

## South Hills and North Hills Beauty Academy, Inc. 2014-2015 Course Catalog



**South Hills Beauty Academy, Inc.**  
3269 West Liberty Ave  
Pittsburgh, PA 15216  
(412) 561-3381



**North Hills Beauty Academy, Inc.**  
813 West View Park Dr  
Pittsburgh, PA 15229  
(412) 931-8553

If you would like to join the dynamic growing business of beauty, there is no better way to start than with training at South Hills Beauty Academy and North Hills Beauty Academy, a progressive, reliable and innovative school.

Our instructors are highly qualified, warm, and dedicated to the success of their students. You will learn the basic fundamentals to advanced techniques throughout your course. You will learn the latest trends in both hands-on and theory instruction through demos, product representatives, guest artists and workshops. With a solid education, determination, and talent a successful future can be yours!

I myself am a graduate of South Hills Beauty Academy. Therefore, I can relate first hand to the needs of our students. I believe it is important it is to stay abreast on the demands of the industry and incorporate the information into the curriculum as well as to provide a strong foundation for you to build a rewarding career in all aspects of the industry

We offer quality Cosmetology training in all aspects of the field that can lead directly to a fun, secure, and satisfying career. Both Academies offer lifetime job placement assistance to all of our graduates.

Discover how Cosmetology training can prepare you to take advantage of a wide choice of career opportunities. Come join the beauty world and let us help you become a professional in this industry.

After reading through our catalog, please feel free arrange a meeting with our admissions representative for a tour of the facilities and to answer any questions you may have. See what we can offer you and how we can become a part of your future!

Sincerely,

*Mary Pernatozzi (Owner)*

**Publication Date: March 1, 2014**

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## Administration

South Hills Beauty Academy, Inc. and North Hills Beauty Academy, Inc.

Our *main administration offices* are located at South Hills Beauty Academy.

\*The following Requirements and Policies apply to both schools

President / Owner	<i>Mary Pernatozzi</i>	<b><u>INSTRUCTORS (SH)</u></b>	<b><u>INSTRUCTORS (NH)</u></b>
Financial Aid Director	<i>Irene Pernatozzi</i>	<i>Nicole Barrett (Supervisor)</i>	<i>Denise Merico (Supervisor)</i>
Office Manager	<i>April Pernatozzi</i>	<i>Donna Bombara</i>	<i>Angela Ruff</i>
Admissions/ Financial Aid Assistant	<i>Kerri VanGelder</i>	<i>Phyllis Friel</i>	<i>Jessica Lang</i>
Attorney	<i>Scott F. Kenedy</i>	<i>Erin Podlinsky</i>	
Consulting Physician	<i>Scott Carnivale, MD</i>	<i>Mary Jo Wright</i>	
		<i>Anita Pantuso</i>	

## Affiliations

Accredited by - National Accrediting Commission of Career Arts and Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
Telephone (703)600-7600

Licensed by – Pennsylvania State Board of Cosmetology  
P.O. Box 2649  
Harrisburg, PA 17105-2649  
Telephone - (717)783-7130

### Member Of:

- National Cosmetology Association
- Pennsylvania Cosmetology Association
- ASCP: Associated Skin Care Professionals
- American Massage Therapist Association

### Approved For:

- Title IV funding: Direct Student Loans, Pell Grant
- Occupational Vocational Rehabilitation
- Veterans Training
- My CAA
- Pittsburgh Promise
- WIA-Career Link

### Equal Opportunity

South Hills and North Hills Beauty Academy are equal opportunity training centers and practice no discrimination on the basis of race, color, religion, age, sex, financial status or ethnic origin in its admissions, instruction, or employment policies.

# South Hills and North Hills Beauty Academy

## ***Our Mission***

At South Hills and North Hills Beauty Academy we strive to ensure strong offerings in technical arts, conceptual classroom and clinic instruction. We continue to offer a high standard in total curriculum, meet the professional requirements of state level, and incorporate the demands of the industry so that we can assure all students the highest quality of education and preparation for employment.

## ***Our Goals***

Our schools will build a strong, solid foundation for students as they become experts in their field of study. We believe in the worth and value of the individual student in the classroom therefore we provide a professional atmosphere that creates the opportunity for learning.

## ***Objectives***

1. To assure conceptual classroom and clinic instruction.
2. Offer high standards in the total curriculum at professional and state level.
3. Assure high quality training in the field of study.
4. Offer a progressive and modern facility with an environment favorable to learning.
5. Provide instructors with the knowledge to advance students to their fullest potential.
6. Provide the latest techniques and a varied curriculum designed to impart a well-rounded education in a stimulating manner.
7. The accomplishment of all the requirements as set forth by the Pennsylvania State board of Cosmetology.

## ***Drug Free Institution***

South Hills and North Hills Beauty Academy are drug free institutions. The use of non-prescription drugs and /or Alcohol is strictly prohibited. Students with concerns, questions and /or problems regarding drugs and /or alcohol are encouraged to contact school personnel.

## ***Admission Requirements***

### ***ALL programs require the following:***

1. High School Diploma
2. Holders of High School Equivalent Certificate, transcript showing high school completion, or a certificated of attainment

### ***Instructors course and Brush-Up Course require the following:***

- State licensure or proof of previous training or licensure
- All students must have a Physical examination by a physician licensed in the Commonwealth of Pennsylvania who must certify that the student is free from all infections and contagious diseases.
- The school does not recruit students already attending or admitted to another school offering a similar program of study.

## ***Credit For Previous Hours/ Transfer Hours***

An Official transcript of hours is required at time of enrollment in order to receive hour credit for our programs. We accept a maximum of 950 hours towards our Cosmetology Program. For all other programs hours are transferred based on the discretion of the Director.

## ***Class Schedule***

***Class start dates are the first Monday of every month \* We offer flexible schedules:***

**Full Time / Part Time Day or Evening**

### ***Day Classes***

#### **Monday through Friday**

9:00 am - 4:30

9:00 am - 3:30 (Manicuring only)

#### **Breaks**

9:45 a.m. - 10:00 a.m.

2:00 p.m. - 2:15 p.m.

#### **Lunch**

12:00 p.m. - 12:30 p.m.

### ***Evening Classes ( only SH Location)***

*\*not all classes run monthly- please call for scheduling*

#### **Monday through Thursday**

5:30 p.m. - 9:30 p.m.

#### **Break**

7:15 p.m. – 7:30 p.m.

## ***HOLIDAYS***

- New Year's Day
- Good Friday
- Easter Monday
- Christmas Day
- Memorial Day
- Labor Day
- Thanksgiving Day and Day After
- Winter Break: December 24th through January 1st
- Summer Break: 1 week in July (dates may vary)

**Class is in continuous session unless informed otherwise.**

### **School Cancellations And Postponements**

In the event that the school will be closed or delayed due to weather this information will be listed on Channel 4 WTAE & 11 WPXI

## Facilities of South Hills Beauty Academy

**South Hills Beauty Academy** Offers 3 Floors, 10,000 Square Feet Of Training Class Rooms. Located on the **Main Level** are Our Reception Area, Retail Area, Salon Training Clinic, Manicuring Training Clinic, Waxing Treatment Room, Theoretical Classrooms, Practical Classrooms, Library, Dispensary, Supervisor's Office, Teacher's Office, and Restrooms. Our **Lower Level** Consists of Additional Classrooms, Student Break Rooms, Restrooms and Locker Rooms. Our Upper Level is dedicated to Our Esthetic Skin Care Clinic and Massage Area, Treatment Rooms, Practical Classrooms, Theoretical Classrooms, and Administrative Offices.



Clinic Reception Area



THEORY CLASSROOM



Clinic Area

Practical & Theory Classroom



*Esthetician practical area*



*Treatment rooms*

**Facilities of North Hills Beauty Academy**

**North Hills Beauty Academy** Occupies 3,500 Square Feet Of Training Classrooms. On The Main Level are the Reception Area, Salon Training Clinic, Manicuring Clinic, Clinic, Esthetic Skin Care/Waxing Training Room, Dispensary, Practical Classroom, Theory Classroom, Library, Supervisors Office, Teachers Office, Student Break Room's, Locker Area, and Restrooms.



**Reception Area**



**Clinic Area**



**Clinic Area**



**Practical classroom**



**Theory classroom**



## ***About Our Schools***

**South Hills & North Hills Beauty Academy  
Progressive Cosmetology Education!!!  
A Career for You.....The Choice is Yours**

If You Are Artistic and Enjoy Working with People, We May Have the Right Career For You! South Hills and North Hills Beauty Academy is an Educational Facility and Have Been Successfully Graduating Students since 1969. We Have an Experienced Supportive Educational Staff Who's Top Priority is to Provide You With Excellent Education. You Will Form a Strong Understanding of Beauty Concepts to "Cutting-Edge" Technologies At our Academies, We Will Facilitate the Latest Educational Tools and Techniques Available in all Programs, Providing our Students with the Knowledge of the diverse World of Beauty And Wellness. Career Opportunities Have Never Been Better. The Demand for Well-Trained, Creative Professionals are Increasing in the Fast Growing Industry. We Can Provide You With the Marketable Skills that You Need to Become Successful. With the Right Attitude, Self-Motivation, and Creativity, the Ability to Succeed will be Yours.

### ***We Offer an Impressive Variety of Career Opportunities***

With Our Specialized Cosmetology Programs You Can Be certified as a Cosmetologist in Just 9 Short Months....A Nail Technician or Skin Care Specialist in only 10 weeks. A Massage Therapist (South Hills Location only) in only 7 months.(see massage catalog) Or, Perhaps you want to continue your education and train to become an Instructor. We can help you make it possible.

South Hills and North Hills Beauty Academy Maintain The Highest Standards of Teaching and we Focus Attention to each Student's Individual Needs. Our Programs are Structured to Ensure the Best Possible Education you Can Receive.

### ***Our Experience Combined with your Talent Creates Success!!!!***

Our training facility is open daily to the public. South Hills and North Hills Beauty Academy has an established clientele who come to the school for All aspects of salon and spa services. As a student you will have the opportunity to service this clientele. Not only will you meet your course requirements, you will experience the best hands on practice in our state of the art facilities which is the most important part of your training. Upon graduation you will be ready to begin your career with confidence.

### ***Our Graduates are In Demand!!!!***

Top Professional Salons as well as Industry Manufactures and Educators Visit the School on a Regular Basis. They Perform an Array of Demonstrations and Lectures on the Latest Techniques and Products that the Beauty Industry has to Offer. You will Have the Opportunity to Meet and Talk with These Organizations about the Industry. These Salons and Organizations as well as many Others Seek Our Graduates for Employment Daily.



# Our Programs

## Cosmetology & Hair Design (1250 hrs)

This course is designed to build a strong solid foundation in all professional aspects of Cosmetology. South Hills and North Hills Beauty Academy will educate you in both the theory and practical skills necessary to meet licensing requirements leading to employment in Hair Design.



We will teach you how to perform the latest Hair Styling Techniques, Precision/Style Cutting, Client Consultation, Latest Trends in Men's Hair cutting, Clipper Cuts, Hair Color, Highlighting, Permanent Waving, Hair Extensions, Professional Product Knowledge and more. In this course you will also study Manicuring/Nail Design and Esthetic Skin Care and Make-up. By completing this course, you can specialize in any one or all aspects of hair, skin or nail care. You may consider becoming a Manufacturer's Representative or even open your own salon. The options are endless! Upon graduation you will be knowledgeable in all aspects of Cosmetology and will make you more marketable in today's trends of the full service Beauty Industry.

### Required Course Hours

#### THEORY

THEORY OF TECHNIQUES & SCIENCES	385 Hours
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#### PRACTICAL & CLINIC

STATE LAW AND REGULATIONS	10 Hours
STERILIZATION AND HYGIENE	40 Hours
SCALP AND HAIR TREATMENTS	50 Hours
SHAMPOO & RINSES	30 Hours
HAIR STYLING	170 Hours
HAIR CUTTING	100 Hours
HAIR COLORING	105 Hours
CHEMICAL PROCESSING	110 Hours
MANICURING	200 Hours
SKINCARE & MAKE-UP	50 Hours

#### **TOTAL 1250 HOURS**

## ***Manicuring & Nail Design (300 hrs)***

This course is designed to build a strong and solid foundation in the professional practice of Nail technology. South Hills and North Hills Beauty Academy will educate you in both theory and practical skills necessary to meet licensing requirements leading to employment as a Nail Technician.

You Will Train in all the Latest Nail Care Techniques. You will Learn O.P.I Product Knowledge and Education, Client Consultation, Basic Manicures, Oil Manicures, Conditioning Nail Treatments, Spa Manicures, Therapeutic Hand Massage, Sculptured Nails, Artificial Nail Application, Gel Nail Application, Nail Mending/Wraps, and Paraffin Hand treatments. You Will Also Learn Nail Artistry/Air Brushing, Basic Pedicures, Spa Pedicures, Stone Pedicures, Therapeutic Foot Massage and More! At South Hills and North Hills Beauty Academy You Will Learn the Skills you need to Succeed in the Salon and Spa Industry.



### ***Required Course Hours***

#### **THEORY**

THEORY OF TECHNIQUES & SCIENCES	100 Hours
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#### **PRACTICAL & CLINIC**

REQUIREMENTS	60 Hours
MANICURING & PEDICURING	45 Hours
ARTIFICIAL NAIL APPLICATION	65 Hours
NAIL ARTISTRY	10 Hours
STATE LAW AND PROCEDURES	20 Hours

#### **TOTAL 300 HOURS**

## ***Esthetics Skin Care & Make-up (325 hrs)***

This course is designed to build a strong and solid foundation in the professional practice of Esthetic Skin Care. South Hills and North Hills Beauty Academy will educate you in both theory and practical skills necessary to meet licensing requirements leading to employment as an Esthetic Skin Care Specialist.



We Will Train You in All of the Latest Techniques of the Salon and Spa Industry. Students Study Specialized Techniques to Purify, Balance and Renew the Skin. You will learn Client Consultation, Therapeutic Massage, European Facials, Spa Facial Treatments, Stone Facials, Paraffin Facials, Machine Facials, Temporary Hair Removal, Body Wraps, Aroma Therapy, Make-up Application, Chemical Peels and Microdermabrasion. South Hills Beauty Academy is partnered with a Variety of Salon and Spa Leaders. You will Train and Become Knowledgeable about Spa and Facial Products including, Dermalogica, Danae, Satin Smooth, Biotone, Amber, and Private label products. Upon Completion of this Course you will be Salon and Spa ready and will enter the field with confidence.

### ***Required Course Hours***

#### **THEORY**

<i>THEORY OF TECHNIQUES &amp; SCIENCES</i>	<i>100 Hours</i>
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#### **PRACTICAL & CLINIC**

<i>FACIAL TREATMENT</i>	<i>70 Hours</i>
<i>SKIN ANALYSIS</i>	<i>30 Hours</i>
<i>TEMPORARY HAIR REMOVAL</i>	<i>10 Hours</i>
<i>MAKE UP APPLICATION</i>	<i>50 Hours</i>
<i>BODY TREATMENTS</i>	<i>10 Hours</i>
<i>SKIN EXFOLIATION</i>	<i>15 Hours</i>
<i>PROFESSIONAL PRACTICES</i>	<i>40 Hours</i>

#### **TOTAL 325 HOURS**

## ***Instructor Course (500 hrs)***

This course is designed for students who wish to further his or her education and are interested in the cosmetology teaching profession. If you have a passion for teaching others the skills to enter the beauty profession this is the career for you! We will train you in the practices needed to become a Cosmetology, Manicuring, Esthetics or Massage Instructor. You will have the opportunity to train hands on in the schools Classrooms and salon-like clinic. You will Conduct Professional Practice in Student Training, Salon Management, Lesson Preparation, Demonstration, Lecture, and Teaching Techniques. Our Program will provide you with the Skills needed to Conduct your own practical and theory class with Confidence.

### **THEORY**

TEACHING METHODS & TECHNIQUE	300 Hours
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### **PRACTICAL/CLINIC**

STUDENT TEACHING	100 Hours
BUSINESS AND SALON MANAGEMENT PRACTICES	75 Hours
PROFESSION PRACTICES	25 Hours

**Total 500 HOURS**

## ***Brush -Up Course***

Our Brush-Up course is designed to help students who have completed the requirements for licensure but have not proceeded to take the practical state exam. This one week minimum course will prepare you to take the practical portion of the state exam.

Classes can be formed for licensed professionals based on individual need. Options may vary.

## ***Policies of South Hills & North Hills Beauty Academy Financial Aid Programs Available***

Qualified students attending South Hills and North Hills Beauty Academy are eligible to participate in certain financial aid programs:

- Federal Pell Grants (Cosmetology program only)
- Direct Loan Program (all Programs)

The United States Department of Education Publication, "The Student Guide," updated and issued for each school year, details the above programs. Copies are available to all students and applicants from South Hills Beauty Academy and North Hills Beauty Academy Financial Aid Counselors.

### ***Applying for Financial Aid***

If you are interested in applying for the Pell Grant (based on financial need) or Direct Loan, our school can assist you in the application process by individual appointments. You will need to complete the following: (these forms are provided by the school)

- Visit [www.pin.ed.gov](http://www.pin.ed.gov) and apply for a PIN #
- FAFSA application
- Federal Stafford Loan Application
- Master promissory note
- Verification Worksheet
- Entrance/Exit Counseling Forms
- Parent Plus Loan (optional)

\*\*Along with the forms above, you will need to provide copies of the following: 1040 tax returns for current year, Driver's License, Social Security Card, High School Diploma or G.E.D.

After the student completes the application process the school will submit the application electronically and the student as well as the school will receive notification of the result of the application.

### ***Borrower Rights and Responsibilities***

Many students require financial assistance during their training. However, in considering Student loans you are accepting a serious responsibility. When you accept a Direct Loan you are accepting the responsibility to repay the full amount borrowed plus interest. During your program the loans can assist you to pay for your schooling. You will benefit from a grace period of six months after graduation before you have to start repayment on the loan. If you handle your responsibilities well, repaying the loan will help you build a better financial future. If you do not pay and default on your loan, there will be financial consequences.

#### ***Borrower Rights As a student you have a right to know"***

1. The financial aid programs are available at your school and how you qualify.
2. How your financial need was determined and what items were considered in your budget.
3. The type and amount of loan fees that the lender will deduct from your loan that will still be included in repayment.
4. When your loan disbursements are due and how they will be divided.
5. What your monthly payments will be and when you will be expected to start repayment.
6. Your school's policies concerning enrollment, required attendance, and good academic standing.
7. Your school policy on when tuition, fees, and other costs must be paid and alternative ways of payments.
8. Your school policy on refunds if you should not complete the desired program.

### ***Satisfactory Academic Progress Policy (SAP)***

All Students must maintain satisfactory academic and attendance progress in order to be considered as having successfully completed the program

of study in which he/she has enrolled. This applies to all students enrolled in any program, all schedules, and at either location.

All students must attend 75% of the duration of the course in order to attain satisfactory attendance progress. All students must maintain a 75% grade point average in theory, practical, and clinic in order to be making satisfactory academic progress.

To assure that students are making satisfactory progress in attendance as well as academic, evaluations are scheduled for each program of study offered by the school no less two times throughout the program, or on an as needed basis. These evaluation periods are based on actual hours and students will have access to the evaluation results. Students will be notified in writing if you are not making SAP and if it will affect your Title IV funding.

**Students with Transfer hours:** all transfer hours accepted are counted as both attempted and earned hours.

### **Satisfactory Attendance Progress (SAP)**

All Students must complete the required hours for each course. (Based on a full time schedule)

- |                                 |  |                 |
|---------------------------------|--|-----------------|
| • Cosmetology & Hair Design     | evaluation@ 450 hrs, 900 hrs, 1250 hrs | Total =36 weeks |
| • Manicuring & Nail Design      | evaluation@150 hrs, 300 hrs            | Total=10 weeks  |
| • Esthetics Skin Care & Make-up | evaluation@168 hrs, 325 hrs            | Total=10 weeks  |
| • Instructor Course             | evaluation@ 250 hrs, 500 hrs           | Total=15 weeks  |

All students must attend a minimum 75% of the duration of the course in order to attain Satisfactory Attendance and Academic Progress.

**WARNING:** Students who fail to meet the minimum requirements are placed on a warning and considered to be making satisfactory progress during the warning period. If the student has still not met both the attendance requirements, he/she may be placed on probation and, if applicable, students may be deemed in advised in writing on the actions required to attain satisfactory academic progress by next evaluation. If at the end of the warning period, the student eligible to receive Title IV funds.

**PROBATION:** Students who fail to meet minimum requirement for academic or attendance during the warning period may be placed on probation and considered to be making satisfactory process while during the first probationary period, if the student appeals the decision, and prevails upon appeal. ONLY students who have the ability to meet the SAP standards will be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. This may require Make-up time and an academic plan to help achieve SAP by the next evaluation period. Students who have missed 15% of the duration of the course will be required that all that time be made up. MAKE-UP hours will be scheduled at the discretion of the Supervisor or Director. If at the end of the probationary period the student is determined to not be making SAP and does not achieve the minimum standards of 75%, the student is deemed ineligible to receive Title IV funds. All students are subject to the current program hourly cost for over contract charges.

**RE-ESTABLISHMENT OF SATISFACTORY PROGRESS:** Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**SAP APPEAL:** Reasons for which a student may appeal SAP are as follows: death of a relative, and injury or illness of a student, or other allowable circumstance which must be discussed with your supervisor, and documented in writing for your file and approval. The appeal must include why the student failed to make SAP and what has changed in the student's situation that will allow achievement of SAP at the next evaluation. The results of the appeal will be documented in writing in the students file.

\*\*All students are required to notify the school if they will be tardy or absent. Excessive absences and tardiness will be cause for dismissal. Attendance records must be filled out and updated upon returning to the school after an absence. To consider an excused absence legal documentation with contact number must be provided upon return. If no documentation can be provided it is considered an unexcused absence.

### ***Maximum Time Frame for Course Completion***

You must complete your program of study in a period of time not to exceed 1.3 times the contracted program length on your Enrollment Agreement. A leave of absence will be considered in the calculation of the maximum time frame. Any student who fails to complete the course in the designated time will be subject to pay over contract fees of the current tuition rate for additional hours needed. (Cosmetology & Hair Design, \$11.50. Instructors

Course \$12.00, Esthetics Skincare & Makeup and Manicuring & Nail Design \$12.50)

The following is a list of full time courses offered and the maximum completion time for each.

Course Title	Course Length	Maximum Completion Time
Cosmetology & Hair Design	36 weeks	58 weeks
Manicuring & Nail Design	10 weeks	13.3 weeks
Esthetics Skincare & Make-up	10 weeks	13.3 weeks
Instructor Course	15 weeks	18.6 weeks

### **Scheduled Evaluations**

All Students will receive progress reports for theory, practical, clinic and attendance in order to measure student's progress.

- **Cosmetology & Hair Design.....450 hrs, 900 hrs, 1250 hrs**
- **Manicuring & Nail Design.....150 hrs, 300 hrs**
- **Esthetics Skincare & Make-up.....168 hrs, 325 hr**
- **Instructors Course.....250 hrs, 500 hrs**

### **The following factors will be measured to determine Satisfactory Academic Progress:**

- THEORY (test grades, homework, etc.)
- PRACTICAL
- CLINIC
- ATTENDANCE

### **THEORY GRADING SYSTEM (Based upon tests, homework, etc.)**

A...100% to 94% Excellent

B... 93% to 85% Good

C... 84% to 75% Satisfactory

D...74% to 65 % Unsatisfactory

F... 64% to below Poor

### **PRACTICAL GRADING SYSTEM**

- Maximum 100 point value
- Minimum Score of 75 Required

### **The student's performance in each evaluation category will be assessed using the "HH-H-S-U" scale:**

HH = High Honors = 100%-94%

H = Honors = 93%-85%

S = Satisfactory = 84%-75%

U = Unsatisfactory = 74%-64%

Students must maintain a 75% grade point average in theory and a 75% grade point average in practical and clinic in order to be considered to be making Satisfactory Academic Progress. Students meeting minimum requirements at evaluation will be considered making Satisfactory Academic Progress until next evaluation. In order for a student to be considered making Satisfactory Academic Progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Students failing to meet minimum progress requirements will be placed on probation for one grading period with the opportunity to meet requirements next grading period. During probation, students are expected to make Satisfactory Academic Progress.

A student receiving Financial Aid will continue to be eligible as long as he/she maintains a record of Satisfactory Academic Progress and Satisfactory Attendance.

If you are not making SAP at the time of the evaluation or monthly academic and attendance reviews, you will be placed on probation.

South Hills and North Hills Beauty Academy do not offer remedial classes or course repetition. Therefore, it has no effect on Satisfactory Academic Progress.

The terms for re-establishing your satisfactory progress will be detailed in your probationary letter. Failure to comply with the terms of probation may result in termination or withdraw.

### **REINSTATEMENT OF AID**

If it is determined that you are not making SAP by virtue of your grades and/or attendance, and if your financial aid is terminated because you were not able to comply with terms of a probation period or other rules and regulations of the school, your financial aid may be reinstated once you re-establish SAP according to the terms of probationary period for that program.

### **TEMPORARY INTERRUPTIONS**

If you will be required to miss a considerable amount of class time due to an illness, emergency, or personal problems, a student must submit a signed and dated request for a leave of absence to the school supervisor or director. The director will make a determination whether or not the request for a leave may be granted. A personal leave may not exceed 30 days. A medical leave, by order of a physician, may be requested for a period of time not to exceed 6 months. You are only permitted one leave per program. Students re-entering will be in the same academic and attendance status as when they left for the leave. Your leave of absence will extend your contract period and maximum time frame by the same number of days taken in LOA.

### **APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. This appeal must be received by the Director of Education within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal will be schedule within five (5) business days of the receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a minor), supervisor, instructor, or director of education. A decision on the student's appeal will be made within five (5) business days by the Director and will be communicated to the student in writing. The decision will be final and documents will be in student file.

Should a student prevail upon his/her appeal and be determined as making SAP, the student will automatically re-enter in the course and financial aid funds will be reinstated to eligible students.

### **TARDINESS POLICY**

DAY students are required to be in class promptly at 9:00 a.m. and 12:30 p.m. for roll call. No student will be permitted to disrupt class in session after 9:15 a.m. Students without an excuse are considered late and will not receive credit for the a.m. session. Students who are late for the afternoon session at 12.30 p.m. will be dismissed without credit for this session. EVENING students are required to be in class promptly at 5:30



p.m. for roll call. Students will only be permitted to sign or swipe in 15 min intervals based on schedule. If a student is continuously late this privilege will be lost. An Excused absence is considered a legal document or Written medical excuse. Make-up hours is decided upon supervisors discretion.

### **RE-ENTER POLICY**

The Academy allows withdrawn students to re-enroll with no loss of hours already credit if the student was in good standing with the school academically and financially. The student would have to pay the current enrollment fee and would be charge the rate of tuition for the hours needed to complete the program.

### **CONDUCT POLICY**

All students must adhere to the rules and regulations of the school at all times. The school reserves all rights to suspend or expel any student who causes discord.

### **STUDENT RECORDS POLICY**

Students, parents and/or guardians of dependent minors have the right to gain access to their cumulative records by appointment under supervision with interpretation to student findings when reviewing files. Information pertaining to student records will be released only upon written instructions and consent of the student, parent and/or guardian of a minor student. The institution provides access to student and other institutional records to its accrediting agency and other third parties.

### **RELEASE OF INFORMATION**

According to FERPA: Family Education Rights and Privacy Act, Students or Parents have the right to gain access to educational records maintained by the school. To receive a copy of your records a written consent and request for copies must be submitted in writing along with a \$10.00 fee. You have the right to request that the school makes corrections to your records if there are any concerns or discrepancies. If the school decides not to amend the record you have the right to a formal hearing. If the decision stands and the school does not amend the record you may place a statement with the record setting forth your view about the contested information.

### **COUNSELING**

Counseling will be offered to any student/graduated who is having difficulties with his/her academic or professional career. Students have the privilege of consulting management at all times.

### **REFUND POLICY**

#### **FINANCIAL AID TITLE IV REFUND POLICY:**

The return of Title IV funds as prescribed in section 484B of the Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid the student has not earned is the returned to the Title IV programs. It is proportional calculation based on the date of withdraws through 60% of the payment period. The refund is calculated based on students last date of attendance.

The formula in brief is as follows:

- A. The institution will determine the date of withdraw and then determine the percentage of the payment period, or period of enrollment attended by the student.
- B. The institution will determine the amount of Title IV for which the student was eligible by percentage of time enrolled.
- C. The institution will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned this amount of Title IV funds must be returned.
- D. The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion that could have been directly disbursed to the student on the charges that were covered.
- E. The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed the institution will then perform the calculation of a student refund.

For all students who enroll and begin classes the following tuition adjustment is authorized plus a \$100.00 fee.

Percentage of Time to Total Time of Course	Amount of Total Tuition Owed
01% To 4.9%	20%
05% To 9.9%	30%
10% To 14.9%	40%
15% To 24.9%	50%
25% To 49.9%	70%
50% and Over	100%

Students' tuition, fees and refund policies are clearly and completely stated in print from and uniformly administered adequate student financial records are kept. Our policy complies with a mandated policy according to our accreditation agency and the PA Department of Education. This applies to all withdraws or terminations for any reason, including student decision, course or program cancelation or school closure.

1. An applicant not accepted by the school shall be entitled to a full refund of all monies paid.
2. If a student(or in the case of a student under legal age, his /her parent or guardian) cancels his/her enrollment in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school less the non-refundable \$50.00 application fee will be returned. The cancellation date will be determined by the postmark on written notification, or the date information was delivered to the school administrator. This policy applies regardless of whether or not the student actually started training.
3. If a student cancels his/her enrollment after three business days after signing of the contract, but prior to entering classes, he/she will be entitled to a refund of all monies paid to the school less the non-refundable application fee of \$50.00.
4. For students who enroll and begin classes, the following schedule of tuition adjustments is authorized:  
  
Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance. Any monies due to the student shall be refunded within thirty (30) days of formal cancellation by the student as defined in item # 2, or formal termination by the school.  
  
In cases of an unofficial withdraw determined by monitoring attendance every (30) days and monitoring participation in classes, refunds shall occur no more than (45) days from the last day of physical attendance or date the school determined withdraw. The date of withdrawal determination for a student on an approved leave of absence is the earlier of the scheduled date of return or the date the student notifies the institution that the student will not be returning.
5. If a student withdraws and returns his/her kit, books, and uniforms within the first week of the start of class unused or undamaged, the student will receive a full refund. If items are used the student will be responsible for the full cost of the items.
6. All refunds due to the student will be paid within (30) days after personal or written request of termination is received by the school, or within (30) days of the date the school determined withdraw.
7. The cost of extra items to the student such as: instructional supplies or equipment, service charges, student activity fees, deposits, rentals, and other charges are not considered in tuition adjustment computations.
8. In case of permanent school closure the student shall be entitled to a pro-rata refund of tuition.

9. If a course is cancelled, subsequent to a student's enrollment, the school shall and it's option:

- a. Provide a full refund of all monies paid or
- b. Provide completion of the course at a later date

*In case of Approved leave of Absence or Unofficial withdraw:*

1. Any student who takes a leave of absence & does not return at the determined date will be terminated. The last date of the leave of absence will be used as the termination date.
2. Thirty (30) consecutive days of absence is cause for termination if unexcused, unless the student can show the administration proof of extenuation circumstances.

In the event that a Student unofficially withdraws from his or her course of study, the following will apply:

After a (15) day period of absence:

- The School will attempt to contact the student during the absence period by phone and or mail in order to evaluate the student's status and situation.
- Offer counseling, schedule changes or leave of absence (if applicable)
- If the school is unsuccessful in its efforts to ratify the student situation, the student will automatically be withdrawn from the program
- The school will perform a refund calculation in accordance with federal guidelines.

### **GRADUATION REQUIREMENTS**

In order to graduate, students must successfully complete the designated work assignment in clinic and theory, as well as the practical aspect of the following courses:

- **Cosmetology & Hair Design.....450 hrs, 900 hrs, 1250 hrs**
- **Manicuring & Nail Design.....150 hrs, 300 hrs**
- **Esthetics Skincare & Make-up.....168 hrs, 325 hr**
- **Instructors Course.....250 hrs, 500 hrs**

All students must maintain SAP and pass the final exams with at least a 75% grade point average or higher. All documents for student file must be complete. All students accepting Federal Direct Loans must complete an exit interview. All financial obligations must be fulfilled two weeks prior to graduating. Upon completion of the designated program the student has contracted, he/she will receive a diploma and Certification for the State Board Examination.

### **PLACEMENT ASSISTANCE POLICY**

Placement assistance is open to all graduates of South Hills and North Hills Beauty Academy, not only upon graduation, but throughout their professional career.

Employment opportunities are posted at the schools and can be available to our graduates. Students will have the opportunity to meet with salon representatives, owners, and managers who on a scheduled basis visit the school to perform various trade techniques, and discuss employment opportunities with the students. When students avail themselves to the schools placement service, interviews may be arranged, referrals may be given, and students may be counseled in preparation for employment. Every effort will be make to place all students who seek the school's placement service. However, the Academy does not guarantee employment, but will assist the students in seeking employment.

### **SCHOLARSHIP POLICY**

The awarded amount of the scholarship varies up to \$6000.00 can be partial or full and will cover cost of tuition only. You are responsible for cost of kits, books, uniforms and fees. Eligible programs for the scholarship are the Instructors course and Therapeutic Massage and Bodywork.(see message catalog)

The amount will be awarded and credited to your account as you are approaching graduation and the completion of the course.

You must maintain satisfactory Academic and satisfactory Attendance throughout your program in accordance to our SAP policy. If you do not maintain SAP you may be in jeopardy of losing the Scholarship.  
In the case of withdraw from the course or you do not complete the program for any reason, the scholarship may be void or pro-rated and you will be responsible for the tuition percentage according to our withdraw procedure stated in your contract.  
An interview may be requested. Scholarship availability is limited and not guaranteed