

# Entourage Institute of Beauty and Esthetics

## Student Catalog and Handbook

Oak Park Commons  
12004 West 95<sup>th</sup> Street  
Lenexa, KS 66215  
913-888-2800

# Entourage Institute of Beauty and Esthetics Catalog August 10, 2011

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## **ENTOURAGE INSTITUTE OF BEAUTY AND ESTHETICS MISSION**

### **OWNERSHIP and LICENSURE**

The Institute is owned by Entourage School of Beauty and Aesthetics, LTD., The corporate office and school are located at 12004 West 95<sup>th</sup> Street, Lenexa, Kansas, 66215. The phone number is (913) 888-2800. The campus is licensed by the Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603-3751; (785) 296-3155. The school is accredited with the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600. Current licenses and certifications may be reviewed at the campus during regular business hours. Contact the campus director during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs offered.

### **HISTORY**

Shimika Kennison, sole stockholder of Entourage School of Beauty and Esthetics, LTD., is a cosmetologist, educator, and small business owner who is responsible for the day to day operations of the school. Mrs. Kennison's role as Director will include supervising education, overseeing finances, operations, inventory support, as well as marketing and growth planning responsibilities. Shimika has nine years in the beauty industry and is an accomplished freelance makeup artist. Her drive, dedication, and determination as well as her passion for this industry are evident through her commitment to students. The school uses the systems approach to produce optimum results in school management and student success.

### **FACILITY**

The institute's facility includes:

- 12,000 square feet of trendy, state-of-the-art space
- Office space for administration, testing, and education
- Guest area
- Classrooms for theoretical and practical training
- A student salon and clinic with stations and tables for supervised students to serve the public
- A well-equipped student lounge
- A media center with comprehensive technology for use by students and instructors
- A library of texts, publications, curricula, audio-visual equipment and aids, and industry-related journals

### **MISSION STATEMENT**

Entourage Institute of Beauty and Esthetics is an innovative and state-of-the-art school, dedicated to the enhancement and quality of career education for the salon and spa industry through education, inspiration, and outstanding leadership. The institute provides innovative and quality education for individuals seeking licensure in the field of cosmetology and Esthetics as well as advanced education for those seeking to expand their current knowledge in the field. This mission will be accomplished through the following objectives:

### **GENERAL OBJECTIVES**

The school's mission will be accomplished through the following performance objectives:

- Assessing institutional effectiveness through student achievement and performance and using the assessment to maintain or improve institutional performance.
- Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.

- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition using qualified financial management.
- Providing equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

### **ASSESSMENT PLAN**

The stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of:

- Periodic student evaluations of the staff, programs and facility.
- Periodic surveys of current students and graduates as to the effectiveness of the instructional programs and support services.
- Review of annual retention, licensure and employment rates.
- Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success.
- Feedback annually from the Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided.
- Completion of an Institutional Self-Study for the school.

The information received is used in formulating plans to maintain and improve the operation and outcomes of the institution.

### **GENERAL INFORMATION**

#### **INSTRUCTOR QUALIFICATIONS**

Our educators are licensed by the Kansas Board of Cosmetology. All instructional staff members meet all requirements of Kansas state law. To become a Cosmetology educator in Kansas, a licensed cosmetologist must first attend an educator training course. Entourage is dedicated to the success of our Future Image Icons; therefore, we have surpassed the Kansas State Board requirements of 450 hours of educator training to 600 hours. We feel that to adequately equip educators to be successful in training Future Image Icons, additional hours and advance technical training is required.

#### **NON-DISCRIMINATION POLICY**

The institution, the its admission, instruction and graduation policies, practice no discrimination on the basis of ethnic origin, color, age, race, creed, religion, sex, financial status or country or area of origin or residence.

#### **STUDENTS WITH DISABILITIES**

Entourage Institute does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The institute will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Institute programs, services, or activities. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus director.

#### **INSTRUCTIONAL LANGUAGE**

The Institute is an English-speaking facility and all instruction is conducted in the English language. The Institute does not offer English-as-a-second language instruction.

#### **RECORD KEEPING**

Student practical and theory hours are recorded daily on individual practical sheets and are posted to the computer on a monthly basis. These sheets are reviewed and signed by an educator. Attendance hours from the time clock are downloaded weekly. Roll call is taken daily in the morning or at the start of each shift. Progress reports are administered once a month for the previous month. A designated educator will review the progress report with the student, and the student will receive a copy.

## **GED CERTIFICATION**

For information on obtaining a General Education Diploma, (GED) please refer to the adult school location in your area.

### **Kansas City Community College, GED Testing Center**

Chief Examiner: Rosemary Lischka  
7250 State Ave  
Kansas City, KS 66112  
Phone: 913-288-7246  
e-mail [rlischka@kckcc.edu](mailto:rlischka@kckcc.edu)

### **Johnson County Community College, GED Testing Center**

Chief Examiner: Sharon Wirsig  
12345 College Boulevard 3rd Floor Student Center  
Overland Park, KS 66210  
Phone: 913-469-2309  
e-mail [swirsig@jccc.edu](mailto:swirsig@jccc.edu)

### **Independence Community College, GED Testing Center**

Chief Examiner: Elaine K. Kimzey  
PO Box 708  
Independence, KS 67301  
Phone: 620-332-5630  
e-mail [ekimzey@indycc.edu](mailto:ekimzey@indycc.edu)

## **ADMISSIONS**

### **ADMISSIONS AND ENROLLMENT REQUIREMENTS**

The Institute does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, creed, religion, ethnic or national origin, financial status or physical or mental handicap unrelated to ability. Entourage Institute does not recruit Future Image Icons already attending or admitted to another school offering similar programs of study. Entourage Institute requires that each student enrolling in the Cosmetology or Esthetics programs must;

- Complete an application for enrollment ;
- Complete the apprentice licensure application;
- Submit Proof of a High School Diploma, State Issued Home School Certificate or General Education Diploma (GED)

In addition to the above requirements, Instructor applicants must;

- hold a current license as a practitioner in the field they wish to teach
- complete an application for enrollment
- complete an instructor in training application to be forwarded to the Kansas State Board of Cosmetology

### **TRANSFER STUDENTS**

The school accepts transfer students who meet all other regular admission requirements. However, a student transferring to any program at Entourage Institute of Beauty and Esthetics will be contracted for no less than 750 hours of the hours required in their chosen course of study. Students needing more than 750 hours to graduate will be contracted for the applicable amount of hours. Students needing less than 750 hours may be admitted due to mitigating circumstances, such as natural disasters or school closing due to unforeseen circumstances. All transfer will be contracted for the applicable amount of hours. All transfer hours will be added to the hours clocked at Entourage and reported on the student's Official Transcript of Hours. All transfer students must enter the class level assigned by the Director of Education. Transfer students will be required to purchase the necessary kit and/or book items to meet Entourage kit and book bundle standards.

### **FEDERAL TITLE IV FUNDS ELIGIBILITY**

In order to determine eligibility for Title IV students must comply with the SAP Policy included in this Catalog. Students must be enrolled at least half-time to receive assistance from the Federal Student Loan Programs.

Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States

and is not liable for a Grant or Federal Perkins Loan overpayment.

Pell awards are prorated based on attendance.

The Institute does not provide Campus-based aid programs.

The Institute works with the Title IV Federal Student Aid Programs, funding determinations are made directly through those agencies.

**Federal Title IV eligibility is as follows:**

Student has verifiable Social Security Number

Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.

All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration

Student has no previous Title IV student loan default.

Student has not exceeded annual or aggregate loan limits to date.

Students with a state or federal drug conviction must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the Institute will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from the student’s record, received when the student was a juvenile, unless she/he was tried as an adult are not considered . All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1 <sup>st</sup> Offense	1 year from date of conviction	2 year from date of conviction
2 <sup>nd</sup> Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program.

Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

Be qualified to receive funds directly or indirectly from a federal, state, or local government program

Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company

Be administered or recognized by federal, state or local government agency or court

Be administered or recognized by federally, or state-licensed hospital, health clinic, or medical doctor

***“Stop procrastinating. Take control of your own destiny. Understand yourself in order to better understand others. Visualize it. Want it more than anything. ‘Excellerate’***

*your efforts. You are unique...nothing can replace you. Zero in on your target and go for it."*

**– Wanda Hope Carter**

### **CLASS CALENDAR AND ATTENDANCE**

Classes are scheduled daily at the Institute on Mondays of each month from 1:00 p.m. to 5:00 p.m. Tuesday, Wednesday and Friday from 8:30 a.m. to 5:00 p.m. The Institute is open on Thursdays from 8:30 a.m. to 8:30 p.m. During the VIP Level, students are expected to attend 100% of the time. Once students have advanced to the Star Level, they will attend 8:30 a.m. to 5:00 p.m. or 12:00 p.m. to 8:30 p.m. based on their assigned schedule for the month. Each student will be given a one hour meal break during the day. When students reach the Star Level and beyond, they are encouraged to maintain 90% attendance or higher to avoid extra-instructional charges. Observed school closures include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, the week between Christmas Day and New Year's Day (the actual dates vary based on which day of the week the actual holiday occurs), and one week scheduled each Summer. Breaks and additional days off are published well in advance. Students may call the school or local radio stations to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather. New classes begin weekly, with a few exceptions. Exact start dates are found on a page 22 of this catalog.

### **CAREER CONSIDERATIONS**

The Institute wants to ensure that students interested in pursuing a career in Hair, Nail or Skin Care consider 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 dealing with the public and be able to follow a client's direction
- Keep abreast of the latest skin 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 course 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 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 indicates that salons in Kansas plan to hire 2,132 new employees in the next twelve months. The average annual salary for a salon professional in Kansas is \$42,969. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

### **CAMPUS PERFORMANCE STATISTICS**

The institute will track its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. In the school's first year of operation, 2008, it is happy to report the following performance statistics: Completion - 80%; Licensure - 100%; Employment - 60%.

**CAMPUS CURRICULUM – COURSE OUTLINES**

All programs offered by Entourage Institute follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog. The education is designed to be learner-centered and discovery-oriented in order to channel the talents of each Student toward a successful career.

**VIP:** In this basic, indispensable, and pre-clinical, opening level of training, Students will focus on learning the underlying theory and the basic skills required for performing Client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice.

**STAR:** During this vital second Level of training, Students will journey toward becoming a Star and develop and customize their skills to meet the needs of Clients. They will perform skills in the student salon or student spa and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips, Guest Speakers, and hands-on practice.

**CELEBRITY:** In this final Level of training, Students will master the creative skills necessary for achieving excellence and success in the workplace and learn key business skills needed to be successful professionals. Successful completion of the Celebrity Level will prepare Students for immediate success and will dramatically improve their opportunities for employment upon graduation. In addition, Students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, field trips, Guest Speakers, hands-on practice, and competency skills evaluation.

**ICON:** During this Level, the Graduate begins an important relationship with the Entourage Alumni Association. They will provide documentation of licensure and employment in their chosen field. They will begin the achievement of their goals while enjoying success in an exciting career in the workplace.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**WRITTEN and PRACTICAL**

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

0 - 74 BELOW STANDARDS - NEEDS IMPROVEMENT

**INSTRUCTIONAL METHODS:** The clock hour education 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 course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

**UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be scheduled BY THE INSTRUCTOR based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Contract. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will check one block on the Practical Grade Record form for each project completed in the applicable category. A block will be checked if the skill performed is considered satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

*“Change is not a destination, just as hope is not a strategy.”  
– Rudy Giuliani*

**COSMETOLOGY COURSE OUTLINE –SOC Code 39.5012 1500 HOURS - 44 WEEKS; PART TIME - 75 WEEKS**

**Required Textbooks:**

**Milady Standard Cosmetology Text 2010 ISBN-13 9781428301849 \$97.95**

**Milady Cosmetology Workbook \$43.95**

**DESCRIPTION:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions in Cosmetology or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

<b>HOURS</b>	<b>SUBJECT - UNIT</b>
50	<b>STUDENT NEEDS and ORIENTATION:</b> School rules and regulations; school tour; dress code; course requirements; clinic floor procedure and student specific needs. <b>SCIENTIFIC CONCEPTS</b>
40	<b>SANITATION:</b> Personal, public, methods, chemistry, safety precautions, first aid; infection control; products, tools, and equipment use and safety, bacteriology, biology. <b>ANATOMY AND PHYSIOLOGY</b>
35	<b>HAIR AND SCALP:</b> Structure; composition; blood, nerve, muscle supply and function; growth and regeneration; analysis; conditions and disorders
20	<b>SKIN:</b> Structure, function, blood and nerve supply and function, conditions, disorders
20	<b>NAILS:</b> Structure, composition, growth and regeneration, irregularities, disorders, and diseases <b>PHYSICAL SERVICES AND RELATED CHEMISTRY</b>

35	<b>SHAMPOOS AND RINSES:</b> Purpose and effects; materials and supplies; types of shampoos; types of rinses; procedures; related chemistry; client protection
35	<b>SCALP AND HAIR CARE:</b> Purpose and effects; materials and supplies; types of scalp treatments; procedures; safety measures; related chemistry
150	<b>FACIALS AND MAKEUP:</b> Purpose and effects of massage movements; materials, implements, and supplies; facial nerves and muscles; facial procedures and skin chemical procedures; related chemistry; application and effects of makeup; hair removal; eyebrow arching; lash and brow tinting; safety procedures
180	<b>MANICURING:</b> Artificial nails – purpose and effects; equipment, supplies, and implements; procedures; related chemistry; safety precautions
	<b>CHEMICAL SERVICES</b>
175	<b>HAIRCOLORING:</b> Purpose and effects; materials and supplies; scalp and hair analysis; classification and types; color selection; procedures; corrective measures; fillers and conditioners; removal of artificial color; special effects; related chemistry; safety precautions
150	<b>CHEMICAL WAVING:</b> Purpose and effects; materials and supplies; scalp and hair analysis; chemical classification; procedures; special effects; special hair problems; related chemistry; safety measures
125	<b>CHEMICAL HAIR RELAXING:</b> Purpose and effects; materials and supplies; scalp and hair analysis; chemical classification; procedures; special hair problems; related chemistry; safety measures
	<b>HAIR DESIGNING</b>
150	<b>HAIR SHAPING:</b> Purpose and effects; materials, supplies, implements; techniques; use of implements; designing; safety measures
125	<b>HAIR STYLING:</b> Purpose and effects; materials and supplies; finger waving and shaping; curl formation; comb-out techniques
75	<b>THERMAL TECHNIQUES:</b> Hair and scalp analysis; materials, supplies, and implements; hair pressing; thermal curling and waving; safety measures
10	<b>CARE AND STYLING OF HAIR PIECES</b>
75	<b>BUSINESS PRACTICES:</b> Fundamentals of Business Management practices; salon development, insurance; client records; salesmanship; compensation packages and payroll deductions; effective communications and human relations; professional ethics
50	<b>STATE LAWS:</b> State Law; rules and regulations; licensing and certification requirements
1500	<b>TOTAL</b>

**Cosmetology program requirements as set forth by Entourage Institute of Beauty and Esthetics, meet and exceed the requirements set by the Kansas State Board of Cosmetology.**

**COSMETOLOGY PROGRAM PRACTICAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>CATEGORY DEFINITIONS</b>
90	<b>SANITATION:</b> The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
30	<b>PIN CURL SETS</b>
30	<b>COMPLETE PINCURLS AND WAVES</b>
60	<b>ROLLER SETS</b>
105	<b>COMPLETE COMB OUTS</b>
75	<b>THERMAL CURLING IRON SETS</b>
75	<b>THERMAL BLOW DRY STYLING</b>
195	<b>SCISSOR HAIR CUTTING</b>
60	<b>RAZOR HAIR CUTTING</b>
30	<b>CHEMICAL WAVING</b>
30	<b>CHEMICAL HAIR RELAXING</b>
60	<b>HAIR COLORING:</b> Semi-permanent color, tints, toners
90	<b>HAIR LIGHTENING:</b> Bleaches, tipping, highlighting, frosts
45	<b>MANICURING:</b> Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, polishing.
45	<b>SKIN CARE SERVICES:</b> Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
30	<b>CLIENT COMMUNICATIONS:</b> Evaluated presentations of student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
30	<b>BUSINESS ADMINISTRATION:</b> Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
1080	<b>TOTAL</b>

## INSTRUCTOR COURSE OUTLINE

600 HOURS – 17 Weeks

**DESCRIPTION:** The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an Instructor or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

HOURS	SUBJECT/UNIT
50	<b>The Professional Teacher</b> The Teacher: Personality; Technical Knowledge; Practitioner and Program Review; Teacher Characteristics; Teachers as Professionals; Preparation for Teaching: Planning and Developing the Course; Preparing Lesson Plans; Steps of Teaching: Preparation; Presentation; Application; Testing; Career and Employment Information: Professional Ethics, Effective Communications and Human Relations; Compensation Packages and Payroll Deductions; Licensing Requirements and Regulations; Fundamentals of Business Management
100	<b>Student Motivation and Learning</b> Laws Governing Learning Processes; Student Motivation; Student Participation; Student Personalities; Individual Differences
200	<b>Methods, Management, and Materials</b> Methods, Procedures, Teaching and Presentation Techniques: Lectures, Demonstrations, Practice Activities, Questioning Techniques, Results, Special Situations; Classroom Management: Physical Environment, Administrative Responsibilities (records management and applicable organizational and regulatory requirements), Student Discipline, Class Supervision, Classroom Routine, Corrective Measures; Teaching materials: Audio-Visual Aids, Value of Teaching Aids, Correct Usage, Miscellaneous Teaching Materials (textbooks, workbooks, reference books, creative aids)
150	<b>Testing and Evaluation</b> Testing: Purpose, Development and Use of Performance Tests, Written Tests, Standardized Tests; Assessment of Student Learning; Assessment of Overall Progress
60	<b>Evaluation</b> Academic Advising; General Student Abilities; Student Achievement, Teacher Evaluation
600	<b>TOTAL</b>
<b>INSTRUCTOR PRACTICAL REQUIREMENTS</b>	

Student Instructors will have available a personal cosmetology textbook and personal implements as needed for demonstrations throughout the program. During the course of study, the student instructor will be required to complete the following:

1. **Personal Purpose Statement**
2. **Student Instructor Notebook with assigned components**
3. **Completion of the Learning Reinforcement Activities** in the Textbook including Journaling Accomplishments and Discoveries.
4. **Review of Milady's Master Educator DVD series.**
5. **Completion of Independent Student Teaching** in Theory Classroom and Laboratory.
6. **Completion of required tests** including a final written and practical exam.
7. **Completion of an employment portfolio** and resume for job entry level position.
8. **Preparation and conduct of new student orientation** for cosmetology and specialty course students.

9. **Completion of all other projects** as assigned by the supervising instructor such as new student registration, monthly state board hours report, out-processing a graduating student, monitoring dispensary and inventory for lab work, etc.

It is the responsibility of the student to have all daily work recorded on the daily worksheet, provided by Entourage and then verified by an educator. Daily records are to be submitted to administration by the end of the day on Friday, for the current week. These records are kept in the student file and monitored by various regulatory agencies. In order for a student to graduate, all required practices must be rated as Satisfactory to be counted for course completion.

### **LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. Upon the student's return, the student will resume the same payment period and coursework. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days.

All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.

### **GRADUATION REQUIREMENTS**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course;
- Completion of the designated hours for the course of study as required by the State regulatory agency;
- Pass the final written and practical exam for the applicable course;
- Complete all required exit paperwork and attend an exit interview;
- Make satisfactory arrangements for all debts owed to the institution.

Upon completion of the course of study and all graduation requirements, a DIPLOMA for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

### **LICENSURE REQUIREMENTS**

A person is eligible to receive a license as an Esthetics or Cosmetology Educator if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Educators must complete applicable hours of continuing education every two years in teaching methodology for license renewal.

### **CAREER OPPORTUNITIES**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation.

#### **COSMETOLOGY**

<i>Professional Stylist</i>	<i>Platform Artist</i>
<i>Skin Care Specialist</i>	<i>Product Representative</i>
<i>Makeup Technician</i>	<i>Salon Owner or Manager</i>
<i>Nail Technician</i>	<i>Makeup Technician</i>
<i>Skin Care Specialist</i>	<i>Theatrical Makeup Artist</i>
<i>Retail Specialist</i>	<i>State Board Member/Examiner</i>
<i>Product Representative</i>	

#### **INSTRUCTOR**

*Public School Instructor*  
*Product Representative*

*Director of Education  
School Administrator  
Board Member/Examiner  
School Owner/Manager*

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, an Esthetics education may be your pathway to a secure income and a solid future.

### **CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While the Institute cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview. The Institute places a great deal of emphasis on how to obtain and retain employment after graduation. In addition, the Institute maintains a network of relationships with professionals and employers locally and nationwide who provide mentoring to students while they are in school. When our graduates succeed, we succeed!

### **INCOMPLETE ENROLLMENTS**

#### **WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the President.

Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the state board. Upon payment of the \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be waived due to documented mitigating circumstances.

#### **RE-ENTRY STUDENTS**

Former students of the Institute who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Student will be responsible for any balance owed for the former enrollment. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

#### **REFUND POLICY – NOTICE OF CANCELLATION**

- Applicants not accepted by the Institute shall be refunded all monies paid to the Institute.
- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment contract, all monies collected by the Institute will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than three business days after signing the enrollment contract but prior to starting classes, a refund of all monies paid to the Institute less the \$100 registration fee.
- The Formal Cancellation Date will be determined by the postmark on written notification, the date said notification is delivered to the Institute in person, the date of expulsion by the Institute, or for unofficial withdrawals, 30 calendar days after the last day of attendance which is monitored monthly, or the expiration date of an approved Leave of Absence from which the student did not return.

- For students who enroll and begin classes but withdraw or are expelled prior to course completion and after three business days of signing the contract, the following schedule of tuition earned by the Institute applies:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION INSTITUTE SHALL RECEIVE/RETAIN</b>
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%

- Any monies due the applicant or student shall be refunded within 30 calendar days of the Formal Cancellation Date.
- In case of a documented disabling illness or other documented mitigating circumstances, the refund to the student may exceed the Institute’s minimum refund policy, at the discretion of the Institute.
- The Institute does not participate in any teach-out plans with other institutions. If permanently closed or no longer offering instruction after a student has enrolled, the Institute will provide a pro rata refund of tuition to the student.
- If the course is canceled subsequent to a student's enrollment, the Institute will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or are expelled prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment contract. Other miscellaneous charges the student may have incurred such as extra kit materials, books, products, and unreturned Institute property will be calculated separately at the time of Formal Cancellation.

**RETURN TO TITLE IV**

This policy applies to all recipients of Federal Title IV Financial Aid Funds and is in addition to the Refund Policy as student that are no longer attending the Institution may still owe funds to the School to cover unpaid tuition. Additionally, the School may attempt to collect any funds from a student that the School was required to return.

The calculated amount is referred to as "Return of Title IV Funds" (R2T4) and does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to a student’s tuition and fees. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The School has 45 days from the date the School determines the students withdrew to return all unearned funds for which it is responsible. The School will notify the student via a written notice of the amount of funds that must be returned. The School will advise the student and/or parent that they have 14 calendar days from the date the School sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the School will return any earned funds that the School is holding to the Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

**WITHDRAWAL BEFORE 60%:**

The School must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education’s prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

**WITHDRAWAL AFTER 60%:**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The School will still perform a R2T4 to calculate eligibility for a post-withdrawal disbursement.

**CALCULATING R2T4**

Title IV funds are earned in a prorated manner on a per diem clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The School is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4

Funds" is allocated in the following order: Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student by taking the hours scheduled to complete in the payment period, divided by the total hours in the payment period (excluding breaks of 5 days or more AND days the student was on an approved LOA)

$$\frac{210 \text{ (scheduled hours)}}{450 \text{ (total hours)}} = 46.6\% \text{ (\% of payment period)}$$

2. Calculate the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

$$46.6\% \times \$2,805.00 = \$1,307.13 \text{ (Amount of aid earned by student)}$$

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

### **POST WITHDRAWAL DISBURSEMENT**

If a student has not received all of the funds that are earned, a post-withdrawal disbursement may take place. If the post-withdrawal disbursement includes loan funds, a student's permission will be required before disbursement the School encourages a recipient to decline some or all of the loan funds to avoid incurring additional debt. The School may automatically use all or a portion of the students Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees.

When the School is not required to return all of the excess funds, the borrower must return the remaining amount in accordance with the terms of the promissory note.

Any amount of unearned Pell Grant funds that a student must return is called an overpayment.

The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. Students must make arrangements with the School or the Department of Education to return the unearned grant funds.

### **EARNED AID:**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

### **School's responsibilities in regard to the return of Title IV funds follow:**

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

### **The student's responsibilities in regard to the return of Title IV funds include:**

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- A student may rescind his or her official notification of intent to withdraw on the Withdrawal Form

**Reinstatement of aid** is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid. A student may be paid Pell and Campus-based funds for the payment period in which he/she resumes satisfactory academic progress. For Stafford and PLUS loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

**Appeal:** A student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Institute Administrator. The request is to be presented within five business (5) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Institute shall evaluate the appeal within five (5) business days and notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

**Leave of Absence**

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

**Withdrawal**

To officially withdraw from school, the student must initiate the withdrawal process with the School by completing the Withdrawal Form, attending an exit interview and making arrangements to satisfy tuition and fees owed to the school. The school's Institutional Refund Calculation and R2T4 policy will apply to withdrawn students.

**Unofficial Withdrawal**

Unofficial withdrawals will be made when a student has not attended 30 consecutive days of attendance. The last date of attendance will be used to calculate the Refund and R2T4 Calculations. The school's Institutional Refund Calculation and R2T4 policy will apply to withdrawn students.

**Course incompleteness,** repetition, non-credit remedial courses have no effect on SAP.

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)

***“Intelligence boils down to your ability to know your own strengths and weaknesses and to capitalize on the strengths while compensating for the weaknesses.”***  
***- Robert Sternberg, PhD.***

**STUDENT SUPPORT SERVICES**

**EVALUATIONS AND ACADEMIC ADVISING**

Students are advised regarding progress and achievement on a monthly basis. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance.

## **COMMUNITY PARTICIPATION**

The Institute frequently participates in community events, educational field trips, salon visits, advanced education opportunities, and other extra-curricular activities. Students who have achieved a minimum of 90% in both academics and academics are eligible to participate in representing the Institute at these events.

## **SCHOLARSHIPS**

The school offers limited scholarships to those in student instructor program. To determine an applicant's eligibility for full or partial scholarship, he/she must complete a Financial Aid Application and provide any other information requested. Scholarships are approved and awarded based on the individual's need to cover tuition charges, ability to excel personal desire and interview results.

A performance scholarship of up to \$1000.00 may be awarded to full course cosmetology students. Upon course completion, \$100 will be credited to the Student's tuition account for every month in which the student has met the following criteria:

1. Maintained 95% or above attendance.
2. Maintained 95% or above grade average.
3. Completed all assigned practical requirements.
4. Displayed a "winning attitude" and professionalism, i.e., no serious infraction of the Code of Conduct; no disruptive behavior or any kind; exhibited a professional demeanor toward clients, peers, and others.

If the student withdraws from the Institute prior to completion of the course of study, the student will not receive the scholarship credit and will be obligated to pay the full amount of unpaid tuition under the contract. The school also participates in the Access to Cosmetology Education (ACE) Grant program sponsored by the American Association of Cosmetology Schools. For more information, contact the administration office.

## **CLOCK HOUR MANAGEMENT**

Students *may* be allowed to make up missed hours and projects on Saturdays or Thursdays as scheduled and approved by the institution.

## **PRIVACY AND FILE ACCESS POLICY**

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

- a) guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) do not allow publication of "directory information" about students;
- d) 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 arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of three 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.

## **OSHA**

The United States Department of Labor of 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 about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised 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 administration office.

### **DRUG AND ALCOHOL ABUSE PREVENTION**

The Institute fully supports the prevention of drug and alcohol abuse. When the school becomes eligible to participate in Federal Title IV Financial Aid programs, the school will certify to the Department of Education that it operates a drug free campus. At that time, students will be provided with an informative pamphlet that outlines the hazards of drug abuse. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

### **RECIPROCITY**

The institute understands that many of its graduates may be moving to other states after graduation. In an effort to support their success in the industry, such students are allowed to continue clocking additional hours in the student salon to meet out-of-state requirements at no additional charge providing they completed their contracted hours in good standing and within the original contract period. Students should contract the administration office at the earliest opportunity to make arrangements to take advantage of this student support service.

*“My great concern is not whether you have failed, but whether you are content with your failure.”  
- Abraham Lincoln*

## **STANDARDS OF PROFESSIONALISM**

### **UNIFORMS AND KITS**

Charges for each program offered will include a Registration Fee, Books and Kit Fee, and Tuition charges. Student dress code mandates that cosmetology students wear all black and an apron with the school logo provided in the student kit. Slacks and Capri pants or skirts (no shorter than 3 inches above the knee when kneeling on the floor) must be black in color. Cosmetology students must wear a solid black top or official Institute T-shirts (may be purchased prior to or on start day), solid black skirts no shorter than the bottom of the finger tips and must be worn with tights or leggings. Shoes must be black with heels no higher than two inches (no flip flops allowed). Students are expected to arrive for school in the appropriate makeup and hairstyle. Body piercing is to be kept to a minimum. Spandex, tube tops, halter tops, exposed midriffs or other clothing unsuitable as determined by the school will not be allowed. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty and image industry and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration.

The Institute will provide all of the tools necessary to complete the VIP level of training. Upon advancement to STAR and the student salon, students will be issued a STAR tool kit for use during the course of training.

### **CODE OF CONDUCT**

The Institute sets forth a specific Code of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training will greatly enhance the graduate's potential for success. All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. If more than 5 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.
3. Students are responsible for their own Practical Requirements record.

4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams. Hours will not be sent to the state regulatory agency until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
5. Notify a staff member before 8:30 a.m. of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
6. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing.
8. Comply with the published dress code with nametag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
9. NOT smoke, chew gum, eat or drink except in the designated areas. Smoking is not allowed in the school or within 20 feet of the building at anytime. The lease mandates that students may not smoke in front of the school or any other establishment in the strip center.
10. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow students, clients, and Instructors, please notify the school if you are not returning from lunch.
11. NOT perform any services on clients until successful completion of the applicable VIP training class and having successfully passed a comprehensive written and practical evaluation.
12. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
13. Follow all state laws and regulations at all times during school.
14. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, if applicable, delay in graduation and additional tuition charges.
15. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow Sanitation rules and practices at all times.
16. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity.
17. Be fair, honest, and never steal.
18. Refrain from the willful destruction of property.
19. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
20. Be involved in curriculum-related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
21. Refrain from using the business phone, personal cellular phones (calls or text messaging), or personal pagers for incoming or outgoing calls without the express permission of a staff member or at designated times. Personal calls must be limited to three minutes and must not prevent proper use of the business phone at the front desk!
22. Park only in the designated areas for student parking. Front row parking is always reserved for client use. The school does not provide parking for its students.
23. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor.
24. Keep all student and client analysis and service records up to date.
25. Not make any changes to the appointment books except with permission of an instructor.
26. Refrain from keeping personal effects on station.
27. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
28. Notify an instructor if/when additional product or materials are needed to complete a service and apply the appropriate charges to the client ticket.
29. Provide lock for personally assigned locker. The school is not responsible for lost or stolen items.
30. Strive to continually upgrade abilities through education and practice.

#### **TARDINESS POLICY**

Tardiness is considered unexcused time, as it is deemed unprofessional behavior. Students not physically present in class, whether clocked in or not, per their class start time or returning from lunch at scheduled time, are considered tardy. The Institute must be notified at least fifteen minutes prior to class start if a student will be late. Students must report their tardiness to the designated Institute staff member. If no notification is received by the above stated time, the student will not be allowed to clock in or participate in any theory or practical activities until the next scheduled break. All tardy hours are calculated into the total allowable absent hours. Frequent tardiness may result in additional instructional

(overtime) charges. Students are considered tardy if they are not clocked in and present at the start of classes at 8:36 a.m. Students who are tardy and have notified the Institute may check in with the front desk and will be able to clock in and enter class at the next scheduled break. After an accumulation of three (3) tardies, students will be assigned one day of suspension and placed on probation. After an accumulation of 3 additional tardies, a student may be suspended for two days. If tardiness continues to be a challenge, the student must schedule a meeting with the Executive Director to discuss the situation and may be expelled from the program.

### **ATTENDANCE POLICY**

All absences must be reported. Students must notify the Institute by their scheduled start time when they will be absent. Failure to notify the Institute before the scheduled start time may result in disciplinary action. Without prior written permission, students not in attendance at the time they are scheduled to leave at the end of the day, will be considered tardy. In order to be granted time off, students must submit to the attendance coordinator a Request Time Off Form, approved by the Supervising Administrator on duty. Students who are aware that they must leave early for the day should notify the Institute at the earliest possible time to help avoid classroom interruptions and client scheduling issues.

### **DISCIPLINARY POLICIES**

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**PROBATION:** A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

**SUSPENSION:** Enrollment may be immediately suspended for three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

**DISMISSAL - TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- ▶ Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- ▶ Non-conformance with the state laws and regulations governing schools and students
- ▶ Non-compliance with the school's Satisfactory Academic Progress Policy
- ▶ An action that causes or could cause bodily harm to a client, student or employee of the school
- ▶ Theft
- ▶ Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- ▶ Immoral or improper conduct
- ▶ Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

### **GRIEVANCES**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines specific steps in the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

***“The democracy will cease to exist when you take away from those who are willing to work and give to those who would not.” – Thomas Jefferson***

## **SATISFACTORY ACADEMIC PROGRESS**

A student not yet required to have SAP evaluated is considered to be making SAP until the next scheduled evaluation.

### **QUALITATIVE REQUIREMENT**

This School expects all of its students enrolled in programs of 600 clock hours or more to maintain SAP as outlined below.

1. SAP is evaluated at the following evaluation period:

Instructor	300 scheduled hours
Cosmetology	450, 900, and 1200 scheduled hours

A minimum grade of C or a GPA of 75% is required to maintain satisfactory progress. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study and is based on test grades and homework assignments. Students must maintain a cumulative theory grade average of at least 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Numerical grades are given on the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY – “C”
70 - 74	BELOW STANDARDS – UNSATISFACTORY

## **SATISFACTORY ATTENDANCE PROGRESS**

2. Maximum Time Frame: The maximum timeframe a student has to complete any course is 1 ½ times the course length. Course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, the student's maximum time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left. Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if

the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. 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 which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

3. Complete the course within a maximum time frame agreed to in the Enrollment Agreement.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be meeting SAP until the next progress reporting period

**QUANTITATIVE REQUIREMENT**

Student must complete his/her educational program in no longer than 150% of the published length of the program as stated below:

<b>COURSE</b>	<b>SCHEDULED</b>	<b>MAXIMUM</b>
Instructor 600 Hours	18 weeks	27 weeks
Cosmetology 1500 Hours	44 weeks	67 weeks

**LOSING AND REGAINING ELIGIBILITY**

**WARNING/PROBATION**

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a Warning status until the following evaluation period. Students will be considered to be making unsatisfactory progress and remain eligible to receive aid during the Warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation given in 30 days. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be placed on Probation another 30 days to be evaluated yet again. If the student is still not compliant it may lead to the student's termination and loss of financial aid eligibility. A student may appeal. If the student has still not met requirements determined as NOT meeting SAP requirements and, if applicable, students will not be deemed eligible to receive Title IV funds. All costs of education are the student's responsibility.

**REINSTATEMENT OF AID**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid. A student may be paid Pell Grant funds for the actual hours remaining in which he/she resumes satisfactory academic progress. For Stafford and PLUS loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

**APPEAL**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the School on the designated form with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

In the case of an adverse determination of the student's appeal, the student will remain on probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. A cash-paying student can re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the evaluation period. The Financial Aid department will then request the appropriate Federal funds in their

behalf for the next payment period. Failure to re-establish Satisfactory Progress will result in termination of the program.

Example:

Student fails to make SAP at the end of an evaluation period- Placed on Warning

Financial Aid continues for one payment period

Student fails to make SAP at the end of next evaluation period- Placed on Probation, Financial Aid withdrawn

Student may appeal Probation status:

Appeal Approved:

- Continue attending on Probation
- Financial Aid reinstated until next evaluation period

Student re-established Satisfactory Progress

- Financial Aid continues

Student fails to maintain SAP

- Student is terminated from the program

Appeal Denied:

- Continue on Cash Basis Only; otherwise, student is terminated from the program
- No financial aid is available

Cash-payment Student re-establishes SAP

- Financial Aid reinstated

Student fails to maintain SAP

- Student is terminated from the program

### **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 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 within six months of the original official withdrawal date 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 progress standards.

### **ENTRANCE AND EXIT COUNSELING**

The financial aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at <https://studentloans.gov/myDirectLoan/index.action>.

## **COST OF ATTENDANCE**

### **PAYMENT TERMS & EXTRA INSTRUCTIONAL CHARGES**

The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. All students needing additional financial assistance will be placed on a payment plan through The Financial Corporation (TFC). The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for you. If a student does not graduate within the contract period, additional training will be billed at the rate of \$750 per month, or any part thereof, payable in advance, until graduation.

**GRATUITY INSTALLMENT POLICY**

Students who are placed on a payment plan also participate in the Entourage Installment Gratuity Policy which continues as long as the student is enrolled or until the tuition balance is paid in full. The policy contains the following elements:

- Gratuities received from services rendered to the public while training will be applied to the student’s tuition balance.
- Guests will pay gratuities directly to the hostess who will retain them in a student-designated envelope until the end of the week at which time, the funds will be processed and applied to the student’s account.
- Gratuities applied to student accounts are reported to the student regularly and accompanied by a statement.
- Any gratuities collected beyond the account balance will be refunded by the school and/or in accordance with the school’s refund policy in the case of a withdrawn student.
- Students who fail to comply with the signed agreement, may be subject to disciplinary action.

**GENERAL COST OF ATTENDANCE**

In addition to tuition and fees for education, students face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents can expect monthly living costs of approximately \$607.00. Students living independently can expect approximate monthly living costs of \$976.00. Students with dependent children must also consider reasonable childcare costs. It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education.

**COURSE COSTS AND START DATES**

**COSMETOLOGY**

Registration Fee:	\$	100.00
Tuition:	\$	15,500.00
Tool Kit:	\$	1,700.00
Sales Tax	\$	151.330
TOTAL:	\$	17,451.30

**INSTRUCTOR – 600 HOURS**

Registration Fee:	\$	100.00
Books:	\$	150.00
Tuition:	\$	<u>3,900.00</u>
TOTAL:	\$	4,000.00

**SCHEDULED CLASS START DATES and COURSE CODES  
START DATE COURSES**

**2011**

August	22	October	10	November	28
August	29	October	17	December	5
September	6	October	24	December	12
September	12	October	31	December	19
September	19	November	7		
September	26	November	14		
October	3	November	21		

**COURSE OFFERINGS AND SCHEDULES MAY VARY based on class enrollment, staff availability and other considerations.**

**CONSUMER INFORMATION**

\*The following information is provided in accordance with the US Department of Education regulations requiring disclosure of certain information relating to educational programs that lead to gainful employment.

**CIP CODES:** US Department of Education regulations as of July 1, 2001, require the Institute to identify programs by Classification of Instructional Programs (CIP) Codes, with the links to the US Department of Labor/Employment and Training Administration’s Occupational Information Network (O\*Net). CIP codes were developed by the U.S. Department of Education’s National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes, please refer to the website at [www.nces.ed.gov/SOC/](http://www.nces.ed.gov/SOC/).

**SOC CODES:** NACCAS accrediting agency policies as of July 1, 2011, require the Institute to identify programs by Standard Occupational Classification (SOC) codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes please visit the website at [www.bls.gov/SOC/](http://www.bls.gov/SOC/).

**O\*NET:** The O\*Net program is the nation’s primary source of occupational information. Central to the project is the O\*Net database, containing information on hundred of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O\*Net, provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*Net, please visit the website at [www.onetcenter.org/overview.html](http://www.onetcenter.org/overview.html).

1. Institutional Retention Rate for this institution is not available at this time.
2. Institutional On-Time Graduation Rate for the 2009-10: The Institute did not participate in Title IV prior to 2011.

					WAGES	WAGES			MEDIAN LOAN DEBT	MEDIAN LOAN DEBT
PROGRAM	CIP CODE	SOC CODE	O*NET	OCCUPATIONAL TITLE	Median Hourly (4)	Median Annual (4)	On-Time Graduation Rate (2)	Job Placement Rate (5)	Title IV Loans	Private Loans
Cosmetology	12.0401	39-5012	39-5012.00	Hairdressers, Hairstylist, and Cosmetologist	\$9.58	\$19,930	N/A	60%	N/A	\$2671.13

1. Retention Rate measures the percentage of first-time students who return to the institution to continue their studies in the fall.
2. “On-time” or “Normal time” is the typical amount of time it takes full-time students to complete their program. On-time graduation does not include absence hours that are automatically built in to each program. For specific allowable hours please see the section Satisfactory Attendance Progress.
3. The Occupational Information Network (O\*Net) is being developed under the sponsorship of the **US Department of Labor/Employment and Training Administration (USDOL/ETA)**
4. \*The following wage and salary data for the cosmetology program at Entourage Institute was provided by the U.S. Bureau of Labor Statistics Division of Occupational Employment Statistics (OES) using the May 2010 Occupational Employment and Wage Estimates. Self employed persons are not included in the estimates. Occupations are classified using the Standard Occupational (SOC) codes. For details of the methodology, see the Overview of the OES Survey at <http://www.bls.gov/oes/home.htm>
5. As submitted to accrediting agency NACCAS for the calendar year 2009, the most recent year for which data is available.
6. Not Applicable. This institution did not participate in Title IV funding prior to 2011.

## SCHOOL PERFORMANCE

\*The following information is data compiled from April 1, 2009 to March 31, 2010, the most recent year for which statistics are available.

Completion Rate: 80%

Placement Rate: 60%

Licensure/Examination Rate: 100%

Cosmetology	Mean Hourly	Mean Annual	Low (25 <sup>th</sup> Percentile)	Median (50 <sup>th</sup> Percentile)	High (75 <sup>th</sup> Percentile)
	\$11.04	\$22,970	\$8.24	\$9.58	\$11.89
*The wages listed in the table for Cosmetology do not reflect earnings of self-employed, which can be higher depending on location of salon, customer tipping practices, and competition from other salons. A Cosmetologist's initiative and ability to attract and hold regular clients are key factors in determining his or her earnings.					

To obtain a description of the manner the above statistics were gathered, or to obtain a list of employment positions determined to be within the field with regards to job placement of graduates, please ask your Career Planning Specialist. Wage and salary data for the cosmetology program at Entourage Institute was provided by the U.S. Bureau of Labor Statistics Division of Occupational Employment Statistics (OES) using the May 2010 Occupational Employment and Wage Estimates. Self employed persons are not included in the estimates. Occupations are classified using the Standard Occupational (SOC) codes. For details of the methodology, see the Overview of the OES Survey at <http://www.bls.gov/oes/home.htm>

### Campus Security Report

Not available at this time.

### Student Body Diversity by Gender and Ethnicity of PELL Grant Recipients

- for reporting year July 1, 2009 through June 30, 2010
- The Institute had no PELL grant recipients for the reporting year.

### CAMPUS PERSONNEL

Shimika Kennison: Executive Director/Master Educator  
Michele Wood-Yankee: Financial Aid Administrator/Master Educator  
Virginia Horn: Receptionist  
Rochelle Kreiger: Educator  
Michelle Legg: Educator

## Federal Consumer Information Addendum I

All the requirements, counseling, assistance and documents referred to in this section and within the catalog may be obtained by request to school officials during regular daytime business hours Monday thru Friday from 9:00 a.m. – 5:30p.m.

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "Directions to Apply for Federal Student Aid", the US Department of Education's annual

publication of "Funding Education Beyond High School: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available from the Admissions Office and/or Financial Aid Office; or:  
FASFA Information Center .....1800-433-3243  
FAFSA website .....www.fafsa.ed.gov

The school participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The school does not coordinate but will certify veterans, state, local government and private funding sources.

*Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:*  
 $COA \text{ (Cost of Attendance)} - EFC \text{ (Expected Family Contribution)} = \text{Need Eligibility}$

*Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:*  
 $COA - EFA \text{ (Expected Financial Assistance/all other aid)} = \text{Non-Need Eligibility}$

*COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items:*

*Tuition & Fees, Room and Board, Transportation, Misc/Personal, Kit/Supplies and Other items such as special circumstances or expenses related to disabilities.*

All students have the following rights and responsibilities:

The student has the right to ask the school:

- The name of its accrediting and their licensing organizations.
- About its programs; its instructional, laboratory, their physical facilities, and their faculty.
- What the cost of attending is, and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note

- (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student result in funds being awarded that a student was not eligible for are advanced to you or credited to your school account.

Private Education/Institutional Loans are provided only after a student has demonstrated need and exhausted all Federal Student Aid eligibility. A Private Education Loan Application Self-Certification must be completed before funds will be certified.

The school does not employ any students who are currently receiving financial aid and are attending the school programs.

All students who borrow a Stafford Loan while attending the school must complete Direct Loan Entrance Counseling before funds will be certified.

Exit Counseling must be completed by all students who are graduating or withdrawing from school. If a student is unavailable to complete at the school a package a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audiovisual materials US Department of Education Publications and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment.

Due to a class size of under 50 students at a time we do not release the gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants; doing so would lead to individually identifiable student recipients and violate their right to privacy.

NSLDS (National Student Loan Data System) is available at [www.nsls.ed.gov](http://www.nsls.ed.gov) where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575.

The Annual Clery Crime Report is published annually before October 1<sup>st</sup> annually online at <http://www.entouragebeauty.com> .

The school and the Federal Government want to encourage all American Citizens to register to vote when it comes to an election day. You can register to vote in the State of Kansas at [http://www.kssos.org/elections/elections\\_registration.html](http://www.kssos.org/elections/elections_registration.html)

We celebrate Constitution Day on or near September 17 of each year as required <http://www.constitutionday.com>

## **COPYRIGHT & COMPUTER USE POLICY**

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

#### **ADMINISTRATIVE RULE:**

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.

2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.

3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.

4. The School considers the educational environment to consist of traditional on-campus instruction..

5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.

6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

7. The only software programs, other than students' projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.

- 7. In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the CFO.

#### **FAIR USE:**

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. **The purpose and character of the use**, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2. The **nature of the copyrighted work**;  
The **amount and substantiality of the portion used** in relation to the copyrighted work as a whole; and
3. The **effect of the use upon the potential market** for or value of the copyrighted work.

The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

## **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **SCHOOL DISCIPLINARY ACTIONS**

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

## **INTERNET GUIDELINES**

Internet access is now available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The school's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to and research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The School firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the School.

## **PRIVILEGES**

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

The system administrator may close an account at any time as required. The School may request the system administrator to deny, revoke, or suspend specific user accounts.

## **USERS' OBLIGATIONS**

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.
- School related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the school's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

## **ETIQUETTE**

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

## **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

## **VANDALISM**

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

## **ACCOUNTS AND ACCOUNT PASSWORDS**

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.

- You may not set up an account for another user.  
You may not make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

## HEALTH AND SAFETY

### DRUG AND ALCOHOL POLICY

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful and prohibited by the Institute or as part of any of its activities. Drug and alcohol abuse prevention and counseling is available to all students and staff upon request.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

### HEALTH RISKS

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

**Alcohol** produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

**Amphetamines/Stimulants** (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure. Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. It can also cause sterility in males and females as well as impotency in males.

**Barbiturates/Depressants** (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

**Cocaine/Crack** stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

**Hallucinogens** (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

**Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics** (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Tobacco**/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

**PUNISHMENT FOR ALCOHOL AND DRUG RELATED CRIMES**

**STATE OF KANSAS  
Drug Possession Penalties**

Substance	Classification	Penalty
Possession of opiates, narcotics, or stimulants (amphetamines)	Drug Severity Level 4 Felony	up to 3 1/2 years in prison, \$100,000 fine
Possession of <b>marijuana</b> , other stimulants, depressants, hallucinogens (LSD, acid, psilocybin) or anabolic steroids - (also See my <a href="#">Marijuana possession</a> page)	Class A non person Misdemeanor	First Offense: up to 1 year in prison, \$2500 fine. Second Offense: up to 3 1/2 years in prison, \$100,000 fine
Possession drug paraphernalia	Class A non person Misdemeanor	First Offense: up to 1 year in prison, \$2500 fine. Second Offense: up to 3 1/2 years in prison, \$100,000 fine

**Kansas Criminal Laws, Drug Possession / Possession of a Controlled Substance Penalties excerpts  
Drug Classifications**

**Schedule I Drugs** are considered highly addictive drugs with a high likelihood of abuse, and no approved medical uses. They include Heroin, Marijuana, and many hallucinogens, such as LSD, Mescaline, Peyote, Psilocybin.

**Schedule II Drugs** are considered highly addictive drugs with a high likelihood of abuse, and limited approved medical uses. They include cocaine, codeine, hydrocodone, morphine, oxycodone/oxycotin, and related opiates.

**Schedule III Drugs** are considered highly addictive drugs with a less likelihood of abuse, and limited approved medical uses. They include many barbiturates, ketamine (special K), GHB,

**Schedule IV Drugs** are considered addictive drugs with a less likelihood of abuse, and some approved medical uses. They include chloral hydrate, and many common prescription drugs.

**Drug paraphernalia** may include kits, spoons, scales, capsules, balloons, needles, syringes, pipes, bongs, masks, roach clips, and other devices described in [KSA 65-4150](#).

**FEDERAL LAW**

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
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Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

***Referral and Hotline Information***

***National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1-800-662-HELP***

***National Alcohol & Drug Abuse Hotline 1-800-234-0420***

***Cocaine Helpline 1-800-COCAINE***

***Reach-Out Hotline 1-800-522-9054***

***(Alcohol, drug-crisis, intervention, mental health referral)***

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The institute has Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facility.

**SEXUAL HARASSMENT**

The Institute has a ZERO Tolerance Policy regarding activities creating a safety hazard to other persons at the Institute including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons on Institute premises.

**VACCINATIONS**

The Institute does not require vaccinations.