylist  
Hair Coloring Technician  
Facial/Make-up Artist  
Manicurist/Pedicurist  
Research Technician  
Field Technician  
Competition Stylist  
Platform Artist  
Salon Owner/Manager

### **Nail Technician**

Manicurist/Pedicurist  
Artificial Nail Technician  
Platform Technician  
Nail Salon Owner/Manager

### **Instructor**

Private or Public School  
Instructor  
Guest Educator  
School Director  
School Owner  
State Board of Cosmetology  
Inspector  
Commission of Cosmetology or  
State Board Member

## **Career Considerations**

The institution wants to ensure that students interested in pursuing a career in Cosmetology or Nail Technician consider all aspects of such a decision. Those who desire to become a professional in this field must:

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

Applicants and students should be aware that:

- The work can be strenuous and physically demanding due to long hours standing over a stylist's chair or an esthetician's treatment bed
- 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)
- The 2007 Job Demand Survey commissioned by NACCAS indicated that salons in Arkansas planned to hire 1,982 new employees in 2008. The average annual salary for a salon professional in Arkansas is \$34,028. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

## **OSHA**

The United States Department of Labor and Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in Cosmetology and related training. During orientation, the student will learn the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in Cosmetology and related training. Students are made aware of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administrative office.

## **Drug and Alcohol Abuse Prevention**

This institution fully supports the prevention of drug and alcohol abuse. In order to maintain our eligibility to participate in Federal Title IV Financial Aid programs, Searcy Beauty College certifies to the Department of Education that it operates a drug free campus. Students are provided with an informative pamphlet that outlines the hazards of drug abuse. A list of agencies and phone numbers are maintained in the administrative offices and is provided to any student requesting assistance in this area.

## **Evaluations and Academic Advising**

Students are advised periodically, as per the Satisfactory Academic Progress Policy, of their individual progress and achievement. Evaluations include the student's performance with regard to attendance, theory grades, and practical skills. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to the students as needed. The administrative office has a list of professional agencies, as well as contact information, as needed for student referrals.

## **Scholarships**

Searcy Beauty College accepts scholarships from many organizations. Please speak to the Financial Aid Director if you have been granted a scholarship or if you have questions about scholarships.

## **Leave of Absence**

Students who must take a Leave of Absence (LOA) will return to school in the same progress status as prior to the leave of absence. The LOA must be requested in writing. In addition, the student is required to list the reason for the LOA, as well as obtain approval from the Financial Aid Director of the school.

Cosmetology students are allowed a maximum of three LOA's, or a maximum of 60 days per 1500 hour enrollment. Nail Technician and Student Instructors are allowed a maximum of one LOA, or a maximum of 25 days per 600 hour enrollment.

If the student does not return on the specified return date and has not notified the Financial Aid Director, the drop process may begin.

On the day the student returns from the LOA, the student is required to inform the Financial Aid Director of their return. The student's Enrollment Agreement graduation date, as well as their maximum time frame, will be extended for the same number of days as the LOA, without any penalty to the student.

In the event an LOA is more than 30 days, the student is required to vacate their locker. Personal items left at the School may be removed and discarded. Searcy Beauty College assumes no responsibility for items left over 30 days.

Searcy Beauty College may approve an additional LOA when extenuating circumstances are documented.

## **Withdrawals**

Any student who withdraws from his / her contracted course, or fails to complete his / her training, will have a student progress report placed in his / her student file as to the student's progress at the point of withdrawal. An exit interview with the Financial Aid Director is required.

## **Termination Policy**

The school may terminate a student's enrollment at any time for noncompliance with: General Policies, the Enrollment Agreement, addendums to the contract, state laws, rules and / or regulations, any action which causes or could cause bodily harm to a client, student, or employee of the school or conduct that the school deems improper or unprofessional, willful destruction of school property, and theft or any illegal act.

## **Cosmetology Course Outline**

### Description of Course

Cosmetology is defined as the science of beautifying and improving the hair, skin, and nails. The course of study includes cutting and styling, hair coloring, aesthetics, manicuring and pedicuring, permanent waving, scalp and hair treatments, and other related subjects. Course length is 1500 hours and can be completed in as little as eleven months.

### Course Goals

Our primary objective is to prepare students for the state licensing examination to become a gainfully employed licensed Cosmetologist.

### Cosmetology Curriculum

Hygiene and Sanitation: 80 Hours

- Infection Control: Principles and Practices

Related Science: 120 hours

- General Anatomy & Physiology, Skin Structure and Growth, Skin Disorders and Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Properties of the Hair and Scalp, Chemistry, and Electricity

Hairdressing: 1000 hours

- Scalp Care, Shampooing and Conditioning, Haircutting, Hair Coloring and Lightening, Wet Hairstyling, Thermal Styling, Braiding, Extensions, Wigs/Hair Additions and Chemical Texture Services.

Manicuring: 100 hours

- Manicuring and Pedicuring

Aesthetics: 100 hours

- Skin Care, Facial Treatment and Massage, Cosmetics, the Art of Makeup and temporary hair removal

Salesmanship and Shop Management: 50 hours

- Instruction on how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.

Shop Department: 50 hours

- Courtesy, neatness and professional attitude in meeting the public

## **Nail Technology Course Outline**

### Description of Course

Nail Technology is defined as the study and practice in the care and beautification of the nails, hands, feet and arms. Course length is 600 hours and can be completed in as little as five months.

### Course Goals

Our primary objective is to prepare students for the state licensing examination to become a gainfully employed licensed Nail Technician.

### Nail Technology Curriculum

Health Sanitation and Infection Control: 75 Hours

- Preparing implements, table and patron in a manner which the Nail Technician can perform in the safest, most sanitary method possible. Learning the various types of bacteria and the results of each

Manicuring and Pedicuring: 200 Hours

- The art of trimming, filing, buffing, and shaping the nails, removing and applying polish, loosening and trimming cuticles, hand and arm massage, proper use, care, and application of the artificial nails. Procedures for all types of manicures and pedicures

Career Development: 50 Hours

- Review of cosmetology law, rules, and regulations, requirements for a manicure salon, telephone and appointment book usage, ethical and safe conduct, proper and effective selling techniques, compensation and payroll deductions, etc.

Related Science: 75 Hours

- The study of bacteriology, anatomy, and physiology as related to a Nail Technician's training. The study of the structure of a nail, how it grows, as well as how to treat disorders of the nails. How to care for the skin of the hands and feet. Basic knowledge of the chemistry related to Nail Technicians

Advanced Nail Technology: 200 Hours

- The art and techniques used to extend nails, correct misshapen or broken nails and to strengthen natural nails. Instruction on correct product choice, use, and safety procedures

## **Instructor Course Outline**

### Description of Course

Instructor training is defined as the study and practice in the skill of basic teaching, educational judgment, proper work habits, and desirable attitudes necessary to pass the state board examination, as well as for competency in entry level employment as an Instructor or related position. Course length is 600 hours and can be completed in as little as five months.

### Course Goals

Our primary objective is to prepare students for the state licensing examination to become a gainfully employed licensed Instructor.

### Instructor Curriculum

Required preparatory training: 50 hours

- Teaching of theory and practical operation, selecting subject matter for class lecture, preparing class lectures, conducting a review of all subjects taught, preparing and grading examinations, demonstrating practical operations and teaching practical operations

- Class Attendance: 100 hours
  - Classes will be conducted by a licensed Instructor to prepare teacher trainee to properly lecture and demonstrate on all subjects of Cosmetology
- Conducting Theory Classes: 50 hours
  - Conducting Theory classes under the supervision of a licensed Instructor
- Conducting Practical Classes: 300 hours
  - Conducting practical classes in Cosmetology, Aesthetics or Nail Technology
- Method of Keeping Student Records: 10 hours
- Instructor's Discretion: 90 hours
  - Training on subjects in which the individual Student Instructor may be deficient or in the practice of Cosmetology

A licensed Instructor will supervise all classes conducted by a Student Instructor.

**Grading Procedures for Cosmetology, Nail Technology and Instructor**

Written and practical evaluations are made throughout the course. All students' academic progress will be measured according to the following scale:

Grading Scale

- Excellent.....94 - 100
- Average.....80 - 93
- Fair.....70 - 79
- Failing.....69 and lower

Instructional Methods

The clock-hour education program is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect educational methods. Subject matter is presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, activities and other related learning methods are used for program delivery.

Grades of less than 70% are not acceptable and must be brought up to an acceptable level (70% or higher). Retesting is available on Thursdays. Progress reviews are performed monthly.

**Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is included 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), as well as the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology 451 and 951 clocked (actual) hours
- Nail Technician 301 clocked (actual) hours
- Instructor 301 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or program, whichever comes sooner.

### 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. Assessments 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 number of hours accrued (attended) by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course. Given a constant attendance rate, this should indicate whether or not the student will graduate within the maximum time frame allowed.

### Maximum Time Frame

The maximum time frame (does not exceed 150% of the length of the course) allowed for students to complete each program at Satisfactory Attendance Progress is stated below:

<i>Course</i>	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 33.25 hrs / wk) – 1500 hours	67.7 weeks	2250
Nail Technician (Full Time, 33.25 hrs / wk) – 600 hours	27.06 weeks	900
Instructor (Full Time, 33.25 hrs / wk) – 600 hours	27.06 weeks	900

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

### 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 and counted toward course completion. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a minimum cumulative academic grade average of 70%. Students must make up failed or missed tests, as well as incomplete assignments. Numerical grades are considered according to the following scale:

94-100	Excellent
80-93	Average
70-79	Fair
0-69	Failing

### Determination of Progress Status

Students meeting the minimum requirements for academics (70%) and attendance (67%) at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students that are found not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on a warning.

### Warning

Students who fail to meet the 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 as to the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he / she, if applicable, will be deemed ineligible to receive Title IV funds. Satisfactory payment of the monies due the School for the payment period missed must be made within 30 days or the student will be terminated.

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

Students may re-establish Satisfactory Academic Progress and Title IV funding, as applicable, by meeting minimum attendance and academic requirements by the end of the payment 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.

### **Noncredit and Remedial Courses**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the School's Satisfactory Academic Progress standards.

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Refund Policy (as stated on the Student's Enrollment Agreement)**

#### **Refund Policy – Notice of Cancellation**

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

- 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2) A student (or in the case of a student under legal age, his / her parent or guardian) cancels his / her enrollment in writing within three business days of signing the Enrollment Agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3) A student cancels his / her enrollment after three business days of signing the contract but prior to starting classes. In this case, he / she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee of \$150 and the non-refundable state permit fee of \$20, except in the event of extenuating circumstances that must be approved by the Financial Aid Director.
- 4) A student notifies the institution of his / her withdrawal in writing.
- 5) A student on an approved Leave of Absence notifies the school that he / she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the Leave of Absence or the date the student notifies the institution that he / she will not be returning.
- 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the Institution through monitoring attendance at least every 14 calendar days.)
- 7) In items 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined through the postmark on the written notification, or the date that the notification is delivered to and received by the Financial Aid Director.

For students who enroll and begin classes, but withdraw prior to course completion, the following schedule of tuition earned by the school will apply. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due to a student that withdraws shall be refunded within 45 days of the date of determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. 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 the tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If a course and / or program is cancelled subsequent to a student's enrollment, and before instruction has begun, the School will: provide a full refund of all monies paid; provide a pro rata refund of tuition; participate in a teach out agreement; or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the Enrollment Agreement. Other miscellaneous charges that the student may have incurred at the institution (for example: extra kit materials, books, products, unreturned school property, etc) will be calculated separately at the time of withdrawal. All fees are identified in the Enrollment Agreement, as well as in this catalog.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the School shall be paid, as applicable, first to Unsubsidized Federal Stafford Student Loan Program; second to Subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to any other Federal, State, private, or Institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the 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.

#### Tuition and Fees

Course	Tuition	Business Fundamentals	Kit / Books	Registration / Permit Fee	Total
Cosmetology	\$14,900	\$550	\$1,639	\$170	\$17,259
Instructor	\$6,270	0	\$504	\$170	\$6,944
Nail Technician	\$6,970	\$550	\$1,489	\$170	\$9,179

#### Kit and Books Policy

Should a student decide to withdraw from their course of study, their kit and books are the property of the School until the balance for both has been paid. If the student owes a balance on the kit and books, they have 30 days from date of withdrawal to pay for the kit and books and pick them up from the school.

### **Overtime Charges**

Overtime charges of \$10.00 per hour will be charged to any student completing the program past their contract graduation date. Overtime charges will also be charged to students who withdraw from the program. This calculation will be based on the total absent hours less make-up hours and the allowable 10% of contracted hours.

### **Financial Aid Sources**

Our Financial Aid Director will inform you of all the sources of aid available. You will also be supplied with a guide published by the U.S. Department of Education which contains valuable financial aid information. You will be further informed of the criteria for eligibility, procedures, your rights and responsibilities, and other important information for each program.

The Cost of Attendance budgets are available for review from your Financial Aid Director. These budgets are based on one academic year. For financial aid purposes, an academic year is defined as 900 clock hours of attendance covering a period of 45 weeks.

### **Payment Plan**

Students applying for enrollment can arrange for equal installment payments to cover the full cost of tuition, kits and books. Installment payments are due and payable by the first day of each month.

### **Extra Instructional Charges**

The contracted length of your elected program of study for the student attending 33.25 hours per week provides the student with an allowed absence of 10% of the total hours required for completion. (Cosmetology program is 150 hours; Nail Technician program is 60 hours; Instructor program is 60 hours). However, any student exceeding the allowed number of absences will be charged \$10 per hour for additional instruction required to complete the program.

### **School Schedule**

New classes begin every six weeks. Searcy Beauty College is open Monday thru Saturday, from 9:00 a.m. until 4:39 p.m. Please speak with the Admissions Coordinator for available class schedules.

### **School Closing Dates**

Although School closing dates may vary each year, Searcy Beauty College is closed for the following holidays:

- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving (closed Thursday, Friday, & Saturday)
- Christmas (closed December 24<sup>th</sup> – January 1<sup>st</sup>)

### **Grievance Policy**

Grievance procedures have been established for students who believe they have been unlawfully discriminated against, unfairly treated, or harassed in any manner. Academic grievances relate to a complaint regarding a course, program of study, or grade.

Students are expected to address any disagreements or conflicts directly with the individual involved, in person, with a written document outlining the complaint and any communication. Following this, if there is no satisfactory resolution, the student may set an appointment to see the School Director. All communications regarding the complaint must be in writing, and all meetings and communications will be documented in the student file. The grievance policy is as follows:

- 1) Complaints against students or employees must be made within one week of the occurrence of the issue

- 2) If a student is dismissed for inappropriate behavior, the student will be placed on Administrative Leave until the fact finding investigation is completed and the recommendation(s) have been submitted to the President and / or Director.
- 3) If the complaint cannot be resolved formally, the student shall document the details and submit to the School Director. Once the School Director has the information, the issue will be researched and a response with a resolution will be issued. This resolution will be returned to the student within 10 business days from the School Director receiving the documented complaint.
- 4) If the complaint cannot be resolved after exhausting the Institution's Grievance Policy, the student may contact:

Arkansas Department of Health  
Cosmetology Section  
4815 West Markham, Slot 8  
Little Rock, AR 72205  
(501) 682-2168

National Accrediting Commission of  
Career Arts and Sciences (NACCAS)  
4401 Ford Avenue, Suite 1300  
Alexandra, Virginia 22302  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

Students must exhaust the Institution's internal complaint process before submitting the complaint to the school's accrediting agency.

## **Rules and Regulations**

### ***Attendance Policy:***

Students are expected to attend school as per the schedule agreed upon at time of enrollment. Students have a scheduled 30 minute lunch break as well as a maximum of two 15 minutes breaks. Students must clock out for breaks and lunch breaks, including time spent in the student break room.

For students who are absent from school fourteen (14) consecutive calendar days, the drop process will begin. Student hours are monitored through the use of a biometric time clock.

Each student is allowed to be late two times per month. Any subsequent occurrence within the same month may result in the student being sent home. Students will not be allowed to clock hours on these days. Students should consult their Instructor before leaving the school premises during school hours.

### ***Mandatory Days:***

Friday is the mandatory day of attendance for students scheduled to attend Monday – Friday. Saturday is the mandatory day of attendance for students who are scheduled to attend Tuesday – Saturday. Any student who is not in attendance for the full 7.5 hours on a mandatory day will be charged \$25.00 for each day missed. The \$25.00 is not considered extra instructional charges. If your mandatory day absences extend your actual graduation date past the contract graduation date, you will be charged for the time needed to complete your course of study as stated on your Enrollment Agreement. Extra instructional charges must be paid in full before you will be eligible for the State Board examination.

### ***Dress Code:***

Students should arrive at School in dress code ready to clock in and receive hours. Appearance must be neat and professional at all times. Appearance is crucial, particularly since we are in the image and beauty industry. Clothes should be comfortable, modest (nothing excessively tight) and appropriate for our profession. Students are expected to arrive at school "salon ready":

For female students:

- Makeup applied
- Hair styled

For our male students:

- Clean shaven or beard / moustache neatly trimmed
- Hair styled (if you wear a short hairstyle, keep it neat and trimmed where appropriate – neck, ears, etc.)

In addition, your nails should be well groomed and clean, and your accessories should be fashionable, as well as functional (for example, not too noisy or so large they could interfere while performing services).

No hats, headscarves, or anything that covers your hair. We work very closely with the public so normal daily hygiene is very important.

Your clothing may be any combination of black, white and / or gray. You must wear a black smock every day. If leggings are worn, they must be accompanied by a dress, skirt, or tunic. Leggings are not permitted as pants. Skirts or dresses are permitted without leggings provided the length is no shorter than 3 inches above the knee. If your skirt is not fitted and is above the knee, you should wear leggings underneath your skirt.

Sleeveless and / or low cut shirts are not permitted.

Your shoes should be fashionable and appropriate for standing on your feet for long hours. No beach sandals (foam / rubber flip flops or sandals, etc.).

**Occasionally we make exceptions to the dress code for special events and / or holidays.**

**Any such days will be announced, along with the guidelines, prior to the date of the event.**

***Make-up Test Policy:***

Tests are made up every Thursday afternoon. You may schedule a make-up test with the Theory Instructor *prior* to Thursday of each week.

***Loitering:***

Any non-school person having a legitimate reason to visit the school shall first present themselves to the Receptionist and state the reason for the visit. They will then wait in the reception area for the Student or Staff member they are requesting to visit. They will remain in the reception area for the duration of the visit. After the visit, the person(s) should then leave the school premises.

***Conduct Policy:***

Satisfactory conduct is required for all Students enrolled in Searcy Beauty College. Students are to conduct themselves in an appropriate and professional manner at ALL times. Satisfactory conduct includes, but is not limited to, following all policies, guidelines, or rules of the school, maintaining a professional attitude toward the School, fellow Students and Staff members (This includes posts made on social media).

If a Student commits an offense of misconduct, he / she may be advised verbally and written documentation of the occurrence may be placed in their file. Depending on the severity of the offense, the School may choose to place the Student on probation, suspend the Student, or terminate the enrollment immediately. Any Student accruing three (3) or more written offenses during their enrollment may be terminated.

***Appeal Process:***

Students who are placed on probation, suspended or terminated for any reason, may appeal this determination. The student must submit a written appeal to the Financial Aid Director of Searcy Beauty College, along with any supporting documentation and reasons as to why the determination should be reversed, as well as a request for re-evaluation. This appeal must be received within five (5) business days of the disciplinary action. Should a student fail to appeal within the required time limit, the disciplinary action will stand.

Any appeal hearing will take place within five (5) business days of the receipt of the written appeal. This hearing will be attended by the student(s) involved, parent / guardian (if the student is a dependent minor), the student's instructor, and an Administrative staff member of Searcy Beauty College. A decision on the student's appeal will be made within three (3) business days after the hearing by the Administration. The decision will be communicated to the student in writing, and will be final.

Should a student prevail upon his / her appeal and be determined innocent of the alleged offense, the student will automatically be reinstated as a student in good standing.

***Privacy and File Access Policy:***

In compliance with the Family Educational Rights and Privacy Act of 1974, the School follows policies that:

- 1) guarantee each student (or parent / guardian if the student is a dependent minor) access to that student's records
- 2) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law

- 3) do not allow publication of “directory information” about students
- 4) provide and permit access to student and other school records as required for any accreditation process initiated by the institution

Access to records must be pre-arranged and a Staff member must be present while the records are being reviewed. Copies of file documents must be requested in writing and may be obtained at a cost of one dollar per copy. Cumulative education records are maintained for a minimum of five (5) years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the Owner of the School as all material and records contained therein are property of the school.

***Administrative Offices:***

Request forms are provided outside the office door for any student that has questions or needs information regarding financial aid, monthly hours, progress reports or leave of absences. Please complete the form and place it in the appropriate bin. The Financial Aid Director will typically answer any questions or schedule an appointment with the student by the end of the day.

It is a violation of Searcy Beauty College policy to record conversations with a recording device (including a cell phone or any electronic device) unless prior approval is received from the Administrative staff. Violation of this policy will result in corrective action up to and including removal from the program.

***Refusing Clients:***

Refusal of clients will result in a written reprimand and possible suspension. If this occurs on more than one occasion, the student may be removed from the program.

***Drugs, Alcohol and / or Weapons:***

Drugs, alcohol, and / or weapons are NOT allowed on the premises of any School in the State of Arkansas. Firearms of any kind are not permitted on School premises, including by those that possess a concealed handgun carry license. Any student found in violation of this rule may be removed from the program immediately.

***Smoking:***

Smoking is permitted in the outside designated areas only.

***Stealing:***

Stealing is against the law. If stealing occurs on the School premises, Searcy Beauty College is within its rights to notify law enforcement and pursue criminal charges. Any student involved in stealing may be removed from the program immediately.

***Language:***

Unprofessional or inappropriate language will not be tolerated.

***Student Services:***

Students completing their assigned practical work and sanitation duties each month will be allowed to receive Student services the following month. Student services will primarily be performed on Mondays and Tuesdays. The Student must receive permission from an Instructor and see the Receptionist to obtain a Student service ticket prior to beginning the service.

**Note:** Searcy Beauty College reserves the right to make changes to the School catalog, kit contents, textbooks, dress code, curriculum format, teaching materials and / or rules and regulations at any time.

**Catalog Signature Page**

Student Printed Name \_\_\_\_\_ Contract Start Date \_\_\_\_\_

I have received an updated catalog dated \_\_\_\_\_.

I have read, understand, and agree to comply with all rules, policies and policy changes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*The Catalog Signature page is included in the New Student Orientation packet.\*