International Academy

Consumer Information Handbook

Effective 07/01/2023

[Next Required Update – 7/1/2024]

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~ ACCREDITATION AND LICENSING ~

International Academy and all of its programs are diploma level and meet all State of Florida professional licensing standards. International Academy holds an institutional accreditation and meets all the standards set forth by that agency. International Academy is accredited by : Middle States Association of Colleges & Schools, St. Leonard's Court, 3819-33 Chestnut Street, Ste 310, Philadelphia, PA 19104-3171, 267-284-5000; State Licensed by the Commission for Independent Education, Florida Department of Education, *(additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, 888/224-6684)*; Approved by the State of Florida, Department of Veterans'

Affairs, P.O. Box 31003, St. Petersburg, FL 33731, *(727)* 319-7406; the Massage Therapy Program is also approved by Florida Board of Massage Therapy, Department of Health and the Barber Program is approved by the Florida Barber Board. International Academy is also licensed locally by the City of South Daytona and the County of Volusia, for Occupational Licenses and registered and permitted with the Department of Health as a Biomedical Waste Generator. Available upon request.

~ STUDENT RIGHT TO KNOW ACT ~

The Amendments of 1998 *(U.S. Department of Ed/Federal Regulations)* require that Student Right-To-Know disclosures of completion rates and transfer-out rates, be made by July 1 of each year to current students, prospective students and the public. The rate is based on a snap shot look at a body of first-time, full time students in all programs, who completed within 150% of normal time of their program, as stated from the period 9/01- 8/31 reporting year. *(International Academy does not track Transfer-out Rates.)* A complete copy of this institutions IPEDS Graduation Component report for 2022/23 is posted on the cork board located in the Alexis Building for current students and staff and also available upon request in the Admissions Office for prospective students. A condensed version of the statistics are included in the Consumer Handbook, now available on our

website, and in this catalog. CONDENSED VERSION: The current graduation rate statistics from the 2022/23 IPEDS Graduation Rate Component Data Summary is 65%. The total number of students in the adjusted cohort is 49 and the total number of completers within 150% of normal time is 32. The institutions 4 year average graduation rate is 59%. *(The 2023/24 rates will be available on or after 4/1/2024.) (The source of this information is the 2022-23 Graduation Rate component of the IPEDS report.)*

~ ACADEMY OUTCOMES ASSESSMENT – 2021

Per our previous accreditor standards, NACCAS Standard I, an institution must assess the achievements of its programs and students on the basis of pass rates on examinations for licensure *(70% min.)*, placement rates for those who took the licensing exam *(60% min.)* and program completion rates *(50% min.)*. This institution is proud to announce that it exceeds the required benchmarks set by NACCAS with the following rates: The average percentage of all program completers scheduled to complete in the calendar year 2021 and who completed by the 2022 Annual Reporting period was 74.76% . The average percentage of those who took the exam in 2021/22 for licensure, and passed, was 100.00%, and the percentage of those who were placed in jobs related to the field in which they received their license was 64.70% (based on a three year average) . *(2022/23 calendar year rates are not available until December 31, 2023 as part of our new accrediting agency Middle States Association of Colleges & Schools)*. NACCAS accreditation was voluntarily relinquished on 6/9/2023.

~ Florida Licensing requirements ~

LICENSING AND EXAM FEES ARE A SEPARATE COST FROM ANY OTHER FEES LISTED IN THIS CATALOG.

1200 Hour Cosmetology Program:

The successful completion of the 1200 clock hour Cosmetology Program will make the graduate eligible to take the licensing examination and will receive a diploma from the Academy. To receive their Cosmetology

license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of $63.50 and HIV/AIDS Certificate *(online course cost $20.00)*. Once the Department deems an applicant is eligible for the computer-based testing, the graduate will be contacted by the Department contracted vendor for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license. *(Testing Cost $27.00)* Total exam/licensing fees including HIV/Aids Certification: $111.00

1200 Hour Barber Program:
The successful completion of the 1200-clock hour Barber Program will make the graduate eligible to take the licensing examination and will receive a diploma from the Academy. To receive their Barber license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of
$223.50 if applying between 4/1 of even years through 7/31 of odd years; or $173 if applying between 8/1 of odd years through 3/31 of even years and a HIV/AIDS Certificate *(online course cost $20.00)*. Once the Department deems an applicant eligible for the computer-based testing, the graduate will be contacted by the Department contracted vendor for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license. *(exam fee is part of the application fees):* $243.50 or $193.00.

~~**600 Hour Restricted Barber Program:**~~ **NOT AVAILABLE AT THIS TIME**
~~The successful completion of the 600-clock hour Restricted Barber Program will make the graduate eligible to take the licensing examination and will receive a diploma from the Academy. To receive their Restricted Barber license, the student must submit through the Academy, an application to the~~
~~Department of Business and Professional Regulation, including Criminal Background information, along~~
~~with an online payment transaction in the amount of $228 if applying between 4/1 of even years through 7/31 of odd years; or $178 if applying between 8/1 of odd years through 3/31 of even years and a HIV/ AIDS Certificate (*online course cost $20.00).* Once the Department deems an applicant eligible for the computer-based testing, the graduate will be contacted by the Department contracted vendor for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license. *(exam fee is part of the application fees):* $198.00 or $248.00.~~

600 Hour Massage Therapy Program:
The successful completion of the 600-clock hour Massage Therapy Program will make the graduate eligible to take the licensing examination and receive a Diploma from the Academy. To receive their Massage Therapy License, the student must submit an application for examination and all of its attachments, including Criminal Background information, to the FSMTB for the MBLEx examination at a cost of $265.00. After passing the examination, to receive their Florida Massage Therapy License, the student must submit an application to the Department of Health, along with a check or money order in the amount of $155.00 and proof of passing the exam. In addition, the student is responsible for finger printing, background check and photo routed through the Dept. of Law Enforcement - $95.00, with a total cost of $515.00. The school will submit to the Department of Health an official transcript showing all requirements have been met and passed.

310 Hour Skin Care, Hair Removal and Spa Training Program:
The successful completion of the 310-clock hour Skin Care, Hair Removal and Spa Training Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Skin Care License, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of $75.00 and HIV/AIDS Certificate *(online course cost $20.00)*. Total licensing fee including HIV/Aids Certification $95.00.

240 Hour Nail Technician Program:
The successful completion of the 240-clock hour Nail Technician Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Nail Technician License, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of $75.00 and HIV/AIDS Certificate *(online course cost $20.00)*. Total licensing fee including HIV/ Aids Certification: $95.00.

910 Hour Spa Specialist Program:

The student that completes the 910-clock hour Spa Specialist Program will receive a Diploma from the Academy. This program does not lead to a Florida License titled “Spa Specialist”. To receive their individual licenses in Skin Care, Hair Removal and Spa Training and Massage Therapy, the student must follow the
requirements for the individual programs of Skin Care and Massage as stated in this section. Skin Care: $95.00 and Massage Therapy: $515.00.

Full Specialty Program:
The successful completion of the 600-clock hour Full Specialty Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Full Specialty license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of $75.00, and HIV/AIDS Certificate *(online course cost $20.00)*. Total licensing fee including HIV/ Aids Certification $95.00.

ANNUAL SECURITY REPORT, POLICIES AND SECURITY PROCEDURES and VAWA Information

(Section 486(e)* Higher Education Act of 1998 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act *(485 (f), Higher Education Act, 1965)* and *(VAWA Reauthorization Act of 2013-Publ Law 113-4 eff. 7/1/16)*

2022-2023

International Academy has designated Mrs. Annette Dejournett, General Manager, as the contact person for reporting any problems relating to on campus security issues and the reporting of crimes. Also Mrs. Dejournett is the designated Title IX administrator as required under Title IX of the Education Amendments of 1972.

International Academy does not have on-campus housing, nor does the Academy participate in any outside collegiate athletic activities or have non-campus facilities/ remote classrooms. International Academy has a zero tolerance for any offense mentioned in this report.

Security Policies and Security Procedures

If I see a crime happening or I’m a victim of a crime what do I do?

1. International Academy, encourages students and/or employees to promptly report any criminal activity or actions on campus with regards to murder, manslaughter, sexual offenses *(forcible or non-forcible)*, robbery, aggravated assault, burglary, unlawful entry, motor vehicle theft, arson, hate crimes, stalking, domestic violence, dating violence, liquor law violations, drug law violations and illegal weapons possession, to the designated individual mentioned above. Mrs. Dejournett will assist the student and/or employee in reporting the incident to state or local police authorities and keep an internal report log.
2. Since the institution does not have private campus based security personnel, International Academy, refers all campus law enforcement issues to state *(Florida Highway Patrol - 1-800-226-5350)* or local police authorities, *(Volusia County Sheriff - 386-248-1777 or City of South Daytona Police Dept. - non-emergency 322-3030 or emergency 911)*, whichever is appropriate.

How can I learn about campus safety?

1. Always be aware of what is going on around you. Your eyes and ears are your best prevention. International Academy staff encourages students attending on the nighttime schedule to leave the building in groups and to not linger in the parking lot alone after dark. It’s the Academy’s policy that no staff member closes and leaves the school at night while students are still on the premises *(i.e., in the classrooms or parking area)*.
2. The Academy has South Daytona Police Department representatives visit our school, upon request, to address the student and employee assembly in safety and security procedures and crime watch programs for both themselves, and our institution.
3. International Academy has formally requested that South Daytona Police Department notify this institution of criminal activity that may have been engaged in by this institution’s students at off-campus locations. Should notification of this type be received, and the criminal activity is perceived to be an immediate threat to the student body, notification will be made through our Emergency Response Notification System via cell text and website. The Emergency Response Notification System is tested at least once annually.
4. For the safety of the campus all classrooms have phone systems with availability to call 911 should an ambulance or the police be needed. Both buildings have complete fire, sprinkler and burglary alarm systems in place in the event of

an emergency. Should one of these types of emergencies take place please follow your instructor 's directions in a calm and orderly manner. If the emergency requires you to exit the building do so quickly and calmly. If the emergency is weather related, please remain inside, and if necessary, seek immediate shelter in interior hallways away from glass windows, doors and mirrors. If prior weather alerts are available notification will come via the school's intercom system.

What do I do if a hostile intruder situation occurs on campus?

When hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm is on the campus, we recommend the following:

1. All classrooms can be locked down from the inside, lock yourself in the room you are in at the time of the threat.
2. If communication is available, call 911, and then call the schools front reception *(767-4600 ext. 221)* if it can be done safely.
3. Do not stay in open hallways.
4. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
5. Barricade yourself in the room with furniture or anything you can push against the door.
6. Close the blinds or curtains if available. Stay away from windows.
7. Turn all lights and audio equipment off.
8. Try to stay calm and be as quite as possible.
9. If you are caught in an open area such as a hallway or lounge-type area, you must decide what course of action to take:
    a. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
    b. If you decide to run, do not run in a straight line. Keep as many objects as possible between you and the hostile person(s) *(i.e., doors, columns, trees, cars etc.)*.
    c. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
    d. The last option you have if caught in an open area may be to fight back. This will be a dangerous choice, but it may be your best option.
    e. If you are caught by the intruder, and make the decision not to fight back, then follow their directions as calmly as possible and do not look them directly in the eyes.

    f. Once police arrive, follow all of their commands. This may involve being handcuffed until the police have the situation completely under control.

Does the Academy have a Drug and Alcohol Abuse Policy?

1. International Academy has a written "Drug Abuse, Alcohol Abuse, Vaping and Huffing Abuse Policy" that states the following: "International Academy has a zero tolerance for drug, alcohol, vaping or huffing abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to termination. International Academy has Drug and Alcohol Abuse Prevention Program information and organizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug, Alcohol, Vaping and Huffing Abuse Policy and agency information.' This policy applies equally to all students and employees of the Academy. All students read and sign the policy during their enrollment period and the policy is covered again during Orientation, prior to starting classes. As stated in the written policy it is against school regulations for any student or employee *(including a minor)* to possess or sell alcoholic beverages or illegal drugs on the school campus. *(Campus is defined as all buildings and adjacent parking areas.)* Violation of the drug and alcohol abuse policy will result in a student's and/or employee's immediate termination and federal, state or local police authorities being notified to properly handle the situation.
2. The Alcohol and Drug Abuse Crisis Intervention number is 800-234-0246 and the Alcohol and Drug Abuse 24-hour Hotline & Treatment number is 800-378-4435. Should a student or employee require additional related materials, information or need educational programs regarding alcohol and drug abuse you are encouraged to contact the administrative offices for assistance. Pamphlets are available with treatment facility information.

What if I am a victim of sexual assault?

1. If a rape does occur on campus, it is important for you to preserve evidence for proof of a criminal offense. The individual should not bath or wash or discard any items of clothing that the assailant came in contact with until the authorities have been notified.
2. In the event that a sexual assault *(rape),* acquaintance rape, dating violence and/or other forcible and non- forcible sex

offenses should occur on campus, the individual should report it immediately to Mrs. Dejournett, either by contacting her in the administrative offices *(386-767-4600 ext. 223)* or by asking a staff member to contact her at home. She will take immediate steps to see that the offense is reported to the correct authorities, if requested by the student and/or employee, and since the school does not have available on-campus counseling, mental health or other student services for victims of sex offenses, they will be encouraged to contact the Rape Crisis and Sexual Abuse Hotline at 386-258-7273, or 800-940-7273 if needed.

What are my options if the sexual offense is student on student, or student and/or employee?

Any sexual offense occurring between students and/or employees or both, will result in:

1. Discussing the options available for changing a victim's academic situation after the alleged sex offense, if charges are requested by the victim, and
2. the school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

What if I am a victim of Domestic Violence?

1. Domestic Violence or Domestic Abuse is more than just an occurrence of a physical offense. The Domestic Abuse Council states: if your partner isolates you, calls you names, humiliates or embarrasses you, hits, slaps, shoves, kicks or bites you, threatens to hurt you, your family, pets or friends, behaves in ways that feel abusive to you…Then you are not alone! Anyone *(married or not)* involved in a domestically abusive situation should contact the 24-hour Crisis Hotline 386-255-2102, 386-738-4080 or 800-500-1119 and seek help immediately. If it occurs on campus, the individual should report it immediately to Mrs. Dejournett, by contacting her in the administrative offices *(386-767-4600 ext. 223)* or if it occurs off campus, then it should be reported to the nearest law enforcement authority. State *(Florida Highway Patrol - 1-800-226-5350)*

   or local police authorities, *(Volusia County Sheriff - 386-248-1777 or City of South Daytona Police Dept. non-emergency 322-3030)* or by dialing emergency 911, whichever is appropriate.

DEFINITIONS OF:

Domestic violence - means a "felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies *(under VAWA)*, or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

Dating violence - means "violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following Factors:
    1) the length of the relationship,
    2) the type of relationship, and
    3) the frequency of interaction between the persons involved in the relationship.

Sexual assault - means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's uniform crime reporting system.

Stalking - means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

Annual Security Report 2022-2023

The following are the On-Campus Crime Statistics for the three *(3)* previous calendar school years *(2022, 2021, and 2020*):

Criminal Homicide:

0 manslaughter *(negligent and non-negligent)*

0 murder

Sex Offenses:

0 rapes *(forcible and non-forcible)*

Robbery:

0 robberies

Burglary:
0 burglaries *(unlawful trespass, forcible or non-forcible)*

Aggravated Assault:
0 aggravated assault
Hate Crimes:
(by prejudice, race, gender, religion, sexual orientation ethnicity and disability)
0 hate crimes *(i.e.: sex, race, religion, etc.)*
Motor Vehicle Theft:
0 motor vehicle thefts
Arson:
0 arson on campus
During the most recently completed school year *(7-1-22 to 6-30-2023)*, there were no arrests for the following crimes in relationship to the campus:

- liquor law violators
- weapons possessions violators
- drug abuse violators

~ DRUG ABUSE, ALCOHOL ABUSE, VAPING & HUFFING POLICY ~

International Academy has a zero tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug parraphenalia wil be subject to immediate termination. International Academy has Drug and Alcohol Abuse Prevention Program information and orgainizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and agency information .

~ FERPA (STUDENT'S RIGHTS AND PRIVACY ACT) & SAFEGUARDING CUSTOMERS INFORMATION POLICY AND RED FLAGS RULE~

The Family Educational Rights and Privacy Act *(FERPA)*, gives a student *(or in the case of a dependent minor, his/her parents or legal guardian)*, certain rights with respect to their education records. These rights include: **1)** to gain access to their education records under the supervision of an administrative staff member, by appointment. Appointments will be set in a timely manner, but no longer than 45 days from the written request. The written request should identify the record(s) the student and/or parent/guardian wishes to inspect. **2)** The right to request the amendment of the student's education records that the student feels may believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The request to amend should be in writing. The school will notify student of their decision to amend or deny, and this notice will be in writing, giving student procedures on how to appeal. **3)** If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days. **4)** The school will not release any educational or non-public personal information to third party's unless it is authorized by the student in written consent, a copy of which will be kept on file. A student's written consent must be made for each third-party request. To prevent identity theft, a student's non-public personal information, *(information which is not publicly available; such as name, address, social security number, financial institution, account numbers, enrollment application info, etc.)*, are maintained in locking files, and available only to authorized personnel. **5)** Student has the right to file a complaint with the United States Department of Education concerning any alleged failures by the school to comply with the requirements of FERPA. Written complaints are sent to: Family Policy Compliance Office, USDE, 400 Maryland Ave., SW, Washington, DC 20202-5901. **6)** Students are not permitted to inspect the financial records of their parents. **7)** The school will permit access to student and other school records as required for: any accreditation process initiated by the institution, federal or state agencies, audits, by Middle States Association of Colleges & Schools, or in response to a directive of the Commission for Independent Education or law enforcement. Students who have graduated or dropped may request and receive an Official Transcript of their program, hours, grades

and services, as long as they do not owe the school any money. Any graduate or drop student who still owes the school money will only receive an Unofficial Transcript *(without school seal or signature)* and a notation will be placed on the transcript stating that the student owes money to the school.

Furthermore, although the school is in a low risk category *(per the Red Flag Rules)* the school annually reviews it policies for safeguarding information. The school does not publish student directory information. Should it be considered in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish. Student files are kept in an upstairs Administrative Office that has a sprinkler system in case of fire, and maintained in lockable, heavy gauge metal file cabinets. The computers that hold student information is backed up weekly and kept off site. Archived files are kept in file cabinets in a file room and periodically scanned to a storage computer and then shredded. Students enrollment, academic and attendance records will be kept permanently by the school *(scanned to a storage computer)*, and financial aid records for only three *(3)* years. Personal information from a student's file that is no longer needed is shredded to prevent identity theft. All business files are kept for seven (7) years per standard business/accounting practices. International Academy has a Cybersecurity Policy in place effective as of 6/9/23 that is followed and published in the school operations manual.

~ TRANSFER OF CREDITS ~

FROM OTHER INSTITUTIONS:

A transfer student will be enrolled for the full contracted hours of the program of their interest. The transfer student will receive credit for previous training from an accredited cosmetology/barber/nail/massage or skin care school with proper documentation (official transcript, diploma, active license) showing hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The maximum hours a student can receive credit for is 75% of the required hours necessary to complete their contracted program. The contracted program will then be modified proportionately, not to exceed 75% of the programs required hours of completion as previously stated, and the contracted hours and educational costs adjusted on the student's tuition/account card. The acceptance of any and/or all of the transferring hours and services is at the discretion of International Academy, but will not exceed 75% of their contracted program hours with at least 25% of the program hours being completed at International Academy .

BETWEEN PROGRAMS WITHIN THE INSTITUTION:

A currently enrolled student who wishes to change programs may be charged a $150 program change fee and must: 1) Put in writing they wish to change programs and reason for change and submit to Registrar's office. 2) Student is counseled on reasons for seeking a program change. 3) Student is then dropped from current program and necessary refund calculations are completed. 4) If student owes money on dropped program, payment arrangements must be made. 5) Student is sent to Admissions so new contract and all required documents can be signed for the new program . 6) If new program is Financial Aid qualified a re-evaluation of the students financial aid is completed and a new award letter is issued. If the program is not Financial Aid qualified, then a new payment schedule must be completed and necessary deposit is made.

TRANSFERABILITY OF CLOCK HOURS & SERVICES:

Transferability of clock hours & services earned at International Academy to another institution is at the discretion of the accepting institution, and it is the students responsibility to confirm whether or not their clock hours & services earned here at International Academy will be accepted by another institution of the student's choice.

~STUDENT BODY DIVERSITY~

Student Body Diversity is tracked as part of the institutions Annual IPEDS reporting, Fall Enrollment Survey component. The following is a snapshot look *(9/1-8/31)* at International Academy's student body diversity as reported through the 2022-2023 IPEDS Fall Enrollment Survey Summary:

Undergraduate Student Enrollment:	
Total Enrollment	396
Transfer-in enrollment	N/A
Student-To-Faculty Ratio	11 to 1
Undergraduate Student Characteristics:	
Percent of undergraduates who are female	84%
Percent of undergraduates who are full time	37%
Undergraduate Retention and Graduation Rate Cohort:	
First-time, full time student retention rate	43%
First-time, part time student retention rate	85%

~ ACADEMY CLOSURE DUE TO AN EMERGENCY ~

In the event the Academy needs to be closed due to an Emergency regarding hurricane, flooding, fire, etc., a notice will be placed on the door and on schools website (and if possible, notified by an alternate source, ie: tv, newspaper, radio, text messege or posted at the academy driveway entrance) giving staff and students necessary safety response information, as well as notification of reopening information. A number that they can call for more information will also be provided. Furthermore, an emergency announcement will be placed on the schools automated phone system, if the system is accessible. All student and client data in our computer systems is backed up regularly, and taken off site and kept in a secure location.

~ EMERGENCY RESPONSE & EVACUATION PROCEDURES ~

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occuring on the campus, unless said notification compromises efforts to contain the emergency. Upon acceptance to this institution the required policy and procedures will be made available in a student handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution's Adminstrative Staff will handle all necessary campus notification, without delay, and will initiate the notification system located on our website. Phone systems with availability to call 911 are in all classrooms, and both buildings have complete fire, sprinkler and burglary alarm systems in place for student and faculty safety. A PA system is also in both buildings. A test of these systems will occur periodically, with or without notice.

~WEAPONS ON CAMPUS~

International Academy has a zero tolerence regarding weapons on campus. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, tazars, stun guns, fire works or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.) are permitted on campus (campus is defined as parking lot and buildings). Violation of this rule will result in immediate termination and notification to the appropriate authorites. Any student , faculty or staff members who sees or hears of anyone on campus with a weapon is urged to notify the Adminstrative offices immediately.

~HATE CRIME REPORTING~

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, (bullying) destruction, damage, or vandalism of property and any other crime involving bodily injury to be reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to Administration.

~ COPYRIGHT INFRINGEMENT POLICY~

It is the policy of International Academy to comply with all copyright laws. This includes, but is not limited to, copying manuals, workbooks, textbooks, periodicals, or peer to peer file sharing. All students and employees are to be aware of and follow these laws. Any member of this institution practicing unauthorized use or distribution of copyrighted materials will be subject to sanctions by this institution, up to and including dismissal from school, or termination of employment. Furthermore, violators would also be subject to Federal criminal offense for copyright law violations.

~VOTER REGISTRATION~

In the United States voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. STAND UP AND BE COUNTED – MAKE A DIFFERENCE. To register contact your county Supervisor of Elections Office.

INCARCERATED STUDENTS

International Academy does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.

~VACCINATION POLICY~

International Academy does not have an immunization requirement for admission to this institution

~ JOB PLACEMENT POLICY ~

International Academy has an excellent placement record for its graduates. (See "Outcomes Assessment" section of the current catalog.) Due to the ever increasing dollars spent in the beauty industry, our graduates have excellent opportunities to obtain a position in the field in which they are training, if they are highly motivated, and are ready to seriously work towards learning their chosen profession. No school, however, can absolutely guarantee employment. This depends entirely upon each student. All inquiries from area salons needing stylists, barbers, nail technicians, spa technicians, massage therapists or skin care specialists, are posted on a Job Placement Bulletin Board located in the Career Planners Offices in the Alexis Building and kept on file by the Career Planner. All students nearing graduation from their program are encouraged to seek

help from our Career Planner in assisting them in securing a professionally written resume and for assistance on job interviewing and how to dress for success.

~ CAREERS IN COSMETOLOGY- BARBER -NAILS-SKIN CARE & MASSAGE THERAPY~

Before enrolling please read the following carefully.

Nature of the Work, Working Conditions and Physical Requirements

Cosmetology: Advise patrons on how to care for their hair. Frequently, they straighten, permanent wave or cut a patron's hair to keep the style in shape. Cosmetologists may also lighten or darken the color of the hair and may give manicures, pedicures, scalp and facial treatments; provide make-up analysis for women; and clean and style wigs and hairpieces. **Barbers:** Advise patrons on how to care for their hair. Although Barbers have the capability to straighten, perm, tint the hair or handle hairpieces,(except Restricted Barbers) most often a barber is frequented for haircutting and shaving. **Nail Technicians**: Advise patrons on how to care for their nails. They give manicures, pedicures, apply artificial nails and apply/create nail art. **Skin Care**: Advise patrons on how to care for their skin. Frequently, they give facials with or without machines, groom patrons by waxing, applying make up and lash extensions; opening up the field to bridal, runway or mortuary work, as well as studio photography work, and to broaden the estheticians skill level to include the art of micro pigmentation, otherwise known as permanent makeup or cosmetic tattooing, giving them an opening into the para-medical fields. Often Skin Care Specialists work in Day Spas and need an understanding of Hydrotherapy services and body treatments. **Massage Therapists**: Need a complete working knowledge of Anatomy & Physiology and body mechanics. They work with individual patrons on a need by need basis for either relaxation massge, theraputic massage purposes, massage for muscle or joint pain relief, or massage for site injury. Massage Therapist often work in the Day Spa industry and need a knowledge of Hydrotherapy treatments. All five professions make appointments and keep records of their patrons, ie; hair color, skin or nail conditions, health/medical conditions or areas attended during a massage, etc. They also keep their work areas clean and sanitized, as well as sanitizing all implements, towels and sheets that may have been used during a service. Those who operate their own salons also have managerial duties which include hiring and supervising workers, keeping records, and ordering supplies.

All five professions generally work in clean, pleasant surroundings, with good lighting and comfortable temperatures. Their work can be arduous and physically demanding because most must be on their feet for long hours at a time and all must work with their hands, often times at shoulder level. Many of the professions work more than 40 hours a week, including evenings and weekends when beauty salons, barber shiops and spas are at their busiest. Persons who want to become cosmetologists, barbers, nail technicians, skin care specialists, or massage therapists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with the public and be willing and able to follow patrons' instructions. Because the beauty industry is constantly changing, keeping abreast of the latest fashions, makeup, colors and beauty/cutting techniques, or current masssage modalities, is a must. Business skills are important for those who plan to operate their own salons. **Safety requirements/awarness** for those interested in the programs of cosmetology, barber, nail technology; and skin care/makeup: be aware that they handle sharp objects (scissors, razors, nippers, tweezers, needles,etc) and need to take care not to cut themselves or their clients; all tools must be sanitized and sterilized after every use due to blood borne dieases or disposed of in the proper containers; electrical devices are used in all seven professions, this includes massage therapy and caution needs to be taken when handling electrical devices around water, electrical cords should be checked to make sure they are not loose or frayed, nor kinked and are in good working order to prevent electrical shocks; HIV and Blood Borne pathogen awarness must be completed for all programs.

U.S. Department of Labor, Bureau of Labor Statistics, OCCUPATIONAL OUTLOOK HANDBOOK, 2014-15 EDITION

The following are excerpts from the ***U.S. Department of Labor, Bureau of Labor Statistics, OCCUPATIONAL OUTLOOK HANDBOOK, 2014-15 EDITION****. For more in depth information about your career interest, please go on line to: http://www.onetonline.org/ OR http://www.bls.gov/ooh and input the SOC code listed on each of our program home pages.*

Job Outlook

Barbers, Hairdressers, and Cosmetologists: Employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation. Number of jobs in 2012, 663,300: projected employment for 2022-746,600.

Skincare Specialists: Employment of skincare specialists is projected to grow 40 percent from 2012 to 2022, much faster than the average for all occupations. The desire among women and a growing number of men to reduce the effects of aging will result in rapid employment growth. Good job opportunities are expected. Number of jobs in 2012, 44,400; projected employment for 2022-62,000.

Manicurist and Pedicurists: Employment of manicurists and pedicurists is projected to grow 16 percent from 2012 to 2022, faster than the average for all occupations. New nail services being offered, such as minisessions and mobile manicure and pedicures, will drive employment growth. High turnover and a growing number of nail salons will result in very good job opportunities. Number of jobs in 2012, 86,900; projected employment fo 2022- 100,400.

Massage Therapists: Employment of massage therapists is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new opening for massage therapists. Number of jobs in 2012, 132,800; projected employment, 2022 – 162,800.

~~~~~~End of Quotes~~~~

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the school, both title IV and non-title IV. **NOTE:** ***Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds.*** The policy complies with the guidelines established by Middle States Association of Colleges & Schools and the federal regulations established by the U.S. Dept. of Education and is applied consistently to all students enrolled *(full or part time)* in their specific program. Students receive a copy of the policy before enrollment via Catalog and Consumer Handbook.

ATTENDANCE PROGRESS EVALUATIONS

Attendance Progress is evaluated on a cumulative basis. At each pre-set evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is progressing towards completion and will be able to complete their program within the maximum time frame of 150%. Students who exceed the maximum timeframe may be terminated, loose their FA and/or be placed on a payment plan and charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless, the time missed is excused by the Administrator.

ATTENDANCE PROGRESS - 1200 HOUR COSMETOLOGY PROGRAM

Full-Time Maximum Time: The maximum time a student has to complete this program is 60 weeks or 14 months or 1800 scheduled hours.

Attendance: Full time student must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200-hour Cosmetology Program for students attending 30 hours per week is 40 weeks/9.30 months. Any

student not completing the program within 40 weeks/9.30 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless, the time missed is excused by the Administrator.

Half-time Maximum Time: The maximum time a student has to complete this program is 90 weeks or 21 months or 1800 scheduled hours.

Attendance: Half time students must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200-hour Cosmetology Program for students attending 20 hours per week is 60 weeks/14 months. Any student not completing the program within 60 weeks/14 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ATTENDANCE PROGRESS - 1200 HOUR BARBER PROGRAM

Full-Time Maximum Time: The maximum time a student has to complete this program is 60 weeks or 14 months or 1800 scheduled hours.

Attendance: Full time student must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200-hour
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Barber Program for students attending 30 hours per week is 40 weeks/9.30 months. Any student not completing the program within 40 weeks/9.30 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless, the time missed is excused by the Administrator.

Half-time Maximum Time: The maximum time a student has to complete this program is 90 weeks or 21 months or 1800 scheduled hours.

Attendance: Half time students must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200-hour Barber Program for students attending 20 hours per week is 60 weeks/14 months. Any student not completing the program within 60 weeks/14 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ATTENDANCE PROGRESS - 600 HOUR ~~RESTRICTED BARBER AND~~ MASSAGE THERAPY PROGRAM AND FULL SPECIALTY PROGRAM

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 30 weeks/45 weeks or 6.98 months/10.47 months or 900 scheduled hours.

Attendance: Full- and half-time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 600-hour ~~Restricted Barber Program and~~ Massage Therapy Program and Full Specialty Program for students attending 30 hours or 20 hours weekly, is 4.65 months/6.98 months. Any student not completing the program within 4.65 months/6.98 months, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ATTENDANCE PROGRESS - 310 HOUR SKIN CARE, HAIR REMOVAL AND SPA TRAINING PROGRAM

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 15.5 weeks/23.25 weeks or 3.60 months/5.40 months or 465 scheduled hours.

Attendance: Full- and Half-time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 310-hour Skin Care, Hair Removal and Spa Training Program for students attending 30 or 20 hours weekly, is 10.3 weeks/15.5 weeks. Any student not completing the program within 10.3 weeks/15.5 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ATTENDANCE PROGRESS - 240 HOUR NAIL TECHNICIAN PROGRAM

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 12 weeks/18 weeks or 2.79 months/4.18 months or 360 scheduled hours.

Attendance: Full- and half-time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 240-hour Nail Technician Program for students attending 30 or 20 hours per week, is 8 weeks/12 weeks. Any student not completing the program within 8 weeks/12 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ATTENDANCE PROGRESS - 910 HOUR SPA SPECIALIST PROGRAM

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 45.5 weeks/68.25 weeks or 10.58 months/15.87 months or 1365 scheduled hours.

Attendance: Full- and half-time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 910-hour Spa Specialist Program for students attending 30 hours or 20 hours weekly, is 7.05 months/10.58 months. Any student not completing the program within 7.05 months/10.58 months, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ACADEMIC PROGRESS EVALUATIONS

The following factors will be used to measure and determine **academic progress on a cumulative basis**:

- Theory work *(test grades, workbooks, homework, etc.)*
- Practical work *(hands on mannequin, clinic/live models) (At least 2 comprehensive practical skills evaluations will*

be considered during the course of study)

Theory and Practical numerical grades are considered according to the following scale:

100% - 94%	-	A	-	Excellent
93% - 88%	-	B	-	Good
87% - 80%	-	C	-	Satisfactory
79% - 72%	-	D	-	Unsatisfactory
Less than 71%	-	F	-	Failing

Students must maintain a **"C" grade average** *(in the above listed areas)*, in order to be considered making progress. Any tests missed or failed, must be made up. All Theory exams and Practical exams must be passed with a minimum 80% or the exam must be retaken.

HOW DETERMINATION OF PROGRESS IS ASSESSED

Formal evaluations of progress will be conducted by the School's Administrative Staff when a student reaches their programs pre-set evaluation periods. The first evaluation will occur no later than the mid-point of the academic year or contracted program hours, whichever occurs first. Evaluation periods are based on actual hours. For Cosmetology/Barber students it will be at 450, 900, and 1200 hours. For Nail Technician students it will be at 120 and 240 hours. For Skin Care, Hair Removal and Spa Training students it will be at 155 and 310 hours. For Massage Therapy ~~and Restricted Barber~~ for Full Specialty students it will be at 300 and 600 hours. For Spa Specialist students it will be at 450 and 910 hours.

Each student is provided with a minimum of two written Evaluations of Progress Reports during their program period. The Evaluation of Progress Report will measure performance in academics based on grades received and will show their attendance progress based on their percentage of cumulative actual hours to scheduled hours. NOTE: Students may receive an informal report card on a monthly basis that shows academic and attendance progress. An informal report card is not a formal satisfactory academic progress report.

ESTABLISHING SATISFACTORY PROGRESS

During a student's pre-set program evaluation period the student must meet the minimum of an 80% average in academic work and a minimum of 67% actual hour attendance to scheduled hours. SAP Evaluation periods for all programs are based on a 900-academic year. Satisfactory Academic Progress is established on a formal Evaluation of Progress Reports in accordance with the following chart:

Cosmetology/Barber Students Scheduled Hours	450	900	1200
Minimum Actual Hours Required *(67% of Scheduled Hours)*	302	603	804
~~Restricted Barber and~~ Massage Therapy Students Scheduled Hours	300		600
Minimum Actual Hours Required *(67% of Scheduled Hours)*	201		402
Skin Care, Hair Removal and Spa Training Students Scheduled Hours	155		310
Minimum Actual Hours Required *(67% of Scheduled Hours)*	104		208
Nail Technician Students Scheduled Hours	120		240
Minimum Actual Hours Required *(67% of Scheduled Hours)*	80		160

Spa Specialist Students Scheduled Hours	450	910
Minimum Actual Hours Required *(67% of Scheduled Hours)*	302	610
Full Specialty Students Scheduled Hours	300	600
Minimum Actual Hours Required *(67% of Scheduled Hours)*	201	402

DETERMINATION OF PROGRESS STATUS

In order for a student to be considered making satisfactory progress as of program mid-point, and/ or the end of the payment period/evaluation period, the student must meet both attendance and academic minimum requirements and will be considered making satisfactory progress until the next scheduled evaluation. Students failing to meet minimum progress requirements at an evaluation period may be placed on Warning with the opportunity to meet minimum requirements at their next scheduled evaluation period. Students failing two consecutive evaluation periods will be given the opportunity to appeal the negative progress determination and be placed on Probation. Students who fail to meet minimum standards are no longer eligible for Title IV HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

WARNING

During Warning, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the Warning period the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be removed from Warning status. Any student failing to meet minimum satisfactory progress for the second consecutive evaluation period will be given the opportunity to appeal the negative progress determination. *(See Appeal Process below).*

APPEAL PROCESS *(as it pertains to academic and attendance progress)*

Students who have been placed on Warning and have failed to achieve minimum requirements, may appeal this negative progress determination, requesting the decision to terminate the students Title IV funding should be reversed. The student must submit a written appeal to the Administrative Offices, along with any supporting documentation as to why they failed to make satisfactory academic progress *(i.e.; death of a relative; an injury, illness of the student or other allowable circumstances)* and what has changed in the student's situation that will allow the achievement of satisfactory progress at the next evaluation. The student needs to provide sufficient evidence as to why the attendance was below satisfactory level and how it has changed and will stay changed in order to finish within the 150% time frame of the program or how they will improve their academic GPA.

This appeal must be received in the Administrative Offices within five *(5)* business days of the end of the Warning evaluation period. An appeal hearing will take place within five *(5)* business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian *(if student is a dependent minor)*, the student's instructor, and a school Administrative Staff Member. A decision on the student's appeal will be made within three *(3)* business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final. All results, communications, etc., regarding this Appeal will become a permanent part of the students file. Should a student prevail upon his/her appeal, the student Title IV funding will be automatically re-instated.

Should a student fail to appeal, or the appeal is denied, the student's loss of funding will stand. If a student loses his/her appeal and they are a Title IV eligible student, it will result in a loss of their aid. These steps apply to both Title IV or Pay Your Own Way students: To continue with their program, **1)** other financial arrangements will need to be made if there is an outstanding account balance; **2)** If no arrangements can be made then the student may need to terminate from their program, or **3)** in the case of a zero account balance, then the school develops an academic plan for the student that, if followed, will ensure that the student is able to complete the institution's requirements by a specific point within the maximum time frame established for the individual student.

PROBATION

A Student will be placed on Probation and Title IV funds will be reinstated, if applicable, only if the institution determines that satisfactory academic progress was not made during the warning or previous evaluation period, satisfactory academic standards can be met by the end of the subsequent evaluation period (may include a written plan on how to improve their academic progress and be able to complete their program within the maximum time frame), and the student has prevailed upon appeal. Each warning and probation period are the length of that student's program's pre-set evaluation period.

LEAVE OF ABSENCE (LOA) POLICY

Students may be granted an authorized temporary interruption (Leave of Absence) of their program when they are unable to attend their regular schedule. A leave of absence may only be granted for medical reasons. These include but are not limited to injury, car accident, medical problems, etc. Any other type of leave will not be accepted and will result in a schedule shift or termination from school. In order to request a leave of absence, students must follow the institution's policy.

The request must be made in writing and submitted in advance of the leave of absence. It must include the reason for the leave, length of requested time off, and signed and dated by the student. Students must also provide documentation which clearly supports the reason for the leave such as a doctor's note or letter. A LOA may be granted to students who did not submit the request in advance due to unforeseen circumstances such as medical emergency or car accident. In these situations, the institution will document the reason for its decision and collect the formal request from the student at a later date. The institution will establish the start date of the approved LOA as the first day the student was unable to attend due to the medical emergency.

The maximum time limit for a student taking a leave of absence is 180 days in any 12-month period. The institution will not grant a LOA, if together, with all other LOAs previously granted, they exceed a total of 180 calendar days in any 12-month period. To extend the leave of absence, the student must submit a new doctor's note or letter with the reason for extension and length of additional time requested. A grant of extension will be based on provided documentation and remaining LOA time available.

A student on an approved leave of absence is not considered to be withdrawn from school; therefore, no refund calculation will be required at that time. Additionally, students on an approved leave of absence will not be charged any additional fees as a result of the LOA. Students returning after this interruption will enter in the same progress status as when they left. A student's contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Changes to the student's contract end date will be made on the Contract Addendum form and signed by all parties.

Students granted an approved LOA who participate in Title IV HEA program funds, will not have funds credited to their account or any loan proceeds released during the leave of absence. If a student takes an unapproved leave of absence or fails to return by the expiration of an approved leave of absence, the student will be withdrawn. Since the institution is required to take attendance, the withdrawal date for the purpose of calculating a refund will be the students last date of attendance. Should termination be the result of the leave request, then a student would be required to re- enroll. Student would re-enter in the same progress status as when they left. Students receiving Title IV loans who fail to return from their leave of absence, may experience an adverse effect on their loan repayment terms due to the time frame of the leave of absence and
their repayment grace period.

Any student receiving VA Benefits who takes an approved Leave of Absence will lose their VA benefits during the length of the leave. Their VA benefits will be stopped, and VA will be notified. Upon return from the leave of absence, VA will be re-certified.

INCOMPLETES / REPETITION OR NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect upon the institution's satisfactory academic progress standards.

WITHDRAWALS/RE-ENTERING

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. *(See Institutional Withdrawal, Cancellation and Refund Policy)* A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal, will enter under the same Satisfactory Academic Progress status as in place at the time the individual left and the steps of Warning, Appeal and Probation will be followed.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

INSTITUTIONAL WITHDRAWAL, CANCELLATION AND REFUND POLICY

This policy is written in accordance with the requirements mandated by the Florida Commission for Independent Education and Middle States Association of Colleges & Schools. In the event a student fails to enter classes, cancels, withdraws or is dismissed/discontinued from instruction; a course or program cancellation or school closure, the following refund policy shall apply uniformly to all students: (**Title IV & Non-Title IV**) with respect to any funds paid by the student or by others on behalf of the student. (This policy does not determine whether any portion of federal Title IV aid must be returned by the student or the institution which is addressed in the institution's Return of Title IV Funds or R2T4 policy below.)

- An applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty by notifying the school Administrator in person, by electronic mail or in writing by certified mail within three (3) business days after midnight on the day on which the agreement was signed, whether or not the student actually started classes. This cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than U.S. Mail.
- If a student cancels the agreement after the three (3) business day period, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of $100.00.
- For the purposes of calculating the cancellation and refund policy, this institution charges tuition by the pre-set term for each program, which is less than the duration of their entire program; PLUS the amount for a uniform T-shirt, apron and/or jacket which the student is required to purchase from the Institution, PLUS the amount for textbooks, kit, supply/product fees and educational materials which the student elects to purchase from the Institution for each term, PLUS the registration fee, and PLUS a termination fee of $100.00 to cover the administrative costs of closing the student's matriculation and files.

GLOSSARY OF DEFINITIONS FOR:

Drop/Add Period: defined as a period which shall be not less than 10 percent of a program term for which the student is financially committed or one scheduled week, whichever is less and shall apply at the beginning of every new term of a program.
Term: is defined as a specific pre-set length of time individual to each program. Cosmetology and Barber have 3 terms. Term 1 and 2 are 450 hours in length and Term 3 is 300 hours in length for a total of 1200 program hours. Massage Therapy , Full Specialty and ~~Restricted Barber~~ have 2 terms. Term 1 and 2 are each 300 hours in length for a total of 600 program hours. Spa Specialist has 2 terms. Term 1 is 450 hours and Term 2 is 460 hours in length for a total of 910 program hours. Nail Technician has 2 terms. Term 1 and 2 are each 120 hours in length for a total of 240 program hours. Skin Care, Hair

Removal and Spa Training has 2 terms. Term 1 and 2 are each 155 hours in length for a total of 310 program hours.

Enrollment Period: is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school.

Cancellation: is defined as to include any notice of cancellation or withdrawal given by the student or any termination of the student's enrollment by the institution for any reason.

CANCELLATION AFTER ATTENDANCE HAS BEGUN WILL RESULT IN A REFUND AS FOLLOWS:

- Cancellation **after** attendance has begun but **before** the end of the terms established drop/add period, the student will be refunded all tuition and fees paid to the institution, as well as any funds paid for textbooks, kit, supply/product fees, uniform items and educational materials which can be and are returned to the institution (i.e.: credit given for unused supplies, books or equipment only), with the exception of the $100 Registration Fee which will be retained by the institution.
- Cancellation **after** the term's established drop/add period **through 20%** completion of the program term, will result in a pro-rata refund of tuition, PLUS the amount for textbooks, kit, supply/product fees and educational materials purchased by the student from the Institution, PLUS the registration fee, and PLUS a termination fee of $100.00.
- Cancellation **after 20%** of the program term will result in a refund of tuition based on the following percentages, PLUS the amount for textbooks, kit, supply/product fees and educational materials purchased by the student from the Institution, PLUS the registration fee, and PLUS a termination fee of $100.00.

Percentage Time Scheduled to Total Length of Term or Billing Period, Per Contract	**Amount of Tuition Owed to The School**
20.1% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- If a student wishes to terminate or cancel training, the student must notify the school Administrator in writing and deliver it in person, by electronic mail or by certified mail. The date of postmarked receipt of the notification, or the date said information is delivered in person to the school Administrator, will become the student's "withdrawal date."

- In the case of termination by the school, the last physical day of attendance, shall become the "withdrawal date", but the date the school determines the student is not returning will become the "date of institutions determination of withdrawal". This is the same in the case of a student not returning from an approved leave of absence.
- The school will refund to the student all monies due under the foregoing policy within 30 days of the 1) "date of institutions determination of withdrawal date" in cases of students terminating, or 2) "scheduled date of return", for students not returning from a leave of absence, or 3) "withdrawal date" in cases of termination by school.
- Any monies due to an applicant who does not begin attendance at classes shall be refunded within 30 days after cancellation or termination.
- In the case of illness or disabling accident, death in the immediate family or other extenuating circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.
- If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a refund of 100% of all monies paid. If a program is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

EXTRA EXPENSES

Items of extra expense to the student such as housing, board, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

VA PENDING PAYMENT COMPLIANCE

Effective August 1, 2019 for VA Students: In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not prevent the student's enrollment, assess a late penalty fee, require the student to secure alternative or additional funding or deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to produce the VA Certificate of Eligibility (COE) by the first day of class, provide a written request to be certified, or provide additional information needed to properly certify the enrollment as described in other institutional policies.