

APEX ACADEMY
hair skin nails
School of Cosmetology

School Catalog

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Mission & Goals

Our mission is to provide an exceptional educational experience. Students receive preparation through classes and actual clinical experiences. Apex Academy hires outstanding educators to contribute to the mission and success of the academy and its students.

Apex Academy's main goal of the program is to prepare students to pass the Ohio State Board of Cosmetology's licensing examination. The designed program prepares students to pass both the written and practical exams. Additionally, Apex Academy strives to develop confident students who are equipped for a career in the Cosmetology industry.

Non-Discrimination Policy

Apex Academy's admission, financing options, instruction, graduation and general policies do not discriminate on the basis of race, sex, religion, creed, ethnic origin, color, financial status, disability, sexual orientation, age or otherwise, given all requirements are met through Ohio State Board of Cosmetology regulations, statutes and other regulatory requirements.

Ownership, Administration and Staff

Kathleen Hartings- *Legal Owner / CEO of Apex Academy Hair Skin Nails Ltd. / Cosmetology Substitute Instructor / Salon Owner*

Karli Hartings- *Financial Aid Director/ Compliance Director/ Cosmetology Instructor / Associate of Technical Studies in Business / Active Cosmetologist*

Kelsey Neutzling- *Education Administrator/ Cosmetology Instructor / Bachelor of Science in Education / Active Nail Technician*

Robin Utz - *Cosmetology Instructor / Active Cosmetologist*

Katie Guill- *Cosmetology Instructor, Bachelor of Science in Education / Active Cosmetologist*

Karen Swank, Coldan Draper, Maria Yeager- *Cosmetology Substitute Instructors / Active Cosmetologist*

Heather Waldruff- *Advanced Manicurist Substitute Instructor / Active Nail Technician*

Objectives

1. To train students in all academic and practical aspects of the program.
2. To encourage our students to be individuals and demonstrate their talent and artistic abilities through their work.
3. To prepare students to build strong customer relationships and exceptional customer service.
4. To prepare students to pass the Ohio State Board of Cosmetology Examinations.

Obligations

Apex Academy will provide training to the students to prepare them for the Ohio State Board Examination. The students will adhere to all policies set in place by the academy.

Facility

Apex Academy is a beautiful 4,500 square foot educational facility with state-of-the-art equipment dedicated to hair, skin and nails. The academy has a student break room, two dispensaries, a shampoo room, facial area, classroom (with practice area), student clinic, reception area, student library, Instructor office and Administrative office.

Ohio Requirements

The state board of cosmetology shall issue a practicing license to an applicant who satisfies all of the following applicable conditions: (1) Is at least sixteen years of age; (2) Is of good moral character; (3) Has the equivalent of an Ohio public school tenth grade education.

Admissions Steps

All students are required to provide Apex Academy with a copy of the following documents in order to be admitted into the Academy:

Step 1: SCHOOL VISIT

- Tour of Apex Academy
 - ❖ Received Information Packet (Including Registration Form and Admissions Questionnaire)
 - ❖ Advised to visit apexacademy2013.com for access to school catalog

Step 2: MEET REQUIREMENTS

- Must be at least 16 years old
- Good moral character
- Equivalent of 10th grade education*
 - Graduated High School or have the equivalent of a 12th grade education to be eligible for Title IV funds
 - A Secondary School Student or as an ATB student is NOT eligible for Title IV funds

Step 3: COMPLETE

- Complete Registration Form- \$100 Fee
- Admissions Questionnaire
- Letter of Reference (Personal or Character)
 - ❖ Author may be Employer, Teacher, Member of Volunteer Organization etc.
 - ❖ Must be signed by author and include their contact number
- Optional: FAFSA (Cosmetology Only) if choosing to participate in Federal Student Aid.

Step 4: SEND or DROP OFF

- Completed Registration Form
- \$100 Registration Fee

- Proof of Age (One of the following)
 - ❖ Photo Copy of Driver's License or State ID
 - ❖ Certified Copy of Birth Certificate
- Proof of Education
 - ❖ copy of a high school diploma
 - ❖ copy of a high school transcript
 - ❖ copy of a GED
 - ❖ copy of a state issued credential for secondary school completion, if homeschooled
 - ❖ copy of an academic transcript showing completion of at least a two year program that is acceptable towards a bachelor degree
 - ❖ *Ability to Benefit (ATB) - students enrolling in the Cosmetology program who are not able to provide evidence of high school or its equivalent, may enroll at Apex Academy, however, they must satisfactorily complete 225 clock hours of the program in order to continue. If the student does not satisfactorily complete the 225 clock hours, the student will be dropped from the program. Student enrolling in the Advanced Manicurist program are not eligible to enroll as an ATB student. NOTE: ATB students are not eligible for Title IV funding.
 - ❖ *Secondary School Students- A limited number of secondary school students may be admitted to Apex Academy. The applicant will need to meet the state requirements and get written permission from their Secondary School, in which they are currently enrolled. Students will also have to go through a short interview as part of their Pre-Enrollment Evaluation, in order to be accepted.
- Admissions Questionnaire
- Letter of Reference (Personal or Character)
(Once received a confirmation e-mail from Apex Academy will be sent)

Step 5: FINANCIAL MEETING (if applicable)

- Discuss financial aid options and estimates
- Discuss self-pay payment options

Step 6: ENROLLMENT MEETING

- Meet with Apex Academy's Administration
 - ❖ Sign Enrollment Agreement at meeting
 - ❖ Make down payment at meeting (Cosmetology \$800, Advanced Manicurist \$400)
- Payment arrangements

Transfers - A transfer student may be accepted for a minimum of 300 clock hours into the Cosmetology program. Apex Academy does not accept transfer students into the Advanced Manicurist program. Apex Academy does not recruit students already attending or admitted to other schools offering similar programs. All transfer students are subject to the current rate of tuition per hour that it takes to complete the program. Apex Academy will evaluate official transcripts/documents and appropriate credit will be given.

Terms of Re-entry - A student who must withdraw or who has been terminated by Apex Academy may apply to re-enter. Students re-entering must pay all past balances owed the school from prior enrollment period, a \$100 registration fee, kit fees, and the current rate of tuition per hour to complete the hours remaining in the program. All students re-enter in the same satisfactory academic progress status as at time of withdrawal.

Foreign Students- Diploma must be translated by an outside agency that is qualified to confirm the academic equivalence to a U.S. high school diploma. Students are required to have diplomas translated at their own expense.

*Secondary School Students- A limited number of secondary school students may be admitted to Apex Academy. The applicant will need to meet the state requirements and get written permission from their Secondary School, in which they are currently enrolled. Students will also have to go through a short interview as part of their Pre-Enrollment Evaluation, in order to be accepted.

*Homeschooled Students- Students are required to submit a copy of their state issued credential for homeschooling from the district they were enrolled through.

Students expelled from other institutions will not be accepted for Enrollment at Apex Academy. All programs are instructed in the English language only.

Orientation

All programs hold a complete orientation on the first day prior to the commencement of classes.

PAYMENT INFORMATION

In House

Apex Academy accepts payment in the form of cash, personal check, money order, cashiers or bank check. Students have the option to pay in full prior to start date or to pay in four payments. Both In House options are with a 0% interest rate.

TFC

Apex Academy has contracted with a tuition financing company called TFC Credit Corporation. All paperwork will be completed through Apex Academy for payments that will go through TFC. Payments for TFC will be set up with an automatic withdrawal from a checking / savings account. Payment plans will be based on individual needs. Financing will be available with a low interest rate. All students are approved and a co-signer is necessary.

Financial Aid

If you are interested in applying for Federal Aid, you must fill out the FAFSA (Free Application for Federal Student Aid). Different types of aid (private scholarships, state grants, etc.) have different rules, called eligibility criteria, to determine who gets the aid. There is no age limit when it comes to people who can apply for aid. Federal Aid is Available for the Cosmetology program only.

Figures initially told to students are only estimates. Student may not be eligible for Title IV Funds if not maintaining Satisfactory Academic Progress Students may be requested to provide Apex Academy with Verification Documents. Students should understand Title IV Funds are estimates and that students may be responsible for more or less than what's originally discussed. If the student is not receiving Title IV Funds, he or she is responsible for the remainder of their financial obligations.

VA Benefits

Apex Academy is approved by the State Approving Agency of Ohio to accept funding for both the Cosmetology and Advanced Manicurist Programs. A Veteran, spouse or child of a Veteran are eligible to take advantage of these benefits. It is the student's responsibility to apply for the benefits online at www.gibill.va.gov or by completing the paper form VA 22-1990. Once applied, Apex Academy will need a copy of student's Certificate of Eligibility (COE) and a copy of the DD-214 discharge paperwork.

Scholarships

Apex Academy does not offer in-house scholarships at this time. However, Apex Academy will accept money from a Scholarship recipient of any outside agency.

All payments and obligations to the school must be up to date prior to processing paperwork upon graduation.

Tuition & Fees

Cosmetology= TOTAL: \$12,200.00

Registration-	\$100.00
Tuition-	\$11,300.00
Kit Fees-	\$800.00

(Cosmetology students are required to pay a Registration Fee of \$100 at the time of sign up AND make a deposit of \$800 at Enrollment Meeting).

Advanced Manicurist = TOTAL: \$3,100.00

Registration-	\$100.00
Tuition-	\$2,600.00
Kit Fees-	\$400.00

(Advanced Manicurist students are required to pay a Registration Fee of \$100 at the time of sign up AND make a deposit of \$400 at Enrollment Meeting).

Kit Fees

Cosmetology students are required to purchase a supply kit and the Milady resources. All items must be ordered through Apex Academy. The kit includes items that the students will need throughout the program and for the Ohio State Board Examination (excluding the state board kit), as well as three shirts as part of the required uniform.

Advanced Manicurist students are required to purchase a supply kit and the Milady resources. All items must be ordered through Apex Academy. The kit includes items that the students will need throughout the program and for the Ohio State Board Examination (excluding the state board kit), as well as two shirts as part of the required uniform.

Additional Costs

State Board Kit - \$50 Cosmetology / \$30 Advanced Manicurist **-School Supplies:** Notebook Paper, Pens, Pencils, Black Permanent Marker, Index Cards, Flip Flops, Trapper/Binder, Locker Lock, Headphones, Laptop .

Outside Fees (not owed to the School)

Smock and Uniform Pants - \$50-\$65, State Board Exam Fee – Cosmetology - \$31.50 / Work Permit Fee - \$7.50 / Advanced Manicurist - \$63

Extra Instructional Charges

Apex Academy will charge \$75.00 per scheduled day, or any part thereof, (after the contract end date) for hours needed to complete the “Hour Requirements” for their program (Cosmetology 1500 hours, Advanced Manicurist 300 hours).

If students have completed the “Hour Requirements” for their program, but have not completed their other “Graduation Requirements” they will switch over to a flat rate per scheduled day.

Apex Academy will charge a flat rate of \$75.00 per scheduled day, or any part thereof, (after the contract end date) for other “Graduation Requirements” not yet met. Information is also stated on the Enrollment Agreement and acknowledged at time of entry into the chosen program. All Extra Instructional charges are payable prior to processing State Board Paperwork.

Saturday Attendance Policy

Saturday attendance is mandatory. All students must attend the full day on Saturday unless the student gained prior approval for the absence or extenuating circumstances prevented the student from attending. All students must provide proper documentation of the reason for the absence. Examples of excused Saturday absences would be: medical, funeral, car accident, or wedding. If you did not have prior approval or documentation for the excused Saturday absence, you will not be permitted to return to school on the next scheduled school day without paying a fee of \$50.00.

SCHEDULE

Class Calendar

Apex Academy is closed every Sunday and Monday and every second, third, fourth and fifth Saturday. Observed school closures include Easter Saturday, Independence Day, Summer Break (last two weeks in August), Thanksgiving weekend, Winter Break (two weeks for Christmas and New Year’s). Please note that the actual dates vary based on which day of the week the actual holiday occurs. Students may tune into Mansfield’s WMFD stations to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather. *Start dates are subject to change

Cosmetology classes start on the following Tuesdays: March 2017; June 2017; September 2017;

Advanced Manicurist classes start on the following Tuesdays: March 2017; June 2017

School Schedule

All students will attend full time: Tuesday, Wednesday, Friday - 8am-4pm ,Thursday- 12pm-8pm, Saturday- 8am-2pm (first Saturday of the month)

OUR PROGRAMS

The objectives of the Cosmetology and Advanced Manicurist programs are to prepare students for the state licensing examination and give students the advanced training needed to enter into the chosen profession.

Training encompasses different types of learning; theoretical knowledge, the foundation of the students education, practical experience, the application of knowledge and professional business building skills, which are vital for the student's success. Each phase of the students' education emphasizes a different combination of learning approaches.

All programs at Apex Academy are taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, white boards, PowerPoint presentations and internet research. All programs are offered in the English language only.

In both the Cosmetology Program and the Advanced Manicurist Program, licensees may obtain an Independent Contractors License (with no additional training needed), which will allow them to work alone in a salon.

Grade Weights for Cosmetology and Advanced Manicurist programs:

<u>THEORY 50%</u>	<u>CLINIC 50%</u>
Theory Tests - 15%	Task Sheets - 30%
Business Project - 5%	Graded Skills - 15%
Portfolio - 10%	Tracking Journal- 5%
Mock State Board - 10%	
Projects /Assignments - 10%	

Grading Scale for Cosmetology and Advanced Manicurist programs:

Numerical grades are considered according to the following scale in both programs offered by the institution:

93 - 100	Excellent
85 - 92	Above Average
75 - 84	Average
74 or below	Unsatisfactory

Licensure & Accreditation

Licensed by: Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 43123
(614) 466-3834
www.cos.ohio.gov

Accreditation: National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, Virginia 22314
703-600-7600
www.naccas.org

Cosmetology -1500 Clock Hours (49 weeks)

The 1500 clock hour Cosmetology program is 49 weeks that has instructor led classroom and clinical training as well as practical hands-on application. The student will learn the technical, personal and business skills to prepare students for work in a professional salon as a cosmetologist, retail sales specialist, salon manager or salon owner.

Students are required to have a laptop at school daily during Level 1 and every Tuesday thereafter. Throughout the designed program, students will transition from mannequins to customers. However, students must first successfully complete all requirements before being permitted to deliver safe, effective treatments for hair, skin and nails on customers. Students will learn the latest techniques, and develop an upbeat, cheerful attitude with strong communication skills. Students should understand that education does not end when the program is over. Cosmetologists are required to do continuing education and license renewal every two years.

Class Size – Minimum -3 Students / Maximum -18 Students

Student / Instructor Ratio - Apex Academy 25:1 / OSBC 25:1

The instructional program at Apex Academy meets or exceeds the Ohio State Board of Cosmetology requirements:

Subject Area	Non-Clinic Hours	Clinic Hours
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	15	35
2. Properties of the Hair & Scalp <ul style="list-style-type: none"> • Trichology • Draping Techniques/ Client Protection • Shampoos/Rinses/Treatments • Disorders/Diseases/Conditions <ul style="list-style-type: none"> • Chemistry (Basics/pH) 	30	75
3. Hair Procedures & Practices <ul style="list-style-type: none"> • Styling & Finishing (<i>Roller Setting/Hair Molding</i>) • Thermal Styling (<i>Thermal Iron/Straightening/Blow-dry Techniques</i>) • Formal Styling (<i>Braiding/Wigs/Hair Pieces & Hair Additions</i>) Basics • Haircutting Techniques & Tools(<i>Shears/Razor/Texturizing/Clippers/Trimmers</i>) 	118	334
4. Chemical Procedures & Practices <ul style="list-style-type: none"> • Chemical Texturizing (<i>Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections</i>) • Hair Coloring (<i>Dimensional Coloring Techniques/ Corrections</i>) 	132	322
5. Manicure & Pedicure Procedures & Practices <ul style="list-style-type: none"> • Structure of Nails (<i>Anatomy of Bones, Skin and Muscles</i>) • Diseases, Disorders, and Conditions • Basic Manicure and Pedicure • Manicure and Pedicure (<i>Tools/ Equipment</i>) • Hand/ Arm/ Foot/ Leg Massage • Artificial Nail Enhancements / Maintenance 	30	90

6. Skin Care Procedures & Practices <ul style="list-style-type: none"> • Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/ Tissues</i>) • Diseases, Disorders, and Conditions • Basic Facials (<i>Techniques/Treatments/Facial Make-up/Hair Removal</i>) • Relaxation Treatments/ Health History • Electricity (<i>Principles/Safety/Effects/Therapies</i>) 	30	108
7. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) • Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 	40	120
8. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures • Human Trafficking (1 Hour) 	5	16
Total Accumulated Hours	400	1100

Cosmetology Program Length

Approximately 49 Weeks (Beginning of program will include bookwork and introduction to skills)

Hour Requirement

Students will complete at least 1500 hours. No student can complete the program until approved by an Apex Academy Administrator.

Skill Requirement

All students must perform the required amount of services in each subject area in order to graduate. These services must be performed on customers. Haircutting and Chemical Services performed on current Apex Academy students will also be counted towards the students' requirements. It is the student's responsibility to get models and to perform the services. ALL services must be approved by an instructor before and after.

100 Haircuts, 50 Thermal Sets, 3 Updos, 35 Dimensional Haircolors, 35 All Over / Retouch Haircolors, 5 Permanent Waves/Relaxers / Keratin Treatments, 35 Pedicures, 35 Gel Manicures, 15 Manicures, 10 Facials, 25 Waxing / Eyebrow Arching

Advanced Manicurist- 300 Hour Program (10 weeks)

The 300 clock hour Advanced Manicurist program is 10 weeks that has instructor led classroom and clinical training as well as practical hands-on application. Individuals who enroll in this program will learn to perform nail care, spa pedicures, business development, wellness and retail knowledge. Upon completion, students will have the skills to seek employment as a nail care specialist, nail salon manager or owner.

The Advanced Manicurist is a 300 clock hour program. Teaching methods will include lecture, demonstrations, PowerPoint and visual aids. Students may be required to have a working laptop at school. Throughout the designed

program, students will transition from mannequin hands to customers. However, students must first successfully complete all requirements before being permitted to deliver safe, effective treatments for the skin and nails. Students will learn the latest techniques and develop an upbeat, cheerful attitude with strong communication skills. Students should understand that education does not end when the program is over. Advanced Manicurists are required to do continuing education and license renewal every two years.

Class Size - Minimum -3 Students / Maximum -12 Students

Student / Instructor Ratio - Apex Academy 25:1 / OSBC 25:1

The instructional program at Apex Academy meets or exceeds the Ohio State Board of Cosmetology requirements:

Subject Area (Manicurist 200 Clock Hours)	Non-Clinic Hours	Clinic Hours
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	8	22
2. Anatomy <ul style="list-style-type: none"> • Bones, Muscles & Systems • Nervous System • Joints, Cartilage • Ligaments of the Hand, Arm, Foot & Leg 	3	7
3. Massage <ul style="list-style-type: none"> • Client Health Issues & Pre-Screening • Preparation • Manipulations (Hand/Arm, Feet/Legs) • Relaxation Treatments 	3	7
4. Nail Care Procedures & Practices <ul style="list-style-type: none"> • Safety Precautions • Basic & Advanced Manicures • Basic & Advanced Pedicures • Polish Application Techniques • Structure of the Nail • Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg) 	14	41
5. Chemistry <ul style="list-style-type: none"> • Compounds and Mixtures • Nail Enhancement Composition • Ingredients • Nail Cosmetics 	3	7
6. Nail Enhancements <ul style="list-style-type: none"> • Application Procedures • Artificial Nail Structure • Preparation • Application • Removal • Nail Repairs 	9	26
7. Specialized Equipment <ul style="list-style-type: none"> • Curing Methods • Drills/ Advanced Tools • Safety & Effects 	3	7
8. Salon Operations & Communication Skills	7	15

<ul style="list-style-type: none"> Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 		
9. Cosmetology Laws & Rules <ul style="list-style-type: none"> Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement Continuing Education / Policies & Procedures Human Trafficking (1 Hour) 	5	13
Total Manicurist Hours	55	145
Subject Area (Advanced Manicurist 100 Clock Hours)	Non-Clinic Hours	Clinic Hours
1. Cosmetology Laws & Rules <ul style="list-style-type: none"> Ohio Revised Code Statues Ohio Administrative Rules License and Permit Policy & Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures 	10	30
2. Public Health and Safety <ul style="list-style-type: none"> Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety 	10	30
3. Advanced Techniques <ul style="list-style-type: none"> Advanced Anatomy of Nail & Skin Advanced Muscles & Massage Techniques Advanced Pedicure Care & Service Salon Supervision & Management Specialized Equipment Use & Control Product & Service Sales Training Communication Skills 	5	15
Total Manager's Training Hours	25	75
TOTAL ADVANCED MANICURIST HOURS	80	220

Advanced Manicurist Program Length

10 Weeks (Beginning of program will include bookwork and introduction to skills)

Hour Requirement

Students will complete at least 300 hours. No student can complete the program until approved by an Apex Academy Administrator.

Skill Requirements

All students must perform the required amount of services in each subject area in order to graduate. These services must be performed on customers. It is the student's responsibility to get models and to perform the services. ALL services must be approved by an instructor before and after.

30 Manicures / Gel Manicures, 30 Pedicures, 5 Acrylic / Extenders

APEX ACADEMY RULINGS / POLICIES / CODE OF CONDUCT

Apex Academy has a Zero Tolerance Policy

If a student violates any rules in Apex Academy's Catalog, dismissal may occur. If a student is insubordinate (defiant of authority; disobedient) this may result in termination, depending on the severity. The disciplinary steps are as follows; 1. Verbal Warning 2. Written Warning 3. Suspension 4. Meeting & Termination

Dress Code / Personal Image

All students are required to wear the specified uniform daily. Smocks will need to be purchased (on your own) from Professional Image. Smocks will be worn daily in clinic unless otherwise stated. Students will be responsible for purchasing black uniform pants (on your own).

Students wearing uniforms must have on solid black shoes. Footwear may not contain openings other than the heel area. (Example: Slides and Crocs-with holes are not permitted, Slide on Tennis shoes are permitted) Students must have hair and make-up complete within 20 minutes of school start time. Students are not permitted to wear chipped nail polish, seeing this is unprofessional.

Students assigned to the front desk must be in Professional Dress at all times. Students are required to wear Professional Dress on Saturdays. (Open toed shoes are permitted when in Professional Dress)

Students are not permitted to expose midriff, wear blue jeans, shorts, plunging necklines, distressed clothing, skirts/dresses shorter than 4" above the knee, hats of any kind, inappropriate graphics or open toed shoes; rules apply to accessories. Leggings may be worn if shirt covers rear end completely.

Students are not permitted to change clothing sooner than 10 minutes before closing. Exceptions to the dress code may apply and will be addressed by the instructor.

Lockers

Each student is assigned a locker to use. Two students may be assigned to one locker. Lock up all personal possessions. Apex Academy will not be responsible for any stolen property.

Shop Duties

ALL students are required to perform shop duties. Adjustments will be made to the timeclock if a student does not complete their required duties.

LEVEL I students are required to disinfect workstation/tabletop ,turn off power strips, complete their weekly salon duty, clear off workstation, kits to appropriate area and put away any product/tools.

LEVEL II students are required to disinfect workstation, pump service chair down, turn off power strips, complete their weekly salon duty, sign for completion of duties, clear off workstation, kits to appropriate area and put away any product/tools.

Student Services

Students are permitted to receive clinic services as a Level II student. Student services are only to be performed with instructor approval. Students are required to pay prior to the service (and additional as extra product may be necessary), they must complete a release form for chemical services and services are to only be performed on Wednesdays and Fridays. Students should understand that customer services come before student services.

Kit Responsibility

Students are required to use Apex Academy's issued kit approved by OSBC. No other case/tote/bag etc. will be permitted. Students need to have kits at school daily. If items are not at school, students will be dismissed. If items are lost, stolen or broken, it will be the student's responsibility to replace or repair that item in order to continue the program successfully.

Laptop Responsibility

All students are required to have a functioning laptop/tablet at school during Level I of their training and every Tuesday thereafter. The laptop must have a program that can create Word documents and PowerPoint presentations. In addition, Cosmetology students need to download Mozilla Firefox for best use with the Milady resources.

Make-Up Work / Exams

All assignments shall be turned in on time. Assignments turned in one day after the due date, will result in half credit. Zero credit will be given if turned in two days after due date. Students should make every effort to be in attendance on examination days. Rescheduling will be at the discretion of the instructor.

Ohio Administrative Code 4713-05-02 (G):

(G) All schools shall ensure each program offered is comprised of at least fifty percent clinic work performed on patrons, other students or mannequins. If patrons are not available, the student shall receive credit for clinic work if the student is actively engaged in training within the clinic related to the student's course of study. Section 4713.99

Ohio Revised Code 4713.14

Whoever violates section 4713.14 of the Revised Code (Prohibited Acts) is guilty of a misdemeanor of the fourth degree on a first offense; on each subsequent offense, such person is guilty of a misdemeanor of the third degree. An example of a violation would be a Cosmetology student or an Advanced Manicurist student who performs Cosmetology services for the public outside of Cosmetology school. For a full list of violations please visit section 4713.14 of the Revised Code.

Attendance & Tardiness

Apex Academy is a clock hour school. This means that in order to receive credit for hours attended, all students must clock in upon arrival and departure. If a student fails to clock in or out, they will not receive hours. If a student forgets if they clocked in or out, they must provide written documentation to an instructor and it will be reviewed. Students may not clock in or out for another student. Attendance is a crucial part of a student's success.

Breaks & Lunches

Apex Academy has a Closed Lunch and Break Policy, meaning no student is permitted to leave campus for lunch or breaks. Food is only permitted in the school's designated break / lunch area. Water is permitted in the classroom and the clinic. Students must refrain from leaving personal items on the lunch room table. All students are required to clock out for a 30 minute lunch break. Adjustments will be made to the timeclock if a student who exceeds the maximum break time. If a student chooses to leave campus during the day, they will not be permitted to return for the remainder of the day (exceptions may apply). Students may not clock in or out for another student.

Dishonesty

Cheating is unacceptable at Apex Academy. If a student is caught cheating or forging, they will be directed immediately to the Administration Office.

Electronics

Electronics (including cell phones) must not interfere with learning. No electronics will be permitted during lecture, testing or while working in the clinic, unless otherwise instructed. If electronics become an issue, student will be sent to the Administration Office. Apex Academy prohibits inappropriate sites.

Social Networking Policy

Apex Academy allows students the right to use Social Media to promote their Cosmetology skills and the school. Students are personally responsible for the content they circulate on social networking sites. Students are expected to treat Apex Academy and each other with respect. Apex Academy does not permit personal insults, obscenity, intimidation or cyber bullying. Apex Academy reserves the right to request the removal of any posts at its discretion and take disciplinary action as appropriate.

Smoking

Smoking is permitted over your lunch break outside, behind the building or in one's vehicle. Cigarettes should be disposed of in designated areas. Ruling applies to Vaporizers.

Concealed Carry, Alcohol and Drugs

Concealed weapons are NOT permitted on school premises or at any school related activity. This also applies to permit holders. The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Under the influence of alcohol or drugs, in any form, on school premises or at any school related activity could result in immediate termination following the Apex Academy Refund Policy.

Code of Conduct

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

1. Attend all classes according to the assigned schedule, including theory classes, even if all required tests are completed.
2. Food / beverages (with the exception of water) must be consumed in the designated areas and are not allowed on the clinic floor.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames, including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams.
4. Notify school administration before 8:00 a.m. or 12:00 p.m. depending on the day of absenteeism or tardiness
5. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others.
6. Obtain permission from an Administrator to leave the facility for any reason other than at closing.
7. Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
8. Smoking is allowed only in the designated areas.
9. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned.
10. Student will NOT perform any services on customers until successful completion of the applicable class and having successfully passed a comprehensive practical evaluation.
11. Practice courtesy and professionalism at all times when dealing with other students, customers, visitors to the school and staff.
12. Follow all state laws and regulations at all times during school.
13. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in Title IV funding, if applicable, delay in graduation and additional tuition charges.
14. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned shop duties must be evaluated before clocking out each day. Time may deducted for students who do not complete their shop duties. State Board requires all students to follow Sanitation rules and practices at all times.
15. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity.
16. Be fair, honest and never steal.
17. Refrain from the willful destruction of property.
18. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
19. Be involved in curriculum-related activities at all times when clocked in. Excessive time in the student break room is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
20. Refrain from using the business phone, personal cellular phones (calls or text messaging), or personal pagers for incoming or outgoing calls without the express permission of a staff member or at designated times.
21. Park only in the designated areas for student parking. The section directly in front of Apex Academy is always reserved for customer use.

22. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a customer checked by an instructor.
23. Students may not visit with another student who is servicing a client
24. Keep all student and customer analysis and service records up to date.
25. Students must sign a release form prior to chemical services. Customers must sign a release form prior to every service and initial if satisfied after completion.
26. Do not make any changes to the appointment books except with permission of an instructor.
27. Students may not “hangout” around the reception desk, reception area or offices
28. Refrain from keeping personal items on station and left out in the student lunch room.
29. Recommend and prescribe appropriate services to each customer assigned in order to develop professional skills.
30. Notify an instructor if/ or when additional products or materials are needed to complete a service and apply the appropriate charges to the customer ticket.
31. Hair must be swept up immediately after the service is completed, prior to instructor checking, blow drying or releasing client from chair
32. The school is not responsible for lost or stolen items.
33. Strive to continually upgrade abilities through education and practice.
34. Personal belongings left at the school upon graduation or withdrawal becomes the property of Apex Academy after five calendar days.

ADDITIONAL INFORMATION

Career Services – Student Placement

With a network of many high-end salons and spas, Apex Academy assists students to begin their professional careers by posting job openings. The institution will help the student gain the employment knowledge necessary by offering career facts, salon visits, and self-promotional instruction. However, the institution does not guarantee or imply job placement directly or indirectly. There is no additional charge for job placement assistance.

Academic Advising & Career Counseling

Apex Academy provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

Safety Requirements

The beauty industry has several safety requirements that include blood waste procedures if a customer is accidentally cut, OSHA knowledge about the harmful ingredients in different beauty products, and electrical appliances like the use of blow drying and thermal curling. Prolong exposure to some hair and nail chemicals may be hazardous and cause irritations. Special care must be taken when working with these chemicals. Cosmetologist must wear gloves when applying chemicals to avoid skin irritations.

Career Considerations

Apex Academy wants to ensure that students interested in pursuing a career in hair, skin or nails, considers all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, an esthetician's treatment bed or manicurist table
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- The 2007 Job Demand Survey commissioned by NACCAS indicated that salons in Ohio planned to hire 8,459 new employees in 2008. The average annual salary for a salon professional in Ohio is \$33,335. ***This amount does not include tips and gratuities.*** Nationally, the average salon professional's salary is \$35,973.

Drug Free Workplace and Institution

Apex Academy has a zero tolerance for drugs and alcohol. No student, educator or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

Sexual Harassment, Anti-Bullying and Anti-Hazing Policy

Apex Academy is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation. Apex Academy believes that all students have a right to a safe school environment. Apex Academy, its staff and students have an obligation to promote mutual respect, tolerance and acceptance.

Apex Academy will not tolerate behavior that infringes on the safety of any student or staff member. A student/staff shall not intimidate, harass or bully another student/staff through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; malicious gossip, verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the institution.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the institution.
- c. Such conduct has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et, Sequa.) and is punishable under both federal and state laws.

Definition of Sexual Violence or Assault: acts of sexual violence, such as rape, acquaintance rape, or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the institution as such acts are inappropriate and create an environment contrary to the goals and mission of the institution. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within Apex Academy to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the institution (student and staff) are expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation.

The institution's administration is the designated Sexual Harassment Officer responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation, and alleged sexual harassment which has not resulted in a complaint.

Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints.

For all formal complaints of sexual harassment, sexual violence or violence based on sexual orientation, the director shall determine the action to be taken, implement the action and notify both parties of the action. A memorandum of such action will be sent to Apex Academy's Human Resources Department. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from Apex Academy.

If the perpetrator of a sexual violence/assault is a student, the student will be subject to disciplinary measures by the institution. In the program of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present.

Apex Academy Administration, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Consensual romantic/sexual relations between staff and student are not allowed and disciplinary action will result. Substantial risks are involved even in seemingly consensual sexual relationships where a power differential exists between the involved parties.

Claims of consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the staff member who will bear the burden of accountability because of his/her special power and responsibility and it will be exceedingly difficult to use mutual consent as a defense.

Housing & Professional Assistance Advising

Apex Academy can recommend suitable housing in the area. However, the institution does not own or operate housing facilities.

Students in need of professional advising may be referred to professional counseling in the community outside the school. A list of professional services, with contact information, is available through the administrative office and in the student restroom.

Student Records and Transcripts

Academic records are safely retained at the institution under lock and key. Records including student attendance and grades are locked up and secure. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed to the school. Student records will be provided to potential employers only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of five (5) years.

Student Information Release Policy

Unless otherwise required by law or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization, for each request, from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

Family Educational Rights & Privacy Act - FERPA

Apex Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or

guardians of dependent minors should schedule an appointment with the school administrator to review the student's records.

Performance Statistics – NACCAS Annual Report Outcome Rates 2015

Graduation Rate	95.00%
Licensure Rate	94.74%
Placement Rate	94.74%

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Apex Academy. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900 and 1200 actual clocked hours
Advanced Manicurist	150 actual clocked hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program or academic year, whichever occurs sooner.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining Satisfactory Academic Progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the program length) allowed for students to complete each program at satisfactory academic progress is stated below:

PROGRAM	MAXIMUM TIME ALLOWED	
	SCHEDULED WEEKS	SCHEDULED HOURS
Cosmetology - 1500 Hours (49 Weeks)	64.5 Weeks	1999.5

Advanced Manicurist - 300 Hours (10 Weeks) 13.3 Weeks 411

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 75% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Periods when a student doesn't receive Title IV aid will be counted toward maximum time frame.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass Mock State Board written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

- 93 - 100 Excellent
- 85 - 92 Above Average
- 75 - 84 Average
- 74 or below – Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements of a 75% for academics and 75% for attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, as applicable, unless the student is on warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV funds and GI Bill benefits, as applicable, and will be terminated from the program unless financial arrangements are made with the school. The VA will be notified to terminate benefits.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation.

INTERRUPTIONS, PROGRAM INCOMPLETES, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Hours completed prior to the interruption or withdrawal will count toward the allowable maximum time frame for course completion.

NONCREDIT, PROGRAM INCOMPLETES AND REMEDIAL PROGRAMS

Noncredit, Program Incompletes and remedial programs do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

Grievance Procedure

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated or harassed in any way. Academic grievances relates to a complaint about a program, program of study or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school administrator. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files. The grievance policy is as follows:

1. Complaints against students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school administrator who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution
3. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:

Ohio State Board of Cosmetology

1929 Gateway Circle
Grove City, Ohio 43123
(614) 466-3834
www.cos.ohio.gov

NACCAS

3015 Colvin Street
Alexandria, Virginia 22314
703-600-7600
www.naccas.org

COMPLETION OF PROGRAM

Graduation Requirements

In order to receive a Certificate of Completion and graduate, the following graduation requirements apply for all programs offered at Apex Academy:

- Complete all phases of study according to State requirements.
- Complete all required assignments and tests
- Complete Mock State Board, both practical and theoretical.
- Complete the Business Plan
- Complete the Portfolio Project
- Complete the Skill Requirements

Licensing Requirements

After all graduate requirements have been met, the student must sit for, and pass the applicable state board licensing examination. To be eligible to take the Ohio State Board of Cosmetology licensing examinations, an applicant for licensure must satisfy the following:

- a) Passes an examination conducted under Section 4713.24 of the Revised Code of the Ohio State Board of Cosmetology, for the branch of cosmetology the applicant seeks to practice;
- b) Pays to the Board the applicable fee;
- c) In the case of an applicant for initial Cosmetologist license, has successfully completed at least 1500 clock hours of a board approved cosmetology training in a school of cosmetology licensed in the State of Ohio.
- d) In the case of an applicant for initial Advanced Manicurist license, has successfully completed at least 200 clock hours of board approved manicurist training with an additional 100 clock hours of board approved Advanced manicurist training in a school of cosmetology licensed in the State of Ohio.

Disclosure: Please see the Ohio State Board of Cosmetology, Ohio Administrative Code, Chapter 4713-1-07 Prohibited Acts, for reasons why the Board may refuse to renew, or may fine, suspend and/or revoke any license or permit for any one or more causes and therefore prevent an individual from obtaining or maintaining gainful employment as a licensed professional.

Processing State Board Paperwork

Paperwork for the state board exam will be processed within five workdays after completion of the program and when graduation requirements have been met. Please note that completion of the program includes all of the graduation requirements listed above and NOT just completion of the clock hours in the program. In addition, the student MUST have all financial obligations paid before paperwork can be processed upon graduation.

TERMINATION / WITHDRAW/ REFUND POLICY

Termination Policy

Apex Academy may terminate a student's enrollment for noncompliance with School Policies, the enrollment contract, State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. Additionally, a student's enrollment will be terminated if not in attendance for 14 consecutive school days, leading to automatic withdrawal.

Withdrawal Requirements

Students who officially withdraw from enrollment prior to program completion must:

- Provide a written notice to Apex Academy.
- Complete all required exit paperwork
- Satisfy all debts owed to Apex Academy

A final monthly report of hours will be forwarded to OSBC. Upon payment of all debts owed to Apex Academy a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released. If a student is absent for more than 14 calendar days, he or she may be terminated from the program.

Institutional Refund Policy – Notice of Cancellation

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. 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 signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kits & books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.