



Course Catalog

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*Effective January 1, 2017 * Valid through December 31, 2017*

Updated March 2017



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Mission Statement

At Vanity School of Cosmetology we are dedicated to making a positive difference in the lives of our students. We are preparing students with the basic knowledge and entry-level skills necessary to gain meaningful employment within the field of cosmetology.

Administrative Staff

Governing Body & Officers

Vanity School of Cosmetology is owned and operated by Academy of Hair Design, LLC

Andy Bodine, President/CEO, Chief Fiscal Officer – both locations

Administrative Staff

Michelle Stone, Financial Aid Director / Title IX Coordinator – both locations

Amanda Bodine, Director of Education – both locations

Teaching Staff

Sheffield Village

Andrea Bates – School Manager / Instructor

Christine Brown – Instructor

Ann Bernosky – Instructor

Andy Bodine – Substitute Instructor

Middleburg Heights

Alicia Romano – School Manager / Instructor

Shannon Pell – Instructor

Ann Bernosky - Instructor

Andy Bodine – Substitute Instructor

Accrediting Agency

National Accrediting Commission of Career Arts & Sciences

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703) 600-7600

www.naccas.org

Licensing Agency

Ohio State Board of Cosmetology

101 Southland Mall

Columbus, Ohio 43207-4041

(614) 466-3834

www.cos.oh.gov

General Information

Student File Access

We guarantee students the right to gain access to their files, under supervision and by appointment. Information regarding a student cannot be released without permission of the student. Files can be released to a third party if required by law or for accreditation purposes. Student files are kept for six (6) years.

Right to Privacy

We guarantee the students right to privacy and will not release any information to anyone without the written consent (each time) of the student. Vanity School of Cosmetology abides by the FERPA rules regarding access and review of educational files.

The institution provides access to student and other institutional records to its accrediting agency without the need for a release signed by the student.

Admission Requirements

Vanity School of Cosmetology requires students to be 17 years of age and have a high school diploma / transcripts or high school equivalency GED transcripts.

Applicants expelled from other institutions will not be accepted for enrollment to Vanity School of Cosmetology.

Applicants with a felony conviction will be evaluated on a case by case basis and may have to consent to a criminal background check at their expense.

High School Diploma Requirements

A student must have a high school diploma, G.E.D. or complete a high school education in a home school setting that is treated as a home school or private school under state law.

A student qualifies if he/she:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- Has the recognized equivalent* of a high school diploma, such as a general education development or GED certificate;
- Has completed homeschooling at the secondary level;

High school diploma or GED transcripts is required for admission.

*The U.S. Department of Education recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma and is 18 years of age;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree;

Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he/she must obtain this credential in order to be eligible for FSA funds. He/she can include in their homeschooling self-certification

Elementary or Secondary Enrollment

A student enrolled in elementary or secondary school is not eligible for aid from the FSA programs, even if he/she is simultaneously enrolled in an eligible college program. A student is considered to be enrolled in secondary school if he/she is pursuing a high school diploma or if he/she has completed the requirements for a diploma, has not yet received it, and either she is taking college coursework for which his/her high school gives credit or his/her high school still considers him/her to be enrolled there.

An adult pursuing a GED (not a high school diploma) is not considered to be enrolled in secondary school. However, as stated earlier, a student can't get aid for GED training, though he can receive aid for other college courses if he meets high school graduation equivalency such as being home schooled, or other high school equivalency requirements. An adult can take a course offered by a high school, such as a driver's education course, without being considered enrolled there.

High School Diploma Verification Policy

Although students can self-certify on the FAFSA and other institutional forms that they are high school

graduates, if the school has reason to believe that the high school diploma is not valid, the school will require additional documentation.

If the school has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the financial aid office will evaluate the validity of the student's high school completion. Students who indicate on their FAFSA that they graduated high school must give the name, city, and state of the high school. FAFSA on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid.

Acceptable documentation for checking the validity of a student's high school completion will include obtaining a copy of the diploma and a final transcript that shows all the courses taken by the student. For students who completed their secondary schooling outside the United States, comparable documents can help, as can the services of companies that determine the validity of foreign secondary school credentials. Another resource that will be used is the state department of education in which the high school is located, if that department has jurisdiction over the high school.

If the financial aid office has reason to believe the high school diploma is dubious-e.g., the school knows the student bought the diploma or transcript and was required to perform little or no work-the aid office will make every attempt to validate the diploma before awarding financial aid to the student.

Admission Procedure

1. **Tour our school.** School hours are Tuesday-Saturday, 9am-4:30pm.
2. **Apply for Financial Aid.** Complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>
3. **Complete an application form.** Complete and submit the application form to the school prior to registration. This form is available online and at school locations.
4. **Submit an application fee.** Action will not be taken on admission until a non-refundable application fee of \$25.00 is received. Please submit the fee in the form of a cash, check or money order (payable to Vanity School of Cosmetology). This fee is not included in the cost of tuition.
5. **Submit a letter of recommendation.** This should be from a family member, friend, guidance counselor, etc., on why a career in cosmetology would be a good choice for the applicant.
6. **Personal interview.** Applicant must complete a personal interview with an admissions representative and financial aid counselor.
7. **Provide verification documents.** Copies of your high school diploma, high school transcripts*, or GED transcripts; driver's license or state issued I.D and social security card. We are required to verify that your proof of education comes from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.
8. **Sign Enrollment Agreement** to secure spot in class.

**Foreign diplomas or transcripts: the school will accept foreign diploma or transcripts; however, the diploma or transcript MUST be equivalent to a U.S. high school diploma and must be translated into English by a certified translator. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process. Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance*

(COA).

Ability-To-Benefit Policy

Vanity School of Cosmetology does not admit ability-to-benefit students.

Transfer Policy

Vanity School of Cosmetology does not recruit students already attending another cosmetology school. Transfer hours and number of transfer hours are accepted towards the student's program is considered on a case by case basis. All transfer hours must be requested by applicant and received by Vanity School of Cosmetology from the Ohio State Board of Cosmetology prior to signing an Enrollment Agreement.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Vanity School of Cosmetology; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on the actual contracted hours at the school.

Re-Entry Policy

Vanity School of Cosmetology accepts re-enrollment of formerly withdrawn students on a case-by-case basis. A former student may apply for re-entry after a 30-day calendar period has passed from the date of their withdrawal. Re-entry is based on the following:

1. Outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the school.
2. Previous tuition payments will be credited to the students balance.
3. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
4. Pay a \$25.00 re-entry fee.

Students reentering will be placed on a 30-day probationary period. During this period, the student must demonstrate that they can meet the school's minimum attendance and academic requirements. Students who fail to meet the minimum attendance and academic requirements for that 30-day period may be terminated. A student who is accepted for re-entry within 180 days of their withdrawal will be brought in at the same status upon when they left.

Non-Discrimination Policy

Vanity School of Cosmetology does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or staff member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school manager immediately so appropriate action can be taken.

Transcripts

Vanity School of Cosmetology will not release transcripts, official or unofficial, will not issue a letter of attendance or any other response or notification regarding enrollment at school unless all outstanding monies due are paid in full on the students account.

School Calendar

Class Schedule

Tuesday-Saturday 9am - 4:30pm

Sunday-Monday Closed

Academic Calendar 2017

January 3	Advanced Cosmetology Class Start
February 7	Advanced Cosmetology Class Start
March 7	Advanced Cosmetology Class Start
April 4	Advanced Cosmetology Class Start
May 2	Advanced Cosmetology Class Start
June 6	Advanced Cosmetology Class Start
July 11	Advanced Cosmetology Class Start
August 1	Advanced Cosmetology Class Start
September 5	Advanced Cosmetology Class Start
October 3	Advanced Cosmetology Class Start
November 7	Advanced Cosmetology Class Start
December 5	Advanced Cosmetology Class Start

Holidays 2017

April 15	CLOSED – Easter Break
May 27	CLOSED – Memorial Day
July 4-8	CLOSED – Summer Break
September 2	CLOSED – Labor Day
November 23-25	CLOSED – Thanksgiving Break
December 23-30	CLOSED – Christmas Break

Academic Offerings

The following course hours are required by the Ohio State Board of Cosmetology.

Advanced Cosmetology – 1800 Clock Hours

The Advanced Cosmetology Program prepares all graduates for the Ohio State Board Examination in order to become licensed hairdressers. Emphasis is placed upon utilization of all equipment supportive to beauty services and to becoming an entry-level cosmetologist.

The course will also provide training in the area of salon management and includes competency in Cosmetology Laws & Rules, Public Health and Safety, Advanced Techniques and preparation for State Board advanced examination.

Courses of study in clock hours:

Infection Control & Principles/Practices	60
Properties of the Hair & Scalp	120
Hair Procedures & Practices	460
Chemical Procedures & Practices	480
Manicure & Pedicure Procedures &	120
Skin Care Procedures & Practices	120
Salon Operations & Communications	120
Cosmetology Laws and Rules	70
Public Health and Safety	50
Advanced Techniques	200
Total	1800

The instructional methods used to teach the program are: Lecture, Videos and Practical Demonstrations.

Student Kit

Students are responsible to purchase a kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. Textbook and educational materials may be purchased separately, which may discount kit costs. Textbooks listed below are included in the kit at a discounted price to the student. Books / Kit / Supply fee is charged in the first quarter.

Milady Standard Cosmetology 2012

ISBN-13: 978-1439059302

Milady Theory Workbook

ISBN-13: 978-1439059234

Milady Exam Review

ISBN-13: 978-1439059210

In order to academically succeed in program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

1. Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student and;
2. Disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain books and supplies, if they so choose.

Daily Schedule Example:

9am – 12:30pm	= Classroom Theory (lectures, video learning, practical demonstrations)
12:30 – 1:00	= Lunch Break
1:00 – 4:10	= Practical Practice (performing cosmetology related services on mannequins or customers)

4:10 – 4:30 = Sanitation Standards (clean-up)

Internship opportunities are available for students during their training who meet the minimum academic & attendance standards. Students can clock intern hours up to 10% of the total cosmetology course, as allowed by Ohio State Board of Cosmetology.

Vanity School of Cosmetology follows the same procedures as the Ohio State Board of Cosmetology in regards to students with documented IEP's by providing students with an additional 30 minutes to complete all written tests.

Rational of 1800 Hour Advanced Cosmetology Course vs. 1500 Hour Cosmetology Course:

- Additional training in the following subjects: Cosmetology Laws and Rules, Public Health and Safety, Salon Management, haircutting, styling and chemical services.
- General appeal to employers looking to hire cosmetologists with advanced training.
- Additional training better prepares students for the overall aspects of cosmetology

Cost and Financial Information

Tuition & Fees

Advanced Cosmetology (1800 hours)

Application Fee	\$ 25.00	(non-refundable, payable in advance)
Supplies & Equipment	\$ 2,200.00	(non-refundable), charged in the first quarter
Tax	\$ 110.50	(non-refundable), charged in the first quarter
Tuition	<u>\$17,000.00</u>	
Total	\$19,335.50	

Other Costs and Charges

This course of instruction is intended to qualify the student for the Ohio State Board of Cosmetology Examination. School will charge additional tuition for hours remaining after the original contract ending date at the rate of \$250.00 per week, or any part thereof. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. If additional instruction is requested by the student after the student graduates, a \$20.00 per hour fee may be assessed.

Accepted methods of payment are cash, credit card, money order, check and Title IV Financial Aid.

Federal Return of Title IV Funds Policy

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.

1. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid for federal student financial aid program funds.
2. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

3. If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period . The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).
6. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
7. If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
8. Unofficial withdrawal applies when a student is absent for 10 consecutive school days.
9. Official withdrawal applies when a student notifies the school in writing or in person.
10. In both cases the last day of attendance will be used in the return to Title IV calculation.

NOTE: A student who withdraws prior to completing 60% of the charging period may be required to repay some of the funds released to the student because of credit balance on the student's account.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant

Institutional Refund / Drop Policy

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
 - b. A student cancels his/ her contract and demands his/her money back in writing, within three (3) days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$25.00.

- d. A student notifies the school of his/her official withdrawal in writing.
 - e. A student is expelled by the institution.
 - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
 - g. Monies paid for student kit is nonrefundable.
 - h. Students on a Leave of Absence - the date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that they will not be returning.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 10 consecutive school days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
 3. In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student may be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.
 4. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. Monies paid for supplies and equipment are nonrefundable after three (3) business days of signing the enrollment contract but prior to entering classes.
 5. If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
 6. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
 7. For students who terminate prior to completion, a cancellation fee in the amount of \$150.00 will be assessed.
 8. A student's account may be sent to collections for nonpayment.
 9. If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

The following refund table distribution is used for all applicants due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

Percent Of Scheduled Time Enrolled To Total Course / Program	Total Tuition School Shall Receive / Retain
0.01% to 4.9%	5%
5% to 09.9%	15%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Policy for Verification of Title IV Funding

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 7-day deadline to return the form to the financial aid office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

Eligibility of Financial Aid After A Drug Conviction

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

Completion of Course Within Designated Period of Time

Students attend 35 hours per week, Tuesday through Saturday, five (5) days, 9:00am to 4:30pm.

The State of Ohio requires 1800 clock hours for Advanced cosmetology. If a student is never absent, they would complete their course of study within 54 weeks for a full time student. Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Students are expected to complete their course of cosmetology in no more 133 times the normal course length. Students must complete the course within the maximum time frame allowed. Failure to do so will result in the automatic termination of their contract and enrollment. Students may re-contract for the remaining hours but they cannot apply for further Title IV Financial Aid.

Note: Although a student is given ample time for course completion under the maximum time frame policy, the student will be charged overtime fees for not completing the course within the allowed or designated period of the agreement, as stated in the catalog and enrollment agreement .

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 course which indicates that, given the same attendance rate, the student will graduate within the maximum 133 times the normal course length allowed.

Maximum Time Frame

Students must complete the educational program within the maximum time frame, which is based on attending at least 75% of the scheduled hours.

	LENGTH	MAXIMUM TIME FRAME
Cosmetology - Full Time	54 Weeks	68 Weeks

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in Vanity School of Cosmetology. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to the Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

Students are given a copy of the results of their progress to maintain for their records. They can also be accessed at any time in the student information system.

The standards of Satisfactory Academic Progress shall apply equally to all students without regard to program, schedule or receipt of Federal Financial Assistance.

Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer hours are accepted and counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

SAP Evaluation Periods

Evaluations periods are 450, 900, and 1350 scheduled hours. For transfer students with less than 900 hours, SAP evaluation will be at the 50% mark. The evaluations will determine if the student has met the minimum academic and attendance requirements for Satisfactory Academic Progress.

Attendance Progress

The maximum time frame in which a student must complete a training program is 133 times the normal course length. Students must maintain a minimum cumulative attendance average of 75% throughout the program. A student's attendance progress will be evaluated according to the following schedule:

Program Hours Scheduled in Evaluation Period	Minimum Hours to be Completed (75%)
450	337.5
900	675
1350	1012.5

The evaluations are based on accumulative attendance (start date to evaluation date).

It is the student's responsibility to check their hours each month. Progress reports may be handed out monthly and student hour reports are posted every month so students can record and track their hours. If a student discovers an error, it should be brought to the Managers attention immediately. Time clock reports will not be run for students continually requesting their hours. Vanity School of Cosmetology will not go back any further than the last published student hour report to correct errors.

Academic Progress

Students must maintain a minimum cumulative grade average of 75% or better, based upon written

tests and performance in practical and demonstration experience.

The grading system is as follows:

100% - 90%	A
89% - 80%	B
79% - 75%	C
74% - 65%	D
Less than 65	F

The evaluations are based on accumulative academic progress (start date to evaluation date).

Practical and clinical work is graded by an Instructor initials on the student's practical clinic worksheet. Initials from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not meeting Satisfactory Academic Progress at the evaluation period may have their Title IV Funding interrupted, unless the student has prevailed upon an appeal resulting in a Probation Status. Satisfactory Academic Progress determinations will be maintained either written or electronically. At each evaluation students will receive a hard copy of their progress evaluation. Additionally, students with Unsatisfactory Status will be given guidance on actions required to be in compliance with Satisfactory Academic Progress.

Definitions of Determination:

Satisfactory Progress

Students are meeting the minimum requirements for academics and attendance at evaluation periods and are considered to be making Satisfactory Academic Progress until the next scheduled evaluation period. Students with a Satisfactory Progress determination are eligible to receive all Title IV funds for which they qualify.

Unsatisfactory Progress

Students who fail to meet minimum requirements for attendance or academic progress and do not successfully appeal will be placed on Unsatisfactory Progress. Any student considered to be making Unsatisfactory Progress in accordance with the regulations of the school shall be notified, in writing. Such written notification shall include the reasons for such a determination. Students with a determination of Unsatisfactory Progress are ineligible to receive Title IV Funds and will be placed on cash pay. The school reserves the right to dismiss any student who has an Unsatisfactory Progress status.

Probation (must successfully appeal)

Students who fail to meet minimum requirements for attendance or academic progress may be placed on probation and considered to be making Satisfactory Progress during the probationary period. The student must successfully appeal the determination of Unsatisfactory Progress to be placed on probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress

policy standards by the end of the subsequent evaluation period or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student, may be placed on probation. If at the end of the probationary period, the student has NOT met both the attendance and academic requirements, the student will be determined as NOT making Satisfactory Academic Progress and, if applicable, will be deemed ineligible to receive Title IV funds.

Appeal Process

A student has the right to appeal a determination of Unsatisfactory Progress. All appeals shall be addressed, in writing, to the school and must be postmarked within ten (10) business days of the student receiving the determination of Unsatisfactory Progress. The appeal request must explain the circumstances which resulted in the Unsatisfactory Status, all applicable supporting documentation and the student's plan for improvement. An appeal hearing will be scheduled within ten (10) business days of receipt of the appeal request. During this hearing, the student may present facts in opposition to or mitigation of the original determination. A decision regarding the appeal shall be rendered, in writing, within ten (10) business days of the date of the hearing. All documentation, including the initial determination and the final determination will be maintained in the student file. Successful appeals will be granted on an individual basis. Acceptable appeal reasons include but are not limited to, death of an immediate family member, an injury / illness of the student or an injury / illness of an immediate family member. Other extenuating circumstances will be given consideration.

Reinstatement of Financial Assistance

If, upon appeal, the original determination of Unsatisfactory Progress is overturned, the student will be placed on a determination of probationary. The school, working with the student, will create a written plan on the actions required to attain Satisfactory Academic Progress by the next evaluation. The student shall be fully reinstated and eligible to receive any authorized Title IV Funds for the time period in question, retroactive to the date of the original determination. Students may not have consecutive probationary periods. Failure to comply with the Academic Plan by the next evaluation period will result in a determination of Unsatisfactory Status and is not appealable. A student may not receive Federal Financial Assistance while deemed to be making "Unsatisfactory Progress".

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation (see Leave of Absence Policy). Students who withdraw prior to completion of the course and wish to re-enroll within 180 days will return in the same satisfactory academic progress status as at the time of withdrawal.

Additional Policies, Rules and Regulations

Termination Policy

Vanity School of Cosmetology may terminate a student's enrollment for immoral and/or improper conduct; unsatisfactory attendance; receiving ten (10) coaching sessions, failing to comply with educational requirements, and/or the terms as agreed upon within the enrollment agreement. Stealing,

cheating, possession of concealed weapons, defacing or damaging student or school equipment may also result in termination and may require monetary restitution. If terminated, the student will be charged a cancellation fee of \$150.00.

Graduation Requirements

- Receive the required number of clock hours of training
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations
- For a student to meet state requirements, all practical worksheets must be completed 100%
- Satisfactorily pass final written, practical and mock state board exams
- Complete the required theory hours
- Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school
- Upon graduation the student will receive a certificate of completion

Once the student has met all these requirements, he/she will receive a Certificate of Completion.

Vanity School of Cosmetology reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. Vanity School of Cosmetology will not release an official transcript until all graduation requirements are met

A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, the school will not release hours until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

Licensing Procedure

After completing the 1800 hour Advanced Cosmetology course and receiving a Certificate of Completion from Vanity School of Cosmetology, students will have 60 days to return all required State exam applications, license photos and exam fees to the schools business office, which will then be approved and submitted to the Ohio State Board of Cosmetology for scheduling of licensure exam in Columbus, Ohio. The student will be notified via U.S. postal service of the scheduled exam date.

State Licensing Disclaimer

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be ground for the Ohio State Board of Cosmetology to deny licensure. The Ohio State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Vanity School of Cosmetology is not responsible for students denied licensure.

Attendance Policy

Daily attendance is critical, as proper time management is crucial to the success of a salon professional. The school is a clock hour school, therefore clocking in and out is extremely important. Students are expected to clock in upon arrival, out for lunch and breaks, and out at the end of the day.

Students must clock out each time they leave the campus, and clock back in when they return.

Vanity School of Cosmetology can only issue credit for hours that are properly documented. We will honor documented daily time earned. **IT IS THE STUDENT'S RESPONSIBILITY TO CLOCK IN AND OUT.** Failure to clock in and out as required will result in the loss of clock hours.

The student schedule is Tuesday through Saturday from 9am to 4:30pm. Saturdays are mandatory. If a student misses more than 25% of their scheduled Saturdays during the course of their program, they may be terminated.

The school is closed Sundays and Mondays; however, on occasion, with approval of Ohio State Board of Cosmetology, students can receive extra hours for attending hair shows, seminars, and other quantifiable events.

Students must be on time, as tardiness inhibits the learning process. School starts at 9:00am. Vanity School of Cosmetology has a "closed door" tardy policy. Students arriving after 9:15am cannot attend school that day and will be counted as absent. Pre-arranged late arrivals with adequate documentation will be reviewed and approved on a case by case basis.

Students are only allotted 35 hours to miss during their first 140 scheduled hours (first 4 weeks). If a student misses over the allotted hours they may be terminated from the program.

The school reserves the right to make class session assignments and to reschedule assignments when necessary. Each student shall be expected to attend every class in which a student is assigned. Students are responsible for all work missed during their absence. It is the student's responsibility to consult their instructor about any necessary make-up work. Students who are absent for class sessions or guest speakers may forfeit the opportunity to receive said class prior to completion of course.

In the event of school closure due to extreme weather, school hours for that day will not be counted as scheduled hours for the month. Therefore, this will not have a negative effect on a student's accumulative attendance percentage.

During the contracted enrollment period, student must maintain a 75% attendance average each month in order to complete the program by the contracted end date. The student is allowed to miss 25% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 25% excused absences for vacation, doctor appointments, illness, etc; however, the student may not be out of school (10) consecutive school days or he or she will be terminated. If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 75% attendance average or to complete academic graduation requirements, the student will be charged an additional \$250 for each week scheduled to complete after the contracted end date is reached.

Students absent for ten (10) consecutive school days will automatically be withdrawn from the school on the 11th morning of absence. Any Title IV aid recipient who has zero attendance and no approved Leave of Absence for ten (10) consecutive school days will immediately be terminated from Title IV funding and withdrawn from the school.

Students are required to be in attendance seven (7) hours per day, 35 hours per week. Holidays such as Thanksgiving, Christmas and New Year's Day will be set according to the calendar each year.

Students may not clock in or out for another student.

If an extended leave is necessary, please see the Leave of Absence policy in this catalog.

Make Up Classes

In order to ensure that the provided education and training is properly maintained, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED WORK & ASSIGNMENTS DURING AN ABSENCE. Failure to maintain adequate attendance and/or failure to make up missed work and/ or assignments may prevent a student from advancing to a subsequent phase in their program. Any student who misses a class assignment must make-up that lesson before going on to a new assignment, and anyone who does not finish his/her assignment on time must finish it before going on to the next assignment. Students requiring to make up projects, quotas or tests must do so before the end of their phase. Failure to comply will result in receiving a "0" for that assignment

Lunch / Breaks

Students can take up to, but not more than: (1) 15 minutes break in the a.m., (1) 30 minute lunch and (1) 15 minute break in the p.m. Lunch and breaks are not mandatory, but cannot exceed the maximum time allotments. Students who exceed maximum time allotments may be clocked out and dismissed for the day. Break allotments cannot be saved and/or combined together for longer break times. You must be clocked out for all lunch and break periods. All breaks and lunches must be pre-approved by the School Manager.

Early Releases

Students are allowed to leave early 4 times a calendar month. On the 5th early release in a month, the student may be suspended for 3 days.

Student Responsibilities

Vanity School of Cosmetology is dedicated to providing hands-on professional training in the fields of cosmetology. Part of the school's responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student's ability, behavior, and attitude.

To do this, the school must witness student responsibility during training. A responsible student, like a valued employee, is at work, ready to begin at the assigned time. They have planned ahead for child-care, back-up child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time.

In order to ensure students obtain the skills necessary for professional success, the school expects students to maintain a cumulative attendance percentage of not less than 75%. This means that a student is physically present and actively engaged in training for not less than 75% of their scheduled attendance. Failure to maintain a 75% attendance percentage may result in a coaching session and a violation recorded in the student's record.

Safety

The school strives to maintain the safest environment it can. Students can help in many ways. Please immediately report any safety hazards that you notice to school staff.

Using equipment properly, cleaning up spills and keeping walkways free of debris is very important as well as in the workplace.

If you have an elderly or disabled client who requires special care, please assist them if needed. Many elderly customers need help getting in and out of styling chairs as well as dryer and shampoo chairs.

Also, if you are concerned about another student's physical or mental well-being, please come to the staff for help. We would like students to know that they can come to us with private matters that may interfere with school.

Again, if you notice anything out of the ordinary, please notify staff. If it's an emergency, the local police and fire department phone numbers are posted at the reception desk OR simply dial 911.

Vanity School of Cosmetology publishes an Annual Security Report every year. This report can be found on our website at <http://www.vanity.edu/>

Leave of Absence Policy

This Policy applies for all student requests for a leave of absence from Vanity School of Cosmetology.

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the school to perform a refund calculation. A Leave of Absence cannot be taken within a student's first 30 days of enrollment.

In order for a LOA to qualify as an approved LOA:

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
 - a. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.
 - b. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend school because of the accident.
2. Leave of Absence Request Process:
 - a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request for Leave of Absence form found in the Administration Office.
 - b. The Request for Leave of Absence form must be submitted to the Administration Office prior to the Leave of Absence start date.
 - c. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.

- d. Due to varying types of LOA's covered under this policy, verification of need for a LOA may be provided through a multitude of sources. Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
 - e. Students who do not follow procedure will not be granted a LOA and are expected to attend school as scheduled.
 - f. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit a LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
 - g. The school reserves the right to require additional documentation from outside sources in order to substantiate a LOA request.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
 4. All LOA requests are subject to approval by the school's Committee. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
 5. The school shall not assess the student any additional institutional charges as a result of the LOA.
 6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
 7. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
 8. The school shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the school.
 9. In the event that a student does not return from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

Policies and Standards

To ensure fairness, understanding and a safe, enjoyable learning experience, Vanity School of Cosmetology has established the following policies and procedures which all students must commit to and follow during their enrollment at Vanity School of Cosmetology.

Violation of policies or standards will result in the violation being recorded in the student's permanent record and a mandatory coaching session with school management.

Professional Image: Student must maintain the following professional dress code:

1. Black pants, dresses or skirts
2. Vanity t-shirt or solid black shirt, blouse or top
3. Garments must not be faded, stained or torn
4. Skirts must extend past the fingertips when arms are along the side
5. Black leggings may be worn only if rear end is covered completely
6. Pants must be worn at the waist with no undergarments showing
7. Hair must be clean and styled prior to arriving to school
8. Cosmetics must be applied appropriately prior to arriving to school
9. Vanity jacket may be worn as an additional garment

10. Footwear must be all black and professional in appearance
11. Black socks or nylons which cover the ankles must be worn at all times unless an open toed shoe is being worn
12. If wearing an open toed shoe, toenails must be clean and polished
13. The following is a list of unacceptable dress:
 - a. Sweat pants, scrubs or stirrups
 - b. Spaghetti straps, strapless or sleeveless tops unless covered by an additional outer garment
 - c. Flip flops
 - d. Hoodies, bandanas, head wraps, hats
 - e. Showing excessive skin or revealing clothing
14. Vanity School of Cosmetology reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and to the extent appropriate makeup, appropriate facial hair and standard dress code adherence.
15. Students who in the reasonable determination of Vanity School of Cosmetology do not meet acceptable personal hygiene or grooming standards or not dressed professionally, may be dismissed for the day.
16. Students with a religious affiliation requiring specific wardrobe should bring this to the school's attention prior to enrollment.
17. Students will be allowed to change clothing no sooner than ten (10) minutes before leaving school.

Professional Conduct: Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:

1. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day and a violation recorded in students file.
2. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment may result in termination and may require monetary restitution.
3. To benefit from the training and technical experience Vanity School of Cosmetology offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using nonprescription controlled substances or intoxicants may be terminated.
4. Because Vanity School of Cosmetology is a smoke-free and vapor-free facility, smoking or using a vaporizer is not permitted anywhere inside the school or outside directly in front of the school.
 - a. Students must be clocked out for lunch or break before smoking or vaping in designated area.

Participation Guidelines

1. Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
2. Students will receive clock hours during the times they fully participate in their learning experience.
3. When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
 - a. Completion of practical worksheets

- b. Completion of theory review worksheets
 - c. Performing a service on another student
 - d. Listening to or reading school resource center materials, including educational videos, audiotapes and books.
4. Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
5. Students may not perform hair, skin, or nail services outside of the school unless authorized to do so by school management. Conducting unauthorized hair, skin, or nail services outside of school may be reported to the state board and may result in your inability to receive a professional license.
6. Permission must be granted by an instructor and you must be clocked out before going on break, lunch or leaving school early.
7. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
8. Any student found to be engaging in work outside of the prescribed course work may be sent home for the remainder of the day and a violation recorded in student file.
9. All services or work done by students must be assigned by, performed under the supervision of and evaluated by an instructor within the educational situation.
 - a. Students who refuse an assigned service will be dismissed for the remainder of the day and violation recorded in students file.
 - b. Student kits are to be used for assigned services only.
 - c. Only authorized solicitation of products, merchandise or services will be considered professional.
10. Students are responsible for their own personal property and are required to provide combination locks for their lockers and/or lockable stations and to secure their property in these locked areas.
 - a. The combination for these locks must be given to management.
 - b. Students are required to remove all personal belongings from the building at the end of each day.
 - c. Personal items can be kept in the student's lockers.
11. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items should be replaced by the student within 24 hours.
12. Headphones are not permitted in the classroom or during guest presentations. They may be permitted on the clinic floor while practicing technique on manikin, so long as they are not disruptive to other students and are not worn while performing services on a client.
13. Parking should be at least five (5) spaces away from the building.
14. The School expects that all students and employees adhere to the United States Copyright Act (Title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. Computers located in the school's common areas are for student use. It is against school policy for students to copy or share copyrighted materials. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the school's information technology systems for these activities.

Communication

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
2. Only emergency calls are permitted on the business phone.
3. Use of smart phones, tablets and computers is at the discretion of the class and clinic

Instructors.

4. So as not to interrupt the educational process, students will be notified of emergency phone calls only.
5. Cell phone use is prohibited in all classroom and clinic areas.
6. Cell phones may be used during lunch and breaks in the break room only, this includes text messaging. Students must be clocked out prior to making calls or texts on phones.

Sanitation / Student Services

1. Students must keep workstations and classroom areas clean, sanitary and clutter free at all times.
2. Hair must be swept up immediately after a service is completed, before blow drying.
3. Workstations must be cleaned at the end of the day, prior to clocking out for the day. This includes: wiping down chair, base of chair and workstation countertop, cleaning mirror and floor around station.
4. Food, candy and gum are allowed in the break room only.
5. Students are required to keep the break room tidy. All items left after close on Saturdays will be thrown away.
6. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority. To receive a service, students must do the following prior to starting the service:
 - a. Receive permission from the school manager.
 - b. Be scheduled on the salon daily sheet.
 - c. Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
 - d. If a service guest comes in and the school manager needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.

Coaching and Corrective Action

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or destructive behavior.

Once a student has received five (5) coaching sessions, the student may be suspended from school for three (3) days. If a student receives three (3) more coaching sessions after that, it may result in a five (5) day suspension. If a student receives two (2) more coaching sessions after readmission from a five (5) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/ or immoral conduct or a violation of a major violation.

Standard Violations - Violations include assigned area violations, property misuses, refusing to service a client, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Anytime during the student's program, the violation of a standard may result in disciplinary actions, and repeated violations may result in suspension from the school or termination.

Major Violations - Major violations include using controlled substances/alcohol, defacing or destroying

property, possession of concealed weapons, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and/or federal laws. At any time during a student's program, the violation of a major violation may result in termination, subject to appeal.

When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 10 consecutive school days of non-attendance used to determine whether the student will be returning to school.

The school reserves the right to update these rules as needed.

Policies and Procedures for Students with Disabilities

Non-Discrimination Policy — It is the policy of Vanity School of Cosmetology to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination on the basis of disability. Vanity School of Cosmetology does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program at Vanity School of Cosmetology. This applies to all students and applicants for admission. Vanity School of Cosmetology will provide reasonable accommodations to students with disabilities.

Definition of an Individual with a Disability — An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase physical impairment means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase mental impairment means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bi-polar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase major life activities means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The School's Responsibilities to Students with Disabilities

Vanity School of Cosmetology must provide academic adjustments, auxiliary aids and reasonable accommodations to students with disabilities that are necessary to ensure students are not denied the benefit of, or excluded from participation in, our program. Vanity School of Cosmetology must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. Vanity School of Cosmetology must ensure that it provides physical access to students with disabilities. It is also the responsibility of Vanity School of Cosmetology to permit students with disabilities to use service dogs on each campus.

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the School Manager for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the school and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

Here are some examples:

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no

distractions, such as an office rather than the classroom.

- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

Decision about accommodations, and ensuring implementation of accommodations — The school will decide the accommodations to be provided to the student. The school will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The school will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the school will make a decision no later than two weeks after the student provides the documentation.

The school will list the approved accommodations in writing and provide this to the student. The school will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The school will keep a written record of these contacts about the student's accommodations. The school will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from staff. If the student informs the school that an accommodation is not being fully implemented, the school will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the school will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

Additional factors — The school is not obligated to provide accommodations that would result in a fundamental alteration of the school's program. In this case, the school will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The school will offer the alternate accommodation to the student.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the school decides that a requested accommodation might impose such a burden, the school will discuss the issue with the school owner, who will take into account the overall financial resources of the school. The school owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the school owner determines that the requested accommodation would be an undue burden, the school will promptly search for an equally effective alternate accommodation for

the student and offer the alternate accommodation to the student.

Appeals by Students

A student may appeal any accommodation decision made by the school if the student disagrees with the decision. Here are some examples: A student may appeal the school's decision to deny a requested accommodation. A student may appeal a decision by the school to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the school that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the school has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify the school by emailing hair@vanity.edu. The student must explain his/ her reasons for disagreeing with the school's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

Within five calendar days of receiving a student's appeal the school will meet with the student to discuss the issues presented by the student's appeal. If appropriate, the school will also discuss the issues with other school staff members.

When a student appeals a decision made by the school, the owner will determine whether the school's decision should be revised or remain the same. If the decision is revised, the school will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the owner will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented.

The school will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

Grievance Procedures for Students who have Complaints on the Basis of Disability Policy

Vanity School of Cosmetology is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The School then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

Grievance complaints — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.

- Other students refuse to work with the student because the student is disabled.
- A school staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the School Manager to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to hair@vanity.edu or given to the Administrative Director.

Investigation of the Complaint — When the Director receives a written complaint, the Director will immediately begin an objective investigation. The school has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any school staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

Written Decision — The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that the school has taken or will take to correct the discrimination. The decision will also state how the school will prevent the discriminatory

acts from occurring again.

Appeals by Students — If the student who files the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specifications, the student may appeal the decision to The School Owner. The appeal must be written and sent to your school of attendance. The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

The Owner will review all the information provided by the student in the appeal, the decision by the Director, the interview records made by the Director and the documents gathered by the Director. The Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The Owner will determine whether the decision should be revised or remain the same. If the Owner determines that the decision should be revised, the Owner will ensure that any necessary changes in the remedies are implemented.

U.S. Department of Education

Students or The School staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:

U.S. Department of Education,

Office for Civil Rights Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Telephone: (800) 421-3481

FAX: (202) 453-6012

TDD: (877) 521-2172

Email: OCR@ed.gov

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

Student Consumer Information

Provisions of the Higher Education Amendment of 1976 require that, effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective students who request such information.

This section attempts to meet those requirements.

The school is approved for and participates in Federal Pell Grants, Subsidized Direct loans, Unsubsidized Direct loans, and Parent PLUS loans. Such programs help to cover the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any tool that reduces out-of-pocket costs that the students and/or parents must pay to obtain a specific postsecondary education. In other words, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants as well as need and non-need loans.

Need-based financial aid is available to families who demonstrate a financial need for additional resources. The formula below is used to determine a student's financial need:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Non-need is the difference between the cost of education and financial need.

Based on these calculations, federal financial aid may not cover the full cost of attendance.

All financial aid is awarded to students who qualify based on the following:

- Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1- 151, 1-55 1, and 1-94.
- Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria, but are not registered.

Sexual Harassment Policy

Introduction

Vanity School of Cosmetology (the "school") is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the school community should be aware that the school is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the school's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The school will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the school community, including faculty,

staff, students, and non-employees participants in the school community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the school or a government agency with respect to such complaints. The school will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the school community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the President.

Any individual may file a complaint or grievance alleging sexual harassment by contacting the school manager at their school.

Response to Sexual Harassment Allegations

The school takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the school shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

When filing a complaint, the complainant shall be notified of the time frames during which the school will conduct an investigation and when he or she can expect to receive a written notice of the outcome of the complaint.

Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence.

False Reports

The school recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Social Networking Policy

Vanity School of Cosmetology respects the rights of students to use social media during their private time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Snap Chat, Twitter, You Tube, etc.). Students are personally responsible for the content they circulate on social networking sites. Students are expected to treat each other with fairness and respect, consistent with Vanity School of Cosmetology’s culture.

Vanity School of Cosmetology does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Vanity School of Cosmetology future professional and misrepresent our culture. Vanity School of Cosmetology reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

Other Available Services

Career coaching opportunities are available to all students through the school office.

Individual and career coaching to enrollees includes the opportunities that are available in becoming a Cosmetologist (specializing in haircutting, styling, coloring, etc.) and the opportunities that are available in becoming a Salon Owner.

Employment and Placement

The school will assist in finding employment when student has completed State Board Examination and has received a license. This is accomplished by giving our licensed students job leads from salons posted on our job board.

Vanity School of Cosmetology does not guarantee employment.

Training Locations

Vanity School of Cosmetology has two (2) locations:

Main Campus:

5236 Detroit Road, Sheffield Village, Ohio, 44035

Additional Campus Location:

13377 Smith Road, Middleburg Heights, Ohio, 44130

Facility

We offer a professionally designed school environment that we hope will make the learning process fun and enjoyable. Our facilities consist of theory classrooms, practical rooms, facial rooms,

bathrooms, kitchens, and contemporary clinics with multiple stations. There are plenty of parking spaces for your convenience.

Equipment

Equipment includes styling stations, dryers with chairs, shampoo bowls and manicuring stations. Miscellaneous equipment also includes white boards, dryers, reference material, heating and processing lamps, mannequins, visual aids, VCR, DVR, computers, and student desks.

Supplies

Notebook, pen, pencil and photographs for the State Board of Cosmetology are furnished by the student.

Facts Concerning Institution Affecting Decision of Students to Enroll

Cosmetology is a field that provides a life-long career that is creative, professional and profitable. In the beginning, a newly licensed cosmetologist must be flexible and knowledgeable to be able to give their patrons service in many areas. At Vanity School of Cosmetology, your instruction and training is directed to enable students to accomplish these goals.

How Our Students Are Doing - To help you make a good decision about enrolling at Vanity School of Cosmetology, we want you to know that according to the latest information:

57.78% of the students scheduled to graduate in 2015 did graduate

65.38% of the students that graduated in 2015 found work in their field

86.96% of the 2015 graduates who went to take the state licensure test passed

Complaint Procedure

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

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the

complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

If the student is still not satisfied with the decision, he/she may pursue the matter further with State Board of Cosmetology or the School's Accrediting Agency (NACCAS).

Accrediting Agency

National Accrediting Commission of Career Arts & Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600
www.naccas.org

Licensing Agency

Ohio State Board of Cosmetology
101 Southland Mall
Columbus, Ohio 43207-4041
(614) 466-3834
www.cos.oh.gov

Gainful Employment Disclosure

The information below is being provided at Vanity School of Cosmetology subject to gainful employment regulations enacted by the United States Department of Education.

Cosmetology Program

Program Level – Undergraduate Certificate

Program Length – 54 weeks

Students graduating on time

9% of Title IV students complete the program within 54 weeks¹

Program Costs*

\$17,000 for tuition and fees

\$2,310 for books and supplies

\$8,796 for off-campus room and board Other Costs:

No other costs provided.

Visit website for more program cost information: <http://www.vanity.edu/standing-out-among-cosmetology-schools-in-cleveland-ohio/>

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

78% of students who attend this program borrow money to pay for it²

The typical graduate leaves with:

N/A* in debt³

The typical monthly loan payment

N/A* per month in student loans with N/A* interest rate⁴.

The typical graduate earns

not provided per year after leaving this program⁵

Graduates who got jobs

65% of program graduates got jobs according to the accreditor job placement rate⁸

Program graduates are employed in the following fields:

Hairdressers, Hairstylists, and Cosmetologists: <http://onetonline.org/link/summary/39-5012.00>

Licensure Requirements⁶

This program meets licensure requirements in
Ohio

Additional Information:

No additional notes provided.

Date Created: 1/27/2017

These disclosures are required by the U.S. Department of Education

Footnotes:

¹ The share of students who completed the program within 100% of normal time (54 weeks).

² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.

⁵ The median earnings of program graduates who received Federal aid.

⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

⁷ State Job Placement Rate: N/A

⁸ Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

Naccas

Follow the link below to find out who is included in the calculation of this rate:

<http://www.vanity.edu> (<http://www.vanity.edu>)

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Cosmetologist

When were the former students employed?

180 days

How were completers tracked?

Completer/alumni survey (90% response rate)