

Champion Beauty College, Inc.
3920 Cypress Creek Pkwy, Suite 210
Houston Texas 77068



STUDENT HANDBOOK 2022-2023

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Congratulations!

Welcome to **Champion Beauty College, Inc.!** You have taken a step forward in securing your future. We are honored you have chosen our school to help guide you in your future as a Professional Cosmetologist of America.

You can feel confident that you have chosen a school with high integrity and a dedicated staff of licensed professionals. Our school has a long history of solid career training. We have aligned ourselves with the industry's leading educators to offer the most comprehensive and up-to-date training available. We hope that with your determination and desire for success, we can continue our fine reputation.

YOUR SUCCESS IS OUR SUCCESS! As you begin your training with us, we hope that the information contained in this handbook will be of great assistance to you. We encourage you to ask questions and be able to discuss your future with us, here at Champion Beauty College, Inc.

Best wishes,

Ross Briggs, CEO
Champion Beauty College, Inc

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Orientation Schedule:

First Day of Class

- I. Welcome Introductions
- II. Philosophy and Objectives of the School
- III. Discussion of Catalog and Contract
 - a. School Hours and Holidays
 - b. Dress Code
 - c. Rules and Regulations of the School
 - d. Student Services: the right to privacy and access
 - e. Transfer policies, including transcript fee
 - f. Refund Policy
- IV. Student Operating Procedures
 - a. Review of Student Handbook
 - b. Time Clock Procedures
 - c. Attendance Sheets, Monthly Schedule
 - d. Daily Schedules for Theory and Practical
 - e. Student Binders
- V. Tour of School and Facility
 - a. Walkthrough of evacuation route
 - b. First aid procedures
- VI. Issue Textbooks and Equipment if not previously received
 - a. Discussion of each item of equipment and usage
- VII. Class dismissal
 - a. Students are expected to obtain proper uniforms and mark all equipment before returning on the second day of class.

Second Day of Class

- I. Lecture: Careers in Cosmetology
 - a. Working conditions
 - b. Physical demands
 - c. Potential salaries
 - d. Variety of Opportunities
- II. State Rules and Regulations
 - a. Licensing
 - b. General exam requirements
 - c. Sanitation
- III. Practical work begins

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<p>SCHOOL HOURS Monday through Thursday 9:00AM to 12:00PM 1:00 PM to 5:00 PM 6:00 PM to 9:00 PM Saturday 9:00AM to 2:00PM</p>	<p>THEORY (MANDATORY) Monday through Thursday 9:00AM to 12:00PM</p>
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Start Dates:

Students may enroll at any time during the month. Classes begin on the first and third Monday of each month. If a holiday falls on these dates, classes will begin the following day. Champion Beauty College, Inc. may cancel a start date if sufficient enrollment is not met.

Mission Statement:

“Creating a nurturing environment to promote entrepreneurship in the business world of beauty, fashion, wellness, and art, while fostering an appreciation for lifelong learning.”

Institutional Vision:

The institution intends to prepare students with skills that are competitive in today’s cosmetology market. The fundamental purpose of Champion Beauty College is to provide specialized vocational training for a rewarding career in the beauty, fashion, wellness, and art industries.

Holidays and School Closings:

Champion Beauty College, Inc recognizes the following days as legal holidays:

New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Labor Day, Independence Day, Thanksgiving, Christmas

Additional closing days may occur at the school’s discretion for training, staff meetings, conventions, etc. Closings will be posted

Non-Discrimination Policy:

Champion Beauty College accepts all students, regardless of age, sex, race, creed, color, sexual orientation, national origin, mental or physical disability, veteran’s status, or another protected status under applicable laws.

Accrediting and Licensing Agencies:

The Council on Occupational Education (COE) is recognized by the United States Department of Education as a national accrediting agency.

Accredited by:

Council on Occupational Education

7840 Roswell Rod, Building 300 Ste. 325

Licensed by:

Texas Department of Licensing and Regulations

P.O. Box 12157

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Atlanta, GA 30350

(770)396-3898 or www.council.org

Austin, TX 78711

(512)463-6599

Over Contract and Other Charges:

A cosmetology student will have twelve (12) additional school days included in the contract end date – to fulfill course completion without additional charges. An Esthetics student, Barber, and Cosmetology Student Instructors will have six (6) additional days included in the contract end date. If the student fails to complete the course in the allotted time, at the sole discretion of the school, the student may be permitted to pursue the course until completion, while adhering to the rules and regulations of the institution and the policies set forth for Extra Instructional charges. Extra instruction charges will be at the following rates:

Cosmetology	\$11.25 per hour
Esthetics	\$11.25 per hour
Barber	\$11.25 per hour
Instructor Training	\$11.25 per hour (Currently Not Available)

Students who have been terminated or withdrawn from school must pay a \$100 registration fee along with the application for re-enrollment. If tuition is paid monthly, the payments are due on the 1st or 15th of each month; this will be determined in the financial interview. A late fee of \$10.00 per month will be charged if the payment is more than 10 days late. A fee of \$100 will be charged for students who are approved to transfer between courses.

Uniform Requirements:

Scrubs – Black (Cosmetology/Barber)

Must be plain, clean, and professional. No jeans. No sweatpants. No split skirts. No shorts. No high walking slits. Pants must be ankle length. In special circumstances, skirts must be knee-length. Armpits must be covered.

Scrubs – Black (Esthetics)

(Champion Beauty College prefers that you wear all black)

Must be plain, clean, and professional. No jeans. No sweatpants. No split skirts. No shorts. No high walking slits. Pants must be ankle length. In special circumstances, skirts must be knee-length. Armpits must be covered.

Laboratory Coat – White (Esthetics Only – Required at 75 clocked hours)

Lab coat must be plain, clean, and professional with either long or short sleeves.

Or

All White professional types of uniform of washable material with armpits covered. It must meet all guidelines required.

Shoes:

Must be plain and clean. Black or white shoes only. Any shoe that has loops or holes for laces must be laced. Slip-on style shoes are acceptable, no high-tops. Socks may be worn with pants

Courses Offered:

Cosmetology – 1000 Hours

A graduate completing the course should be prepared to take the state-issued licensure exam. The graduate should be prepared to enter the workforce in the field of Cosmetology and be able to productively perform cosmetology services such as haircutting, styling, coloring, facials, and manicures and have a level of product knowledge and business skills to be successful in the salon and retail environment.

Average length of course: Full Time – 50 Weeks Part Time – 100 Weeks

Esthetics – 750 Hours

A graduate completing the course should be prepared to take the state-issued licensure exam. The graduate should be prepared to enter the workforce in the field of Esthetics and be able to productively perform a skin analysis, and facial massage, and have a level of product knowledge and business skills to be successful in the salon, medical, or retail environment.

Average length of course: Full Time – 25 Weeks Part Time – 50 Weeks

Class A Barber – 1000 Hours

A graduate completing the course should be prepared to take the state-issued licensure exam. The graduate should be prepared to enter the workforce in the field of Barbering and be able to productively perform barbering services such as shaving, hair cutting, styling, coloring, facials, and manicures and have a level of product knowledge and business skills to be successful in the barbershop, salon, or retail environment.

Average length of course: Full Time – 50 Weeks Part Time – 100 Weeks

Cost of Each Program:

See attached insert. The cost of the program is subject to change without notice. The changed rate will be applied to newly signed contracts and will not affect existing contracts. Please see Admissions Office for details.

Instructional Techniques:

The basic curriculum is presented in two ways: Theory and Practical.

THEORY: pertains to lecturing and class participation with textbooks and audio-visual aids

PRACTICAL – correlating the theory that has been taught to developed skills. Practical application is performed on patrons and mannequins

Course Curriculums:

Cosmetology – 1000 Hours

10 hours of Orientation, Rules, and Laws
20 hours of Shampoo and Related Theory
20 hours of Hair and Scalp Treatment
50 hours Cold Waving and Related Theory
40 hours of Chemical Texture Service
200 hours of Haircoloring and Related Theory
100 hours of Manicuring and Related Theory
100 hours of Facial and Related Theory
450 hours of Haircutting and Related Theory
10 hours Salon Management

Esthetics – 750 Hours

225 hours of Facial Treatment, Cleansing, Masking, and Therapy
90 hours of Anatomy and Physiology
75 hours of Electricity, Machines, and Related Equipment
75 hours Makeup
50 hours of Orientation, rules, and Laws
50 hours Chemistry
50 hours Care of Client
40 hours of Sanitation, Safety, and First Aid
35 hours Management
25 hours of Superfluous Hair Removal
15 hours Aromatherapy
10 hours Nutrition
10 hours of Color Psychology

Class A Barber – 1000 Hours

50 hours of Orientation, Rules, and Laws
70 hours of Sanitation, Safety, and First Aid
100 hours of Grooming and Dressing of Hair
50 hours of Hair and Scalp Treatment
50 hours of Anatomy and Physiology
200 hours of Hair coloring
30 hours Manicuring
50 hours of Facial Treatments
100 hours Implements and Equipment
50 hours Chemistry
50 hours Barber Shop Management

Cosmetology Operator to Class A Barber – 300 Hours

1 hour History of Barbering
1 hour Barber Laws and Rules Review
5 hours Implements, Honing, and Stropping
5 hours Shaving
5 hours Men's Haircutting and Tapering

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- 1 hour Beard and Mustache Trimming and Design
- 1 hour Hair Color Review
- 1 hour Permanent Waving and Relaxing Review
- 1 hour Manicuring and Nail Care Review
- 1 hour Facial Treatments and Skin Care Review
- 1 hour Anatomy and Physiology Review
- 1 hour Blow-dry Styling Review
- 1 hour Shampooing and Conditioning Review
- 275 hour Instruction in Practical Work, consisting of
 - 165 hours Men's Haircutting and Tapering
 - 85 hours Shaving, Mustache, and Beard Trimming
 - 5 hours Hair Coloring
 - 5 hours Permanent Waving and Relaxing
 - 5 hours Facial Treatments
 - 5 hours Shampooing and Conditioning and Blow-dry Styling
 - 5 hours Manicuring

Faculty and Staff:

Ross Briggs	CEO, Cosmetology and Facial Instructor, BA – Cosmetology Columbia Pacific University
Jim Adams	CFO, Admissions
Maria Martinez	Director of Education, Cosmetology Instructor – Instructor Certified TDLR
Melitza Burgos	Financial Aid, Admissions
Rebecca Gant	Compliance
Bonita Johnson	Facial Instructor, Esthetician Certified TDLR
John Tates	Barber Instructor, Instructor Certified TDLR

Admissions Requirements:

To enroll, a student must have:

- Two forms of identification, such as a social security card, valid passport, or state-issued photo identification card/driver's license.
- Educational requirements, such as 1) Highschool diploma, 2) GED, or 3) Certified statement of receipt for a high school diploma/GED

All applicants must complete an Application of Enrollment and provide proof of education and age. Students who are not U.S. Citizens and wish to apply for Title IV funds must provide a valid alien registration number. All applicants must commit to attending the scheduled classes, meet financial obligations as stated in the enrollment agreement, and demonstrate a desire in developing high standards of professionalism.

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An applicant is ineligible for registration if he or she has been convicted of, entered a plea of nolo contendere, or is guilty of a felony.

Certification of transfer hours must be submitted before signing the registration contract. Acceptance of transfer hours is at the discretion of the school. The school does not recruit students already attending or admitted to another school offering similar programs of study.

Enrollment:

The student may enroll at any time during the month. The first tuition payment, if applicable, is required to be paid on the first day of attendance. By state law, only actual clock hours are accumulated.

Transfers From Other Schools:

Enrollment is available for students wishing to transfer to the school after they have withdrawn from other cosmetology or barber schools, both in and out-of-state. Students who have attended more than two career schools before applying at Champion Beauty College, Inc., may be considered ineligible for enrollment. The school may view this behavior as an indication that the student is at high risk of noncompletion of the course. The school does not recruit students already attending or admitted to another school offering similar programs of study.

The student must submit a certification of hours before signing the registration contract. Credit for previous training and education in a licensed cosmetology or barber training program may be granted. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular entrance and registration requirements. The student must meet all regular entrance and registration requirements. A transferring cosmetology student must enroll for a minimum of 300 hours. Before a transferring student can be enrolled, they must be evaluated academically by the school's Director. A fee of \$100 will be charged for students who are approved for transfer.

Federal Assistance Programs:

The school is approved as an eligible institution by the U.S. Department of Education to participate in Title IV Grant and loan programs. The packaging of financial assistance is determined according to the guidelines set forth by the U.S. Department of Education. Financial Aid is available to those who qualify.

Federal Pell Grant – Pell is a federal grant available to undergraduate students to help pay for their education. Eligibility for the Pell Grant is determined by a set of guidelines based mainly on the individual's income (and/or the parents' income if the student is determined to be a dependent student). Since the Pell Grant is an entitlement program, all students are encouraged to apply. Application for current year Pell Grant must be received by the Finance Office NO LATER THAN June 27th of that year.

Federal Stafford Loans – Stafford loans are low-interest loans made by a lender, such as a bank or savings account, and loan association. These loans are insured by the guarantee agency in each state and reinsured by the Federal Government. You must repay this loan. For borrowers who receive loans, the interest rate is a variable interest rate, which changes annually on July 1st. Repayment begins six months after you have either graduated or withdrawn/drop from school. Processing time is typically two (2) to four (4) weeks after the student's start date. The federal government pays interest on a Subsidized Stafford Loan on his or her

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behalf. Interest on an Unsubsidized Stafford Loan accrues during the enrollment period. The borrower may pay the interest while in school, or the lender will capitalize it (adding to the principal balance).

Federal Plus Loans – The Plus Loans provide additional funds for educational expenses for dependent students and, like Stafford Loans, are made by a lender. Plus, loans have variable interest rates, adjusted annually. Plus, borrowers, generally, must begin repayment on both principal and interest within 60 days after the last loan disbursement. Processing time will take approximately two (2) to four (4) weeks after the student starts. Applicants must undergo a credit analysis.

Return of Title IV Funds:

The return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws from the school. The withdrawal process is defined as occurring when a student notifies, in either written or oral form, the School Director or Education Director of his or her withdrawal. If the student fails to notify the school of his or her intent to withdraw, the student will be officially withdrawn after 14 consecutive days of absence. A return of Title IV funds must be made within 45 days from the determination date, in case of a student withdrawal.

The return of Title IV formula determines the amount of Title IV funds a student has earned and the amount of Title IV funds a student must return, as of the date the student ceases attendance. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend through the 60 percent point of the payment period. If the student ceases to attend school after she or he was scheduled to have completed more than 60 percent of the payment period, the student earns 100 percent of the Title IV funds. For example, if the student is scheduled to complete 149.85 hours of a 450-hour payment period, the student would have earned 33.3 percent of their Title IV funds (i.e., $149.85/450 = 33.3\%$)

The Return of Title IV Funds Policy dictates only the amount of Title IV funds a student has earned. This policy does not dictate the number of institutional charges that the school may retain. The amount of Title IV funds a student has earned may not cover all unpaid institutional charges due to the school upon the student's withdrawal. If the student receives less federal student aid than the amount earned, the student could be eligible for a post-withdrawal disbursement. See the "Refund Policy" section for more information on the institutional charges due when a student withdraws.

Return of Title IV Funds Distribution Policy:

Return of Title IV funds will be paid in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Federal, State, Private, or Institutional aid
7. The student

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Verification:

The student selected by the U.S. Department of Education for the process of verification is required to submit additional information to the Financial Aid Office. The verification procedures will be conducted as follows:

- When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 21 days from the date the student is notified that the additional documentation is required for the process.
- Failure to provide required documentation within the time allotted, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
- The financial aid office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.
- The financial aid office will make any required corrections to the application data and submit them to the Central Processing System. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter will be issued to the student within 30 days.

Method and Terms of Payment:

If the student does not acquire eligibility for Title IV Funds, all tuition will be due and payable immediately, or an arrangement by promissory note may be approved by the school as a method of payment. If the student does acquire eligibility for Title IV Funds, no portion of these funds will be disbursed to the student until the course costs are paid in full. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. Payment is due immediately or any arrangement by promissory note may be approved by the school as a method of payment. If monthly payments are approved by the school, the student account is due and payable by the terms of the promissory note, including any late payment charges, if incurred. The student may be suspended until payment has been received. Certification of hours will not be provided until all tuition charges have been paid in full.

Course Transfers:

With prior approval from the corporate office, a student may transfer from one course to another course within the school, per the following criteria:

1. The student must make a request to the school's Director for a transfer to another course.
2. The student must pay a \$100.00 registration fee, plus, a one-time \$25.00 fee for TDLR.
3. The student must transfer to the new course within the first day of the new start date of said course.
4. Additional charges may incur due to the specific changes made by the student; these charges will be determined by the Corporate Finance Department on an individual basis.

Termination:

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The school may terminate a student prior to the completion of their program for one or more of the following:

- Insubordination
- Insufficient academic progress
- Not fulfilling financial obligations to the institution
- Failure to comply with the rules and regulations set forth by the institution
- Failure to comply with the Tardiness/Attendance policy of the institution

After a minimum of five (5) consecutive school days and/or a maximum of 14 consecutive school days of absence or in the case of a leave of absence on the documented date of return if the student does not return.

Graduation:

The graduation requirements for all coursed are as follows:

- Completed the required hours of training.
- Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy.
- Take a final examination on all practical procedures, and a written examination – having a score of 75% or higher.
- Fulfil all financial obligations to the school.

Upon graduation, a certificate will be awarded. Certification of hours will not be provided until all tuition charges have been paid in full.

Tardiness/Attendance Policy:

Students are expected to attend classes as scheduled. Students who miss five (5) consecutive school days without communicating with the school's Director or designee may be terminated on the sixth (6) consecutive school day. Students who persist in repeating patterns of absenteeism will be counseled and will be subjected to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. All students are expected to call the school each day they are absent. You must speak with an instructor or the administrative staff. Students more than 10 minutes late for their scheduled shift will not be allowed to remain in the school for the day unless the reason for the tardiness is 1) documented doctor/dentist visit or 2) a documented court or other official appointments. Continued tardiness may result in probation, other disciplinary action, or ultimately expulsion from the school. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for hours is the time clock system.

Makeup Work Policy:

Students who are absent on theory test days or fail to pass a theory test must make up the test within the same month the test is given.

If the test is not made up within the same month, the test missed will be posted as a Zero (0) for calculating the monthly grade point average.

Make-Up Hours:

Makeup hours can only be completed on Monday through Thursday, from 5:00 pm to 9:00 pm, or Saturdays, from 9:00 am to 2:00 pm, with a 30-minute lunch break. The school reserves the right to discontinue makeup hours at any time.

- **Criteria for Make-Up Hours:**
 1. Students will be booked with client appointments on makeup hour days. When not working on a client appointment, the student will be completing assignments on a mannequin. No free services (students/friends/family) will be done on makeup days.
 2. Students are required to attend school from 9:00 am – 2:00 pm for makeup hours on Saturdays; exceptions may be made with medical documentation ONLY.
 3. Students cannot earn more than 48 hours per week.
 4. Students cannot accelerate attendance and graduate prior to their contract graduation date.

Satisfactory Progress Policy:

Satisfactory Progress in attendance and academic work is a requirement for all students. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the beginning of each payment period. Students are advised of their academic and attendance status via a report card.

1. Attendance Policy/Progress:

- a. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the time allotted. The maximum time frame is equal to 1.5 times the published length of the course. Time off for authorized leave of absence will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their registration contract. Late arrivals may not enter class until seven (7) minutes after the lecture has begun. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent. Only the School Director may exercise discretion in scheduling when a student is nearing the completion of the program. Students that project a poor attitude or show little to no effort to attend a school or complete their assignments may be put on probation, suspended, or terminated from school before the minimum satisfactory progress policy. Any action to be taken would be determined by the school administration. Students are encouraged not to miss any days during their freshman phase.

2. Academic Progress:

- a. Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted towards course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

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- b. Students must maintain a grade average of 75% and pass a FINAL written and practical exam before graduation. Numerical grades are considered according to the following grading scale.

Practical and Theory Grading Scale:

92 – 100	A = Excellent
85 – 91	B = Good
75 – 84	C = Average
69 – 74	D = Needs Improvement
68 – Less	F = Failure

3. Determination of Satisfactory Progress:

- a. Satisfactory Progress will be measured monthly. For the student to be considered Satisfactory Progress, the student must meet, both, attendance, and academic minimum requirements.

4. Probation:

- a. Students failing to meet requirements for attendance or academic progress for the first (1st) academic year midpoint evaluation will be placed on probation until the next academic year midpoint evaluations or until reestablishing of Satisfactory Progress, whichever occurs sooner. During probation, students are considered to be making Satisfactory Progress, and students who receive federal funds may continue to be funded. If the student meets minimum requirements at the end of the probation period, the student will be determined as making Satisfactory Progress. If the student fails to meet requirements at the end of the probation period, the student will be determined NOT to make Satisfactory Progress and will be suspended for receiving Title IV funds, if applicable. The student will be terminated if determined that the student cannot complete their program in the allotted 1.5 times the length of their course (maximum time frame).
- b. Cosmetology students will have two (2) evaluation periods and all other programs will have one (1) evaluation period. The maximum number of probationary periods for all the programs is one (1).

5. Appeal Procedure:

- a. If a student is determined NOT to make Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration with supporting documentation, including reasons why the determination should be reversed, and submit a request for reevaluation. Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress. If applicable, financial aid funds will be reinstated to eligible students.

6. Withdrawal Date and Last Day of Attendance:

- a. The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance.

7. Reestablishment of Status:

- a. A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:
 - i. Making up missed assignments and tests to increase grade average to 75% and/or
 - ii. Increasing cumulative attendance to 67%

8. Reentry Students/Interruptions:

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- a. A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. The determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. The elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the leave. Students reentering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of premature withdrawal. Students wishing to reenroll in the school after a withdrawal must submit a letter to the school administration; letters of request will be forwarded to the Corporate Board along with the school Director's recommendation. Student letters requesting re-enrollment must include a summary of the reason the student withdrew and how these issues have been resolved. Reenrollment is at the discretion of the Corporate Board/school. Decisions by the Corporate Board regarding re-enrollment are final. Upon approval from the Corporate Board, students must pay a reentry fee of \$100.00 with the enrollment application.
 - i. **Reinstatement of Financial Aid**
 1. Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress.
 - ii. **Course Incompletes and Repetitions**
 1. Course incompletes and repetition of the course do not affect the institution's Satisfactory Progress Policy.

Grading System

Students are evaluated within each category level: Freshman, Junior, or Senior, through the use of theory, quizzes, examinations, practical quizzes, and requirement sheets. Students must have a 75% average in theory and practical and must pass a final written and practical examination – with a minimum of 75%, to be promoted to the next class. Recording successful clinical experiences in the student's record imply satisfactory completion.

The following numerical system is used to evaluate performance:

92 – 100	A = Excellent
85 – 91	B = Good
75 – 84	C = Average
69 – 74	D = Needs Improvement
68 – Less	F = Failure

To be entitled to continue accumulating hours at this institution, a cosmetology student must be promoted to the next level based on the following hours:

Actual Hours

Freshman 0 – 100

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Junior 101 – 500

Senior 501 – 1000

Progress reports are issued at the student's request, and report cards are issued at the end of each level upon promotion. Certificates are issued at the completion of all graduation requirements.

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Attendance and Schedule Changes:

The contracted hours of instruction are to be taken at the times scheduled in the contract. The school is under no obligation to grant a schedule change. If the school grants a schedule change, the first schedule change will be without charge, a \$25.00 charge will be applied for a second schedule change, and a \$100.00 charge will be applied to each additional schedule change. The school reserves the right to make any change in the schedule that it deems necessary.

The student must complete the course before the Contract End Date. The Contract End Date may be changed only with the written consent of the school. The school is under no obligation to change the Contract End Date. The Contract End Date is based on the schedule in the contract. Any change in the total number of scheduled hours per week invalidates the original contract end date.

Additional Charges for Absenteeism and Deficit Hours:

Students will be charged for hours scheduled, not just the hours attended. A Cosmetology student will have twelve (12) additional school days included in their contract end date to complete their course of study at no additional charge. An Esthetics student and Cosmetology Instructor student will have six (6) additional days included in their contract end date. Likewise, a Manicuring student will have five (5) additional days included in their contract end date to complete their course of study at no additional charge.

Once a student's additional personal days are used, the student will be required to pay an additional amount per hour, as detailed in the contract, prior to the 15th of every month for all deficit hours accrued in the previous month. These charges are in addition to charges for contracted hours. Students who do not pay for deficit hours by the 15th of each month, will not be allowed to attend school until full payment is made. Students who are not permitted to attend school, for any reason, will continue to accrue deficit hours according to their schedule and during their absence.

Extra instruction charges will be at the following rates:

Cosmetology	\$11.25 per hour
Esthetics	\$11.25 per hour
Teacher Training	\$11.25 per hour (Currently not available)
Barber	\$11.25 per hour

In case of a documented emergency, documented medical condition, or school closing, the school may credit the student with extra free hours or grant a leave of absence. All documentation must be presented to the school immediately upon the student's return to school. Late or incomplete documentation will not be accepted. The school is under no obligation to grant a leave of absence.

Leave of Absence:

A Leave of Absence (LOA) is a temporary interruption in a student's program of study due to circumstances such as the following but not limited to family emergency, medical reasons, childcare provider issues, temporary loss of transportation, or other documentable situations. A student will be allowed up to 180 days in a 365-day period.

STUDENT HANDBOOK

- a. A student may, for valid reasons, and at the discretion of the Director, be granted an LOA. The student will not receive credit for attendance or achievement for the leave, nor will they be charged absences.
- b. Prior written notice must be given before leave is granted.
- c. The LOA will not be granted for less than five (5) consecutive school days or more than 30-calender days unless the request is supported by a physician’s written recommendation that the leave is more than 30 days due to medical reasons. Maternity leave will fall under this category.
- d. The status of a student at the time of the leave or any official interruption of the training will remain the same upon reinstatement, concerning the satisfactory progress standards.
- e. Failure to return from an LOA will result in the termination of the student’s contract.

Readmission and Discontinuation:

Students may discontinue their course of study temporarily or permanently. If a student discontinues, the student may be readmitted only once. The school reserves the right to reevaluate the student, and additional charges may be added. Upon reevaluation, the Director will discuss the results with the student and document the decision.

Champion Beauty College, Inc. is not responsible for articles left on school property.

Completion, Licensure, and Placement:

The following information is reported in the 2021 Annual Report to the Council on Occupational Education (COE):

	Cosmetology	Esthetics	Instructor Training	Barber
Completion	65.00%	62.00%	N/A	N/A
Licensure	80.00%	100.00%	N/A	N/A
Placement	73.00%	100.00%	N/A	N/A

Refund Policy:

All refunds, when due, will be made with or without the request of the student. Refund percentages are calculated only regarding the tuition cost of the program after classes begin.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under the legal age, his or her parents or guardian) cancels his or her contract and demands his or her money back in writing, within three (3) business days of the signing of registration agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student receives any portion of a kit or

STUDENT HANDBOOK

textbooks, that student is responsible for 100% of the charges for those items received after three (3) business days of the signing of the contract. These policies apply regardless of whether the student has actually started training.

3. If a student cancels his or her contract after three (3) business days after signing, but prior to entering classes, he or she shall be entitled to a refund of all monies paid to the school unless an application/resignation fee of \$100.00 for all courses offered.
4. If the student withdraws or is terminated after having begun classes and before the last 50% of the course, the following schedule of tuition adjustment is authorized:
 - a. After the first day of classes and during the first 10% of the period of financial obligation, the institutions shall rightfully earn 10% of the contracted tuition.
 - b. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall rightfully earn 50% of the contracted tuition.
 - c. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall rightfully earn 75% of the contracted tuition.
 - d. After the first 50% of the period of financial obligation, the institution shall rightfully earn ALL of the tuition.
5. "Enrollment time" is defined as the time elapsed between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 30 days of formal cancellation by the student or by formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date or return or the date that the student monies the school that he or she will not be returning.
6. The refund policy will apply to tuition and fees charged in the enrollment agreement. Charges to the students for books and kits will be calculated separately at the time of withdrawal. Books and kits that have been issued to the student may not be returned to the school for refund upon termination of enrollment.
7. If the school is permanently closed or no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. The school shall provide individual notice to students if a teach-out is necessary.
8. If the course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. The school reserves the right to reschedule, postpone, or cancel classes.
9. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Stafford Loan, 2) Subsidized Federal Stafford Loan, 3) Federal PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he or she may be required to refund the aid to the applicable program.
10. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds, shall be evaluated for a return of Title IV funds according to federal guidelines. Students enrolled in programs scheduled to last longer than 12 months are released from the obligation to pay tuition for coursework scheduled to occur beyond 12 months if the student withdraws or is terminated during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the calculation above. If the student withdraws or is terminated during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on the calculation above.

Privacy and File Access Policy:

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third-party request. A school form may be used for this purpose. It is the school's policy that no information is released without the written authorization of the student, with the exception of a parent who claims the student on their Federal Tax Return. The school will release information to any federal, state, or local office, auditor, or accrediting body having the authority to request such information. Upon written request for an appointment with the school administrator a student may review or give permission to an outside individual to review his or her student records. These records may include academic, financial aid, and counseling records. A student may not review income and asset information on parents in the file without the written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

Grievance Policy:

It is the intention of Champion Beauty College to offer a friendly, enjoyable, and pleasant learning environment.

All grievances must be in Written Form and filed with the director. All student grievances will be taken seriously, and every effort will be made to resolve the grievance. Discussion of the grievance will be held in private with the student, instructor, and/or director in attendance. The discussion may be recorded, and the director may request others to be present. If the grievance involves other students, additional people may be called in after the initial attempt at resolution. If a grievance is not resolved to the satisfaction of the student, the director's decision is final.

If a grievance is still not resolved, the student may contact:

Accredited by:

Council on Occupational Education

7840 Roswell Rod, Building 300 Ste. 325

Atlanta, GA 30350

(770)396-3898 or www.council.org

Licensed by:

Texas Department of Licensing and Regulations

P.O. Box 12157

Austin, TX 78711

(512)463-6599

Rules and Regulations:

1. Full time students are required to attend 30 hours per week and part time students are required to attend 15 hours per week. Students must maintain a minimum of 67% of the required attendance.
2. Students are not permitted to sit in dryer chairs or at the stations unless the instructor has given permission. The students must work on a mannequin or study assignment when not working on a guest or fellow student.

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3. Students are not permitted to hang out or stand up at the front desk. Students must get permission before using the phone. Excessive incoming calls for students (unless it is an emergency) will not be accepted. It is an interruption for the staff to have to stop what they are doing and go get you for a phone call.
4. Only an instructor may collect charges and make change. Do not congregate for idle conversation around the front desk.
5. Smoking is allowed outside in designated areas ONLY, away from the front door, and only on break. Excessive smoke breaks, or not cleaning up the smoking area, will result in a suspension of the smoking privilege.
6. Students are not allowed on the computer unless they are studying or using the media service, and only then with the permission of the instructor.
7. Guests come here for your benefit. Anyone refusing service to a guest will be suspended or terminated immediately. Students must wash hands before and after servicing each guest.
8. All students must inform the office of absences or tardiness. If prior approval has not been given for your absence or late arrival, you must call in no later than one-half hour after class has started. In some instances, a doctor's note may be required. Excessive tardiness and/or absences may result in termination from school. Reference rule #3.
9. Students clocking under 8-hours per day are allowed a 30-minute lunch break and two 10-minute breaks – one in the morning and one in the evening. Students clocking over 8-hours per day are allowed a 1-hour lunch break and two 15-minute breaks – one in the morning and one in the evening. Students who leave the building for any reason must clock out. Failure to comply will result in a loss of time that cannot be accounted for because you failed to follow the rules. Students are responsible for cleaning up after themselves after they eat. Do not leave your mess for someone else to clean up. Food left in the Terrace or in the refrigerator over the weekend will be disposed of.
10. You may be asked to bring additional supplies to school to supplement the supplies you now have. You will be given a designated time to have these supplies. Failure to do so may result in a written warning.
11. If you need assistance with any service or need a haircut or perm checked, find an instructor quietly. Yelling across the school will not be tolerated.
12. Be courteous to fellow students, staff members, and above all, to your guests. You will enjoy your day in school more if you do.
13. You must follow all sanitation rules and regulations as outlined by T.D.L.R. Your instructor will inform you of these. Practice cleanliness. Daily jobs are assigned to each student, and we will rotate these jobs so that no individual feels that they are being taken advantage of. T.D.L.R. requires students to assist in the cleaning of the school, for health, sanitation, and learning reasons. Anyone who consistently avoids his or her job will receive a written warning only twice. After that you are subject to suspension or termination.
14. Always keep your station neat and clean. Sweep up all hair after each haircut and before performing the next service, even if it is on the same guest. Loose hair is not only unsightly, but also dangerous. You or someone else could slip and fall because of it. Check your station between guests. Do not seat your guests at a dirty shampoo chair, dryer, or styling station.
15. When a student is given a guest or fellow student to work on, he or she will be instructed as to what service(s) to give, and the supplies to be used. If a guest requests additional service(s) other than they have been assigned for, the student will notify the person in charge at the front desk and also make sure the additional service(s) are then added to the guest's service ticket. If you fail to do so,

STUDENT HANDBOOK

and the guest fails to pay, you will be responsible for paying for those specific charges. No salon wants an employee who gives away service.

16. School uniforms consist of solid black scrubs – a white lab coat for esthetic students, with armpits covered and mid-drift covered. No writing or symbols on the top with solid black pants. Blue jeans are not acceptable. Black smocks may be worn. White lab coats may be worn by Esthetic students. Shoes will be black or white, with no heels over one inch. Slide in-flats and tennis shoes are preferred. Anyone not complying with the dress code will be sent home to change. After the third time of being sent home because of noncompliance by the student, the student may be suspended or terminated from school.
17. All students must park only in designated areas as required by the school director or owner.
18. Alcoholic beverages or drugs will not be permitted or tolerated, EVER. Any person caught violating this rule will be terminated immediately.
19. Students will not argue with instructors or student instructors at any time. You must do as you are instructed immediately. Failure to do so will result in suspension or termination.
20. No food, drinks, gum, or smoking is allowed in any area other than the Terrace break area. You will not consume any product unless you are on break and in the proper break area.
21. All students must maintain a grade average of 75% or higher at all times in theory and practical work. All students must maintain a minimum of 67% attendance to remain in satisfactory status. **ALL TUITION DUE MUST BE PAID IN ORDER TO REMAIN IN SCHOOL.**
22. All students are required to set up a final interview with the financial aid officer before permanently leaving the school. Any changes (address, income, phone number, etc.) must be reported at all times.
23. An appointment may be made with a school official for assistance in the job market. The school does not guarantee placement, but we will gladly assist you in finding employment.
24. Failure to comply with any and all rules set forth (or any augmented by school in the future) will result in suspension and/or termination.
25. Students will not leave the building without informing an instructor and ‘clocking out’.
26. Student who decides that they want to leave early but have not made prior arrangements with the instructor will be suspended for one day. Continuous tardiness, absence, leaving early may lead to termination.
27. Do not write on your timecard. If you forget to clock in or out, you will lose the time you were in school on that day. No one can override the rules of T.D.L.R regarding the timecards. Anyone tampering with another student’s card will be suspended or terminated immediately.
28. Tuition is due by the twentieth day of each month.
29. Sanitation duties are assigned daily and are to be done daily. Failure to follow instruction may result in suspension or termination.
30. Everyone takes a turn sweeping and cleaning when we do the daily cleaning of the school.
31. If you would like to receive a service (cut, color, perm, etc.) check with an instructor first. They will be set up the day, time, and student to perform the service. Students pay half price if school products are used. Service may not be performed until all guests and sanitation duties are completed.

2021 CAMPUS ANNUAL SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the school collects statistics as the basis for this Annual Security report, which is made available to all students, employees, and applicants for enrollment or employment.

CAMPUS is defined as: any building or property owned or controlled by the school within the same contiguous area and used by the school in direct support of or related to its educational purposes

The following criminal offenses occurred on campus during the 12-month period of January 1, 2020, through December 31, 2020.

<u>Type of Crime</u>	<u>Number of Occurrences</u>	<u>Number of Arrests</u>
Murder	-0-	-0-
Sex Offenses	-0-	-0-
Robbery	-0-	-0-
Aggravated Assault	-0-	-0-
Burglary	-0-	-0-
Motor Vehicle Theft	-0-	-0-
Weapons Possession	-0-	-0-
Liquor Law Violations	-0-	-0-
Drug Abuse Violations	-0-	-0-

- A. Any student or employee of Champion Beauty College, Inc. who is witness to a criminal act, accident, or other emergency is required to report immediately to the school director or a school instructor. Following the verbal report, a detailed written memo will be required of the witness. The school director will use the memo to complete the School Incident Report Form.

It shall be the responsibility of the school director to contact any outside agencies necessary (police, ambulance, etc.). in the event of an emergency, it may be necessary for the student or employee to contact the necessary outside agency.

- B. The school staff shall determine when an incident is reported whether it is necessary to call in an outside agency. If an outside agency is not called, the director and staff shall be responsible for the enforcement of school rules and regulations. If an outside agency is called, the staff shall cooperate with the local authorities. Students and staff are encouraged to immediately report any criminal or suspicious activity to the school director.

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- C. The school will hold a program in conjunction with the Drug Free Schools and campus Security Program. The purpose of this program is to educate students and staff to be away of their surrounding and be responsible for their own security and the security of others and the educate on chemical abuse. This program will also inform participants about efforts they may make to prevent crime.
- D. The possession, use, or sale of alcoholic beverages, illegal drugs or weapons on campus is prohibited. Enforcement is the responsibility of the staff and local law enforcement authorities. Any criminal penalties violation of this policy may result in suspension, expulsion, or in the case of an employee, termination. Educational programs on drug and alcohol abuse shall be offered twice yearly.
- E. In the event s sex offense should occur on campus, the accused shall take the following steps:
 - 1. Report the offense to the school administrator.
 - 2. Preserve any evidence as may be necessary to the proof of criminal sexual assault.
 - 3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - 4. Report the crime to local law enforcement agencies.
 - 5. Request change in the academic situation if desired.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency in investigation, the facts pertaining to the crime, and other related mitigating circumstances.

I acknowledge receipt and understanding of the campus security data and policy.

Student or Employee Signature

Date

Drug Prevention Program:

In keeping with all local, state, and federal laws, our school prohibits the possession, use or distribution of drugs and alcohol by students or employees while on school property or when involved in any school-sponsored activities. Any student or employee who is or has been consuming alcohol or drugs on school property will be considered the same as though they came onto school property under the influence of alcohol or drugs. For the first offense, students or employees will be immediately removed from class attendance, until the student/employee can pass the "Return to Duty" drug and/or alcohol test, at student's/employee's expense. If there should be a second offense, the student or employee will be terminated. There will be an incident report in the individual's file or record for any offense. Any student or employee having possession of alcohol or drugs – even though not under the influence – will be suspended one day for the first offense. The second offense will be reported to the police, and the student or employee will be terminated. There will be an incident report placed in the individual's file or record for any offense. If conditions warrant such actions, the school reserves the right to search any containers or the person if it appears a student or employee is involved in alcohol or drugs.

The police department or any legal drug enforcement officials are welcome to the school at any time for investigation or making arrest. Penalties or punishment will depend upon the crime. Each case will be determined by the individual's record.

Health Risks:

Tobacco: Smoking of tobacco products is the chief avoidable cause of death in America. 170,000 people die each year from smoking-related coronary heart diseases. Lungs, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Chronic lung diseases such as emphysema and chronic bronchitis are ten times more likely to occur among smokers than among nonsmokers. Cigarette smoke contains carcinogens which can produce eyes, nose, and throat irritations. The most dangerous substance in tobacco smoke is nicotine. Nicotine is highly addictive and makes quitting smoking difficult.

Marijuana (Cannabis): all forms of marijuana have adverse physical and mental effects. Physical effects of usage are a substantial increase in the heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of marijuana reduces short-term memory and comprehension. Motivation and cognition can be altered making an acquisition of new information more difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence and require higher dosage to get the same effect.

Cocaine: Cocaine affect the central nervous system. Immediate effects include dilated pupils and higher blood pressure, heart rate, respiratory rate, and body temperature. Chronic use can cause ulcers in the mucous membrane of the nose. Cocaine can produce psychological and physical dependence. Crack is extremely addictive, and its effects are felt within ten seconds. Dilated pupils, elevated blood pressure, loss of sleep, loss of appetite, paranoia, and seizures are physical effects of crack usage. The use of cocaine can cause death by respiratory failure to cardiac arrest.

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Depressants (Barbiturates, Methaqualone Tranquilizers): The effects of depressants are similar to those of alcohol. However, large doses can cause respiratory failure, coma, and death. Using depressants can cause both physical and psychological dependence. Regular use of depressants may result in tolerance to the drug, causing the user to take larger quantities of the drug.

Narcotics (Heroin, Methadone, Codeine, Morphine, Opium): Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose of narcotics can produce slow and shallow breathing, clammy skin, convulsions, coma, and even death.

Alcohol: Alcohol consumption causes changes in behavior. Even low doses can impair the judgement and coordination required to drive a car safely. Moderate to high doses cause marked impairments in higher mental function, severely altering a person's ability to learn and remember information. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake can produce withdrawal symptoms, including anxiety, tremors, convulsions, and hallucinations. Long-term consumption of large quantities of alcohol can lead to permanent damage to the liver and brain.

Counseling for Drug and Alcohol Abuse: The main source of currently active counselling centers is the Yellow and Business section of the telephone book, alcoholism information treatment centers or drug abuse and addition information centers. If you or anyone you know is interested in counseling, please contact the school director. This can be performed in person or by telephone. The school director will furnish you with several names and telephone numbers where counseling and treatment may be furnished on confidential basis.

I have read and understand these policies and the disciplinary actions that will occur for drug and alcohol abuse.

Student's Signature

Date

Sanitation and Sterilization

Please check with instructors daily to receive your assigned sanitary duty

The Texas Department of Licensing and Regulations requires students to assist in the cleaning of the school, for health, sanitation, and learning purposes. You must follow all sanitation rules and regulations as outlined by TDLR. Your instructor will inform you of these.

When a student graduates and goes to work in a salon, they will more than likely be required to clean up after themselves. To assist each student in developing professional work habits, the following activities should be performed daily:

Stations, mirrors, and floor should be kept neat and clean daily prior to and following the servicing of a guest. Do not seat a guest at a dirty shampoo bowl or station. Students must wash their hands before and after the servicing of a guest. Shampoo bowls should be sanitized immediately after each use. Equipment used by students should be sanitized after each use. The Dispensary must be kept clean, and all utensils washed after each use. Lockers should be cleaned and free from any food articles. No food or drink is allowed in any part of the school except the Terrace lounge. The lounge should be kept neat and cleared of all food when not in use. Special duties will be assigned by the instructor to facilitate sanitizing of the school on a daily basis. We rotate these jobs so that no individual feels that they are being taken advantage of.

Failure to participate in and follow sanitation and sterilization procedures may result in suspension or termination.

I, _____ a student at Champion Beauty College, Inc., have read and fully understand the rules and regulations of the school. I will do my best to comply with the rules and regulations, as all times. I also understand that failure to do so will result in my suspension and/or termination. I also understand a copy of this signed document will be permanently placed in my academic file.

Student's Signature

Date

(Notice: Changes to take place periodically. You will be informed of any changes)

Champion Beauty College, Inc. Policies, Rules, and Regulations

I, _____ a student at Champion Beauty College, Inc., have read and fully understand the policies, rules, and regulations of the school as outlined in the student handbook. I will do my best to comply with the policies, rules, and regulations, at all times. I also understand that failure to do so will result in my suspension and/or termination.

I also understand a copy of this signed document will be permanently placed in my academic file.

Student's Signature

Date

(Notice: Changes to take place periodically. You will be informed of any changes)

Right to Student's File

Champion Beauty College, Inc., will guarantee the student the right to see his or her file in private in the presence of one or more instructor(s) or the Director. The parents of a student under the age of 18 shall also have the right to see the student's file in the presence of the student and one or more instructor(s) or the Director

Student's Signature

Date

(Notice: Changes to take place periodically. You will be informed of any changes)

Champion Beauty College, Inc.

Orientation

Student Name: _____

Initials

- _____ 1. School Rules – Attendance Policy, Daily Sanitation
- _____ 2. Graduation Requirements
- _____ 3. Refund Policy
- _____ 4. Satisfactory Academic Progress
- _____ 5. Drop, Re-Entry, Transcript.
- _____ 6. Sickness, Absence, Makeup Work Procedure
- _____ 7. Leave of Absence Policy
- _____ 8. School Rules
- _____ 9. Completion Time, Contract
- _____ 10. Books and Kits
- _____ 11. Tuition Payments and Financial Aid Requirements
- _____ 12. School Uniforms
- _____ 13. Drug Policy
- _____ 14. Safety Test
- _____ 15. Other Policies
- _____ 16. Questions

Student's Signature

Date

(Notice: Changes to take place periodically. You will be informed of any changes)