Love Beauty School, Inc.

2014-2015

Student Catalog

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A Letter From the owners.....

The goals and desires I have for my school is for it to become a school that is well known for its grace as well as its beauty. I desire that when clients leave our school they are so pleased with the work that was performed on them that they are willing to share their experience with the world. I want them to Love their look (hence Love Beauty School). I desire for each of my students to have a dream in their eyes and love in their heart for the art of hair.

I want to pass the wealth of knowledge that I have gained throughout the years onto my students. I want to see all my students' blossom day to day and grow into wonderful cosmetologist. Not only will my students grow but I will grow with them as a teacher. I want to know in my heart that every student that enters my school loves being here and loves what they do. When I feel I have accomplished this I know that my goal of owning a successful school has been met. I can only be successful if my students are. So if you want to know my goals and desires you will see them every time you look at one of my students.

Sincerely,

Cristie Fults

Cristie Fults

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Mission Statement

Training the best beauty and wellness professionals for today's growing industry and a lifetime of successful accomplishments.

Admission Requirements and Procedures

Each program has specific admission requirements and procedures. These requirements and procedures are listed below under the profession they refer to.

Cosmetology

At least 16 years of age to enroll, however to receive financial aid you must be at least 18

High school diploma or GED

NailTechnician

At least 16 years of age to enroll, however to receive financial aid you must be at least 18

High school diploma or GED

Instructors

At least 18 years of age

High school diploma or GED,

Valid cosmetology license

Shampooist

At least 16 years of age

High school diploma or GED

Natural Hair Stylist

At least 16 years of age

High school diploma or GED

Aesthetician

At least 16 years of age

High school diploma or GED

Procedures: Once a student has provided the proper documentation and Identification (D.L., S.S. Card) they will be accepted into our school. Once they enter our school they will be given an entrance exam this exam is to help us determine the education level the students are on. Please be advised you may enroll with at least two years of high school transcripts, however in order to receive financial aid you must have a high school diploma or G.E.D.

Description of Courses Offered

Love Beauty School offers several different courses here you will find an overview of each.

Cosmetology~ In this course we train the student in the art of hair, nail design and basic skin care. The students are trained how to cut, color, style, and chemically alter the texture of the hair. They are taught manicures and pedicures as well as specialty nail services such as acrylic nails, gel nails, as well as learning how to use a wide variety of product. We also train the students in basic skin care. They are instructed on how to perform basic facials and are able to confidently recognize skin conditions. This program is 1500 clock hrs and at completion student is awarded a diploma. They must pass a state board theory and practical exam before becoming a licensed cosmetologist.

Nail Technicians~In this course the student is trained in the art of the nail. Students are taught the basics of nail and skin care. They are trained to perform manicures and pedicures as well as also be able to confidently recognize skin conditions. They also learn specialty nail services such as acrylics, gel nails and are also taught how to use a wide variety of products. This program is 600 clock hours and at completion student is awarded a diploma. They must also pass a state board exam as well before becoming a licensed nail technician.

Instructors~In this course the student is taught how to instruct or teach a class. They are trained in lesson planning and motivation as well as how to give hands on demonstrations. This program is 300 clock hrs long and at completion students are awarded a diploma and must pass a state board exam in order to become a licensed instructor of cosmetology.

Shampooist~In this course students are taught how to properly shampoo a client and prepare them for their services. This program is 300 clock hrs long and at completion the student is awarded a diploma and must pass a state board exam before becoming licensed.

Natural Hair Stylist~ In this course the student is taught the art of natural hairstyling. The course is 300 clock hrs long and the student is trained with braiding, weaves, extensions, hair wraps etc, however they are not allowed to ever chemically alter the texture or color of the hair. At completion of the course the student ids awarded a diploma. A state board exam must be passed in order to become licensed natural hairstylist.

Aesthetician ~ In this course the student is taught the art of skin care. The course is 750 hours long and the student is trained in basic as well as advanced skin care such as spa facials and back treatments as well as waxing and makeup. Once the student has completed the 750 hour program they will be awarded a diploma, then they must pass a state board exam in order to become licensed in the field of Esthetics.

- With all courses the student is required to pass state board exams before they are allowed to practice their profession for pay.

Course Completion Requirements

Each program offered at Love Beauty School has specific requirements that must be met in order to successfully complete the course.

Cosmetology- Must complete 1500 clock hrs, Maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in ordered to become licensed.

Nail Technician- Must Complete 600 clock hrs, Maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in ordered to become licensed.

Instructor- Must complete 300 clock hrs, Maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in ordered to become licensed.

Shampooist- Must complete 300 clock hrs, Maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in ordered to become licensed.

Natural Hairstylist- Must complete 300 clock hrs, Maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in ordered to become licensed.

Aestitician - Must complete 750 clock hrs, maintain a passage average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in ordered to become licensed.

Please be advised in order to receive financial aid and complete any course successfully you must adhere to the satisfactory academic progress policy for more information please see Consumer Information Handbook.

Introducing the Faculty

Love Beauty School, Inc takes pride in ensuring that we offer the best education possible. We are aware that this all starts with the faculty. Here we'd like to take the time to introduce to you the faculty of Love Beauty School, Inc.

Cristie Fults- Owner, Operator, Instructor and Chief Administration Officer. Mrs. Gallagher holds a valid cosmetology license and an instructor of cosmetology license in the state of TN.

Tonya Liles-Vice-President, Financial Aid Director, Liaison Officer and Instructor of Cosmetology-Ms. Liles holds a valid cosmetology and instructor of cosmetology license in the state of TN.

Rebecca Colwell- Cosmetology Instructor. Mrs. Colwell holds a valid Instructor of Cosmetology License in the state of TN.

Mary Speakman- Cosmetology Instructor. Mrs. Speakman holds a valid Instructor Cosmetology License in the state of TN.

Nikole Hill-Cosmetology Instructor. Mrs. Hill holds a valid Instructor Cosmetology License in the state of TN.

Natasha Arnold- Natasha is our front desk receptionist. She handles the check in and out of all clients, as well as assiting in the financial aid department.

Description of Institutional Facilities

Love Beauty School, Inc. is located at 1161 Murfreesboro Hwy in Manchester Tennessee. We are located in a well-known area just down form the historic square of Manchester Tennessee. The main campus operates out of a 3,400 sq. ft. facility fully equipped with a working salon or clinic floor, the freshman cosmetology classroom, 10 hooded dryers and 5 shampoo basins as well as a break room. We also have two working restrooms one is also handicap accessible. The Esthetics classroom/clinic area, which is fully equipped with three facial beds, machines, makeup as well as waxing equipment along with a spray tan booth and air brush gun and the necessary equipment / tools to perform all services. In our nail department we are fully equipped with nail stations, pedicure chairs and necessary equipment / tools to perform all services. As well as a nail classroom for theory instruction. We are fully equipped with product as well as equipment that are readily available for use. We are dedicated to ensuring that our students have everything they need at all times to be trained in this industry as professionals.

Rules and Regulations

Each student is required to abide by all rules set forth here but are not limited to. Amendments may be made at staff discression.

1) Students are required to maintain professionalism at all times.
2) No visitors are allowed in the classroom.
3) Students must store personal items in their vehicle. No food allowed in the classroom or on the clinic floor.
4) Students performing services on clients must maintain a clean work area and sweep up cut hair immediately after the hair cut.
5) Each student is assigned a daily clean up and is required to complete this before they leave for the day.
6) No profanity, gossip or verbal abuse will be tolerated. This will result in immediate suspension.
7) Absolutely no firearms, alcohol, knives or controlled substances are allowed anywhere on the school property. Violation of this will result in immediate suspension and prosecution.
8) All Students work area must be maintained at all times.
9) Students are not allowed to refuse to perform services on an assigned client at any time in the clinic.
10) No cell phones, radios, pagers are permitted in the building or in the class room.
11) Students are not to instruct other students unless asked to do so by their assigned instructor.
12) All students are expected to follow instructions given by their instructor or any member of the staff.
13) Each student will be assigned front desk duties, dispensary duties, and other salon/business assignments and are expected to do so.

Zero Tolerance Policy- This is a drug free school no illegal drugs or alcohol is permitted on the premises and also any student under the influence of such is not allowed on the premises either. Absolutely no manufacturing, consumption, or sale of any drug will be allowed on the premises.
Absolutely no carrying or concealing of any weapons of any kind. Absolutely no sexual harassment or any type of harassment involving race, religion or gender will be tolerated. Any student or staff member in violation of this agreement will be terminated immediately this is the only warning given and this will be strictly enforced.

You are required to adhere to these policies, per your signing the internet disclosure notification

Program Cost

Cosmetology:$15,500.00 This includes $2000.00 for the kit and 1500 hrs.

Nail Technology:$6595.00 This includes $1400.00 for the kit and 600 hrs.

Instructor:$3450.00 This includes $250.00 for the cost of books and 300 hrs.

Shampooist and Natural Hairstylist:$3440.00 This includes $445.00 for the kit and 300 hrs. .

Aesthetician: $8,700.00 This includes $1400.00 for the kit and 750 hours.

Plus $250.00 for registration

prices subject to change

Financial Aid Information

At this time Love Beauty School, Inc. is currently offering federal financial aid. We have Pell grants as well as student loans one of the loans is considered sub and unsub,meaning one has interest while you are in school and the other one does not. These are issued from the government. In order to receive financial aid you must apply for it via the FAFSA. You can do this online at www.fafsa.ed.gov or you may come into the financial aid office where Ms Tonya can answer questions to assist you in applying for financial aid. Once you have applied for financial aid our third party servicer(Boston Ed. Network) will then award you based on your need as well as dependency status. Once you have been awarded we will then call you into the financial aid office and inform you verbally as well as formally of this award. At this time we will discuss your tuition balance and how much you would like to borrow. Once you have completed all steps we then will begin receiving financial aid on you, however please be advised that all federal funds are not disbursed at one time. They are disbursed in drops. Meaning the government monitors your hours and disburses aid as your eligible. Financial aid is given based on need. If for some reason you have to leave the school we can not hold all of your aid to cover your tuition, per federal law. We then do a refund to the government and return what is required, meaning you didn't earn it. This could leave you with a balance to pay out of your own pocket. Financial Aid is to pay your tuition and educational expenses. Your tuition must be paid first, before any funds are released to you the student. Please be advised that the financial aid office has the right to reduce or refuse your loan request per federal law 34CFR685301(a) if you discuss using federal funds for expenses that are not considered educational. Should you need any further information or have any questions please contact Ms. Tonya at 931-954-5008. In order to qualify for financial aid you must have a high school diploma or G.E.D. if you do not have your high school diploma or G.E.D. Information on how to obtain this can be found on the school website. Love Beauty School, Inc. also distributes entrance and exiting brochures with information regarding Student Loans as well as Pell grants. Per the department of Education we are required to inform you with the following change referring to pell grants: 2010 Federal Pell Grant Crossover Payment Period Policy:For the 2010 crossover payment period that occurs in the 2009-2010 and 2010-2011 award years, our institution elects to award the Federal Pell Grant from the 2009-2010 award year without applying 34CFR 690.64 as amended by the final regulations published on October 29, 2009, and effective on July 1, 2010 (74 FR 55904, 55951). Information on financial aid also in consumer information handbook.

Policies and Procedures

These policies are also to be used with the rules and regulations…

Clocking In-Students are expected to clock in upon arrival and clock out when leaving.

- **New Attendance policy:** If you miss three days in one month you lose your service day for the next month.
- If you miss a day without calling in, (no call, no show) you will be automatically suspended for one day. You will also be required to pay a $20 suspension fee for each day you are suspended; this is in addition to the $4.50 per hour charge for each hour you miss, per your enrollment agreement.
- You must come in and physically sign your suspension form, and select your payment option for the fee.
- If your attendance falls below 79% you will be placed on probation for that month. Should your attendance rate not be brought up after your probation you will be suspended for three days, and all applicable fees will apply. ($20 per day of suspension, in addition to $4.50 for each hour missed)
- As mentioned earlier you MUST CALL in no text, will be accepted, you must speak with your instructor, or leave a message on the answering machine.
- When calling in, you may call in the day before you miss by 5:00 p.m. or you may call the day of by 9:30 a.m. any calls after 9:30 even if it is 9:31 will not be accepted, and this will be considered a no call no show, a suspension will be given and all applicable fees will apply.
- **Class Schedule**

Monday-Friday (8:30 to 5:00) Depending on season and schedule
Kit needs to be ready everyday. If student fails to bring kit they will be sent home and receive a zero for the day and will be considered an unexcused absence.
Any assignments that are not turned in the day they are due the student will lose 10 points for every day the assignment is late.
Test are required to be taken on the day they are due. And the review questions or workbook for that chapter is due no later than Friday of the week. (Or due date set by teacher) Also it is a student's responsibility to make up all tests.
If you have already tested on that chapter it is your responsibility to test on another chapter, with instructor's permission.
No students are allowed to have a service day unless it is scheduled by your instructor.
If you miss 3 days in a month, you will not receive a service day for that month, or the next month if the service day has already passed.
There is a student pricelist in the classroom and all services must be paid for before receiving them.
In order to graduate all fees and tuition must be paid in full. Should any student be dismissed they are then required to pay for their kit.
Any violation for rules and regulations or policies may result in termination this will be at the owner's discression. However, the student is still required to pay the full cost of the tuition.
Should you steal from the students or school or violate any rules that could cause the school to prosecute you then you are at full responsibility to pay the entire tuition as well as legal fees.
*There are also cameras in this school except for the restrooms and you need to be aware of this.
Daily Sheets-You are required to clock in and out for the day as well as enter your grades and clinicals into the computer, failure to enter clinicals will result in loss of credit for these clinicals.
Dress Code-Every student must wear either solid black on black or black bottoms and school provided shirts. You may wear shorts and long as they are made from slack (dressy) material. You are also required to wear a nametag at all times. Any dresses, skirts, and or capris must reach below the knee or lower when standing.
Professional dress pants only. No denim at any time. You may accessorize in any color.

All shirts must cover the chest and mid drift. Make sure your mid drift is completely covered. No T-Shirts allowed unless having school logo/school provided.
No writing of any kind on shirts. Professional Attire at all times. If at time you are in violation of the dress code you will be sent home...

Readmission Policy-Students may be re admitted in to the school providing owner approval.. With respect to financial aid these students must maintain at least a c average. Any student reentering will be subject to current rates as far as tuition and kit cost, also please be advised that you must return in the status in which you left for further information see your consumer information handbook..

A student may not receive more than 48 hours per week no exceptions. This is a state law.

Suggestions-If anyone has any suggestions on which to improve the institute you are urged to submit these to the administration/owners.

Leave of Absence-Students may apply for a leave of absence but cannot exceed 6 months during a one year period.

- **Leave Of Absence**- Leave of absences can be taken for no more than 30 days at a time, if for any reason you should have to extend your leave past thirty days you must do so in writing by mail or physically come in and extend the leave in person. Your leave must be approved. If for any reason your leave is not approved and you have already stopped attending regular classes please be advised you will have to make up these hours, or pay $4.50 for every hour missed per your enrollment agreement. Any absences will be subject to regular attendance policies as well.
- **Response**- You will receive an approval or denial within 2 days from the day Mrs. Tonya Receives it, also once the leave has been approved or denied it will be resubmitted to your educator, which will notify you of the response. Should you have any questions on your leave of absence please direct those to Mrs. Tonya.
- **Leaves of Absence** -will only be approved for the following reasons:
  Bereavement, medical emergency, Vacations if notified prior to enrolling, Having a baby or maternity leave, getting married, legal emergencies. Please be advised any other topic will not be approved, however we will review other topics based on your attendance rate, if your attendance rate is in good standings (87 or above) special exceptions may be made based on an individual circumstance, such as no sitter, or no money for gas.
  Schedule Changes-Will be approved for the following reasons: medical, legal, etc. In order to have a schedule change approved for any other reason verification must be supplied. Your schedule change can also be approved without verification if your attendance rate is an 87% or higher, however this is done at the schools discression .
  If a student withdraws or is terminated this will be placed on their record. Also a refund calculation will be done in order to see how much they owe in hours based on their contract, their kit as well as any missed days. There will also be a refund done to the government of any aid the student did not earn this could leave the student with a balance which will need to be paid in full or have a payment arrangement made on the account within thirty days from the date of exit otherwise a $100.00 fee per month will be added until the account is in satisfactory progress. Also failure to pay the account will result in legal matters in which you the student will be required to pay court cost as well as attorney fees along with your account balance and any late fees imposed. Please be advised if you owe money and have exited the program, within 30days payment arrangements must be maid otherwise your account will be sent to collections.

Transferring hours-a student may transfer hours however this is only at the instructors discression. The student may still be required to remain in the courses laid out for them before being moved up to a higher level regardless of the number of hours you may have. This is to ensure that you are educationally ready for the next level. In the event that hours are accepted from another institution a maximum of 600 hrs. for the cosmetology and all other programs 100. When transferring hours with programs inside the institution state board guidelines are followed.
Love Beauty School, inc will:

Transfers from other institutions- Must provide notarized state board hour sheet from prior school
-Must pay enrollment fee and purchase necessary supplies-Must be able demonstrate skill set required for the amount of hrs
-A maximum of 600 hrs is accepted from other institutions for the Cosmetology Program and 100 for all other programs.
-Must test out of the freshman classroom. (Please be advised that the owner may make amendments to this policy for any reason she deems necessary, meaning she is not required to accept all your hours or she may be willing to accept more than the maximum in a necessary situation.

Transfer of programs within the institution

-Must pay enrollment fees and purchase necessary supplies-Must be able to demonstrate skill set required for the amount of hrs
-Must test out of the freshman classroom-Transferability within programs is regulated by the State Board

Refunds: When due are made without the request from the student. Refunds shall be made within 45 days of the last date of attendance if written notification of withdrawal has been provided to the institution or from the date the institution terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed $100.00 if fees and tuition are collected in advance of the start date of a program and the institution cancels the class 100% of the tuition and fees collected will be refunded within 45 days of the start date. If fees and tuition is collected in advance of the start date of a class and the student does not begin the class or withdraw on the first day of class no more than $100 will be retained buy the institution and the refund will be made within 45 days of the start date. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment. The refund policy for a student attending this institution are as follows: If you go 1-10% you pay 10% if you go 11-25% you pay 50% if you go 26-50% you pay 75% if you go 51-100% you pay 100% of the tuition, fees. You will be responsible for your kit and registration in full along with your tuition.

SLANDER: Please be advised that slander of the institution or any individual affiliated with the institution will not be tolerated. Please be advised that if anytime you have grievances you may file a formal complaint however should you ever slander this institution or anyone affiliated with this institution you are subject to a lawsuit, in which instance you will be required to pay court cost as well as any accrued attorney fees and any other fees that could come from a legal situation.

Additional Financial Aid Information

Professional Judgment Policy

Professional Judgments are documents that students may file only in the scenario that they have been awarded by the third party servicer and they have been awarded low to no pell. Following are the reasons that a student may file a PJ to possibly obtain more pell.

INCOME REDUCTION
LARGE DEBTS
EXCEPTIONAL MEDICAL OR DENTAL EXPENSES
SUPPORT OF NON-HOUSEHOLD FAMILY MEMBERS/FRIEND
DEPENDENT CARE AND EXPENSES
DEPENDEDNT STUDENT PARENTS IN COLLEGE
DEPENDENCY STATUS
DEPENDENCY STATUS THIRD PARTY CERTIFICATION

Professional Judgment forms can be obtained from the financial aid director, it is your responsibility to show proof, of why you need a pj, the director will then fax them into the third party servicer for review, please be advised this may take several days to completely process. Also please be advised this DOES NOT guarantee you will be approved to receive more Pell.
For further questions please see Ms. Tonya

ATB-As of January 2012 love beauty school, Inc. will no longer accept ATB exams, this decision was based on the fact that as of July students with an ATB exam are no longer eligible for financial aid. Therefore in order to be eligible for financial aid you must, have at least a High school diploma or GED.

Special Education Diplomas: As of Aug 2012 we have decided that in order to enroll in love beauty school,Inc. with a special education diploma you must take a hands on exam as well as the entrance exam along with signing documentation releasing love beauty school. Although we are here to provide the best education possible it is not within our capabilities to guarantee every student is able to successfully complete the program. This is due in large part because each students abilities are different which is something that love beauty school, inc. has no control over. For more information please see Mrs. Tonya

Default management plan-Default management is something that we take very seriously please be advised that the following steps are taken to ensure that default rates stay low. Default means that a student is required to begin making his or her payments and they fail to do so without contacting their lender their loan then goes into default, is reported against their credit, with consequences of possible wage garnishment, income tax garnishment, among many other collection efforts not limited to what is listed herein.

Appeal process:

The "Warning" status may not be appealed. "Probation" after failing to achieve minimum requirements may be appealed. The student must submit a written appeal to the Director, along with any supporting documentation, stating reason(s) why the student failed to make Satisfactory Progress, what has changed that will allow the student to maintain Satisfactory Progress at the next evaluation period, why the decision of "Probation" should be reversed, and a request for a re-evaluation of Progress. Extenuating circumstances may include: death of a close relative, injury or illness of a student, loss of housing, etc. This written appeal must be received by the Director within five (5) business days of "Probation". Should a student fail to appeal the initial decision, the original decision will stand. A hearing will take place within five (5) days of the written appeal. The hearing will be to determine whether the student's Plan will enable them to achieve Satisfactory Academic Progress by the end of the Probationary period, or at some future agreed-upon time. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the Director and the Director of Financial Aid. A decision of the student's appeal will be made within three (3) business days of the hearing and will be communicated to the student in writing by the Director. This decision is final and is not open to appeal. If a student's appeal is approved, the student will be automatically re-entered into the course and will be considered as maintaining Satisfactory Progress for the purpose of Financial Aid.

Kits: Please be advised that if you leave the institution for any reason and your tuition is paid for in full, then you will be required to pick up your kit within thirty days from the date of your termination or withdrawal. Should you fail to pick up this kit within thirty days it will be disbursed out without any refund to you.

*Please be advised that Love Beauty School,Inc. is not responsible for anyone's vehicle on Love Beauty School, Inc. property at any time, it is your responsibility as a student to make sure that you are driving safely while on Love Beauty School,inc. property, if for some reason a student hits your vehicle or you hit another student or clients vehicle it is your responsibility to make sure that a police report is filed and the proper notification is given to your insurance agencies as well as the other parties insurance agency, again Love Beauty School, inc. is not liable for any lost, stolen, or damage to any vehicle or personal property at any time.

Every student is given a clean-up for a daily grade this is part of your sanitation grade for state board, if for some reason you are unable to do this cleanup you need to notify your instructor immediately as well as in writing in order to have it changed, also please make sure that you have been shown how to do your clean up properly, if for some reason you are hurt due to your negligence because you are not doing your clean up properly then Love Beauty School will not be held responsible for this. If you are injured on the property of Love Beauty School,Inc. at any time, you must notify your instructor immediately, you must fill out an accident report regardless wither you feel like you need one or not, if you do not do this immediately or within 24 hours Love Beauty School, inc. will not be held liable, also by not filling out an accident report immediately or within 24 hours please be advised you are releasing Love Beauty School, inc. from any obligations.

Cameras: There are cameras inside the school, and on the premises however these are used for business purposes only. We will not review them for students personal use so please remember to keep all your personal belongings protected at all times. A general rule is to keep them locked in your car. Although we typically do not have major issues with theft we encourage you to remember that you are responsible for your belongings.

Cell Phones: Cell phones are not allowed out in class at any time, if you are caught with your cell phone during class it will be taken up, also it is your responsibility to pick your cell phone up from the instructor that took your cell phone up. Cell phones are disruptions to your classmates as well as yourself, failure to turn in a cell phone when the instructor request it could result in a suspension. If someone needs to get in touch with you due to an emergency then they are more than welcome to contact you via school phones at 931-723-8188 or 931-954-5008.

Gift policy: Students with Perfect Attendance or students who have received student of the month will receive a certificate as well as a gift from love beauty school also the senior student of the month will be placed on a plaque. Students who have obtained honor roll will receive a certificate.

Disbursement Policy: Please be advised that until your financial aid is awarded and your tuition is paid in full no disbursements will be given to you. Once your financial aid has been awarded and tuition is paid in full then at this point whichever disbursement method and amount you have requested will then take effect, checks are written twice a month the first and third Monday of each month, if for some reason the school is closed on this day then you will receive your check the following day. Please be advised you may change your request at any time however to do so you must schedule an appointment with Ms. Tonya. Also unless you have a credit balance in your student account no funds will be released early for any reason. We are not required to release any funds until your tuition has been paid for in full.

Special Ed Students: *We currently are allowing some students with special education diplomas to enroll, however we are requiring them to sign documentation in order to do so. This is to explain to the student that although Love Beauty School, Inc. will make our best efforts to ensure their success we simply cannot guarantee it. This is based on the students ability which we are unable to determine up front whether or not a student can successfully complete their program*

Progress Notification Policy: Please be advised that as of Feb. 2012 students will now be entering their clinical's onto the administrative software as they complete them. Due to this access students will also be able to pull their attendance reports and their progress reports as well, this allows students to know exactly where they are as far as academics and attendance is concerned. You are able to pull these reports whenever it is convenient for you as well as your class.

Please also see Consumer Information Handbook for other policies and procedures.

Any amendments will be made to this at the discression of the instructors and owners....

You are required to adhere to these policies, per your signing the internet disclosure notification

Licensure Information

In order to be licensed in the state of Tennessee the following requirements must be met.

Cosmetology-must complete 1500 clock hrs in cosmetology consisting of 300 in general, 600 in perms,relaxers,color,and nails and the final 600 in shampoo, styling, wax,cuts,facials, manicures and pedicures. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Nail Technician-must complete 600 clock hrs in nail technology consisting of manicures,pedicures,nail enhancements and basic skin care. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Shampooist-must complete 300 hrs in shampooing consisting of learning how to properly shampoo clients. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Natural Hairstylist-must complete 300 hrs in natural hairstyling consisting of learning how to naturally style the hair using braids, extensions, wraps,etc however you may never cut, color, or chemically alter the texture of the hair. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Instructor-must complete 300 hrs consisting of learning how to properly prepare lesson plans, instruct a class and properly give demonstrations. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Aestitician- must complete 750 hours in the Aestitician / Esthetics program consisting of learning how to properly give facials, back treatments, waxing, makeup services, basic skin care, as well as understand disease. While enrolled must maintain a passing average as well as have all tuition cost and fees paid in full before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical application before receiving licensure.

Career Advancement

With any course that Love Beauty School, Inc. offers there is always room for career advancement. You can go from a beginner stylist, or nail tech for example to and instructor. You can open your own place of business once all state requirements are met, there are opportunities to be platform artist, product representatives, to work on cruise ships and travel the world. The possibilities in this field are truly endless. The instructors and administrators also take part in helping the students to obtain positions in the workforce as well as helping our graduates to advance in their personal careers. We often take school trips to many different salons, as well as hair shows in order to make sure our students have a good understanding of just how far they really can go with their careers.

For placement rates, as well as graduation rates please see your Consumer Information Handbook.

Grading System

Love Beauty School, Inc is dedicated to training the best. In order to do this we have a strict grading system we follow and this is simply to make sure that the students are excelling to the best of their ability and becoming the best beauty and wellness professionals they can be. Below you will find an example of our grading scale.

Theory Work will be graded according to the following scale:

90-100 Excellent

80-89 Above Average

70-79 Satisfactory

Below 70 Unsatisfactory

Practical and Clinic Work will be graded as follows:

If the student completes the clinical/practical assignment correctly they are able to count this as a clinical. Each student have a number of clinical in each category equal to state board requirements for the number of hours in general, chemical, physical work. A student cannot graduate unless he or she has successfully completed all clinical/practical work. If a student does not complete a clinical/practical successfully he or she will not get credit for it.

Please be advised that in order to be considered passing you must make a minimum of a 70! For other info please see Satisfactory Academic Progress in your Consumer Information Handbook.

Love Beauty School, Inc requires that the students make at least a 70 on all tests. Should any student receive a failing grade for a test it is not accepted and an (I) (incomplete) is entered as the grade until the exam is retaken

2015 LOVE BEAUTY SCHOOL, INC.

SCHOOL CALENDAR

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Audit Due

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Key: Graduation June 30 Instructor Classes- March 30, September 28 July 30th Open House

Staff Development Closed for Holiday Dress Up Day Bring a Friend Day

New Class Starts Nov. 24th Thanksgiving Dinner 22Christmas Dinner and Party

Dress up Day Themes: Jan-Rock Star, Feb-Love, March-Crazy Hat, April-Prom, May-Team Jersey, June-Hippie Day, July-Hawaii Day (open house), Aug-80's Day, Sep-60's Day, Oct-Halloween Costume, Nov-50's Day, Dec-Christmas / Tacky Sweater

Campus Information

Love Beauty School, Inc. at this time operates from one location. There are no branches as of now.

The mailing address is 1161 Murfreesboro Highway

In Manchester, TN 37355

Phone 931-723-8188

Fax 931-723-8187

Financial Aid 931-954-5008

www.lovebeautyschool.net

love_beauty_school@yahoo.com

Grievance Procedures

Love Beauty School, Inc has an open door policy. If at any time there is an issue you may come to your instructor or the owners and discuss it with them in private. Also should you ever feel uncomfortable discussing the matter you may fill out a form and place it in the container or the office and you may remain anonymous and we will handle the situation promptly however the grievance needs to be made in writing and submitted to the owner or an instructor.

Love Beauty School, Inc. is accredited by the commission of the Council on Occupational Education.

Any complaints that are not handled promptly may be then be sent in writing to Council on Occupational Education 7840 Roswell Rd, Building 300, Suite 325
Atlanta, GA 30350

Or The TN Board of Cosmetology
500 James Robertson Pkwy,
Davy Crockett Tower
Nashville TN, 37243