

*Cannella School of Hair Design-Elgin, Inc.
School Catalog*



A Beautiful Career for a Beautiful Life

Published: February, 2018

Table of Contents

| | |
|---|---------|
| Mission, Schools, Staff, Gainful Employment/Disclosure Website, Ownership | Page 03 |
| Admission Requirements | Page 03 |
| Illinois License Requirements | Page 04 |
| Vaccinations Policy | Page 04 |
| Course Names; Occupations for Which Training is Provided | Page 04 |
| Curriculum Requirements-Cosmetology | Page 04 |
| Curriculum Requirements-Teacher Training | Page 07 |
| 250 Brush-up Course | Page 08 |
| Grading Procedure / Theory and Practical | Page 08 |
| General Facilities | Page 08 |
| Graduation Requirements | Page 09 |
| Documents Awarded Upon Graduation | Page 09 |
| Non-Discrimination Policy | Page 09 |
| Instruction Languages | Page 09 |
| Placement Assistance | Page 09 |
| School Calendar, Hours of Operation & Student Schedules | Page 09 |
| FERPA - Notification of Student Rights | Page 09 |
| Policy for Safeguarding Customer Information | Page 11 |
| Maintenance of Records | Page 11 |
| Financial Aid Availability & Fee Waivers | Page 12 |
| Advising & Other Services | Page 12 |
| Licensing Accrediting Agencies | Page 12 |
| Additional Information | Page 12 |
| School Rules and Regulations | Page 12 |
| Satisfactory Academic Progress Policy | Page 13 |
| Leave of Absence Policy | Page 17 |
| Excuse and Unexcused Absences | Page 18 |
| Reenrollment Fee | Page 18 |
| Refund Policy | Page 19 |
| Services for Students with Learning Disabilities | Page 20 |
| Non-Resident Student Policy | Page 21 |
| Reporting of Crimes & Emergencies | Page 21 |
| Timely Warnings | Page 21 |
| Student and Staff Drug and Alcohol Abuse Policy | Page 21 |
| Policy Statement Addressing, Preventing, and Responding To Sex Offenses | Page 23 |
| Policy Statement Addressing Sex Offender Registration | Page 24 |
| Safety & Evacuation Policy | Page 24 |
| Student Disciplinary Action | Page 25 |
| CSDH Rights within the Disciplinary Process | Page 26 |
| Student's Right within the Disciplinary Process | Page 27 |
| Rights of Individuals Reporting A Complaint | Page 27 |
| Student Grievance Procedure | Page 28 |
| Course Costs, Payment & Class Schedule | Page 28 |

MISSION STATEMENT, SCHOOL, STAFF, GAINFUL EMPLOYMENT/DISCLOSURE WEBSITE, and OWNERSHIP

The mission of the Cannella School of Hair Design-Elgin, Inc. is to provide outstanding basic training in Cosmetology instruction to qualified students and to assist them in achieving licensure and entry-level placement in the beauty industry. We strive to enhance not only technical skills but also self-confidence, resourcefulness, and personal growth.

Cannella School of Hair Design-Elgin, Inc. is a privately held corporation, 100% which is held by Reina Sotelo & serves as CEO.

Gainful Employment/Disclosure Website: http://cannellabeautyschools.com/cbs_disclosures.html

Cannella School of Hair Design-Elgin, Inc.
117 W. Chicago St.
Elgin, IL 60123
(847) 742-6611

| | | |
|----------------------|---------------------------------------|--------------------|
| <u>School Owner:</u> | <u>Licensed Cosmetology Teachers:</u> | <u>Admissions:</u> |
| Reina Sotelo | Sanjuana E. Nunez | Reina Sotelo |

ADMISSION REQUIREMENTS

COSMETOLOGY COURSE

The institution's admission policies require that each student meet the following:

1. Is at least 16 years of age and is beyond the age of compulsory school attendance upon admission; or
2. Has received a certificate of graduation from a school providing secondary education, or the recognized equivalent of that certificate; or
3. Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential.

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

Be at least 16 years of age upon admission;

1. Have successfully completed 10th grade and provide proof through high school transcripts;
2. Provide permission in writing from the secondary school in which they enrolled;
3. Must also successfully complete a pre-enrollment evaluation as established by the institution.

TEACHER TRAINING COURSE

The institution's admission policies require that each student meet the following:

1. Be at least 18 years of age upon admission;
2. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion; or
3. Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential;
4. Possess a valid Illinois Cosmetology license.
5. All foreign diplomas must be translated into English and confirm academic equivalence to a U.S. high school diploma by an outside agency.

250 BRUSH UP COURSE

1. Sign a 250 Hour Brush Up Course form stating that the State of Illinois requires they complete the course in lieu of taking the State examination to reinstate their cosmetology license or are required to complete an additional 250 hours due to failing the State examination three times.

ILLINOIS LICENSING REQUIREMENTS

Cosmetology:

- Is at least 16 years of age; and
- Is beyond the age of compulsory school attendance or has received a certificate of graduation from a school providing secondary education, or the recognized equivalent of that certificate; and
- Has completed a program of 1500 hours of Cosmetology in a licensed school of cosmetology;
- Pass a written State Examination with 75% grade or higher.

Teacher Training:

- Is at least 18 years of age;
- Has graduated from high school or its equivalent;
- Has a current license as a cosmetologist;
- Has completed a program of 1000 hours of Teacher Training in a licensed school of cosmetology
- Pass a written State Examination with 75% grade or higher.

ALL PROSPECTIVE STUDENTS

Must make satisfactory arrangements regarding expected payment of fees prior to formal admission. Students failing to complete such arrangements, or students who do not qualify for financial aid must make satisfactory arrangements for payment, or they will not be admitted (this includes failure to secure financial aid related paperwork if applicable).

NOTE: We do not solicit or encourage the transfer of students already enrolled at another post-secondary institution.

TRANSFERS AND RE-ENTRIES

We accept transfers from other schools. However, up to 750 hours of previous training can be credited at the school's discretion, if it is not a previous student who attended a Cannella School of Hair Design-Elgin, Inc./Curve Metric School of Hair Design. The school reserves the right to recognize more hours at the school's discretion. All transfers must secure a valid transcript in order to have any hours of previous training recognized. Former students who did not complete their course may re-enroll, however, an enrollment fee of \$100.00 and a deposit may be required, regardless of the student's prior payment history. All re-enrollees are at the discretion of the corporate office. After 1300 clock hours, students who are interested in being exposed to more practical experience with ethnic hair care: weaves, braiding, extensions, relaxers, etc. are eligible to transfer, with no additional charges, to other Cannella owned schools that have preponderance of clients necessitating those services. The deposit requirement for re-enrollees and transfers is at the discretion of the corporate office. In addition, transfers and re-enrollees must meet all other admission requirements for the course as well.

VACCINATIONS POLICY

Cannella School of Hair Design-Elgin, Inc. does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

COURSE NAMES AND OCCUPATIONS FOR WHICH TRAINING IS PROVIDED

The Cosmetology course is 1500 clock hours in length; successful completion qualifies the student to apply to take the licensing examination for registered cosmetologist offered through the Illinois Department of Financial & Professional Regulations. If the student passes the state examination, he or she is qualified to work as a cosmetologist in the state of Illinois. The course is also designed to prepare students for careers including but not limited to the following additional fields: salon owner, cosmetology school owner, make-up artist, industry representative. The course also qualifies a graduate who successfully completes the state licensing examination for further training in the field of cosmetology instructor.

The Teacher Training course is 1000 clock hours in length; upon successful completion qualifies the student to apply to take the licensing examination for registered cosmetology instructor offered through the Illinois Department of Financial & Professional Regulations. Passing the state examination, qualifies one to work as a cosmetology instructor in the state of Illinois. The course is also designed to prepare students for careers including but no limited to the following additional fields: cosmetology instructor, school owner, make-up artist, platform artist, industry representative, and educational consultant.

CURRICULUM REQUIREMENTS – COSMETOLOGY

Course Description: The following is a breakdown of the units of theoretical and practical instruction necessary for completing the course, as prescribed by Illinois statute for 1500 clock hours. Please note that the actual sequence of instruction may vary.

BASIC TRAINING—150 HOURS

Of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas: tools and their use, shampoo, understanding chemical and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy & physiology, electricity, ethics, nail technology, and esthetics.

PRACTICAL CHEMICAL APPLICATION/HAIR TREATMENT—500 HOURS

Of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning, and rinsing.

HAIRSTYLING/HAIRDRESSING—475 HOURS

Of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments.

SHOP MANAGEMENT, SANITATION AND INTERPERSONAL RELATIONS—200 HOURS

Of classroom instruction shall be provided in the following subject areas: labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent State and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.

ESTHETICS—85 HOURS

Of instruction shall be provided.

NAIL TECHNOLOGY—55 HOURS

Of instruction shall be provided.

ELECTIVES—35 HOURS

INTERNSHIP PROGRAM

It is an optional part of the curriculum. Each licensed cosmetology school may choose to set up an internship program and shall follow the guidelines set forth in this subsection:

- 1) An internship program:
 - A) May be substituted for 150 hours of the 1500 hours as set forth in this Section.
 - B) May be part of the curriculum of a licensed cosmetology school and shall be an organized preplanned training program designed to allow a student to learn hair dressing, sanitation, safety and shop management, hair treatment, nail technology, hair braiding, and/or esthetics under the direct supervision of a licensed cosmetologist in a registered salon.
- 2) A student in the internship program:
 - A) May participate in an internship program only after completing 750 hours of training with a minimum average grade of 80. A school may, however, set the average grade higher and set other standards that a student must meet to participate in the internship program.
 - B) May not spend more than 150 hours in an internship program.
 - C) May not be paid while participating in this internship program as it is a part of the cosmetology curriculum of the school.
 - D) May work a maximum of 8 hours a day and shall be required to spend 1 day a week at the school.
 - E) Shall be under the direct on site supervision of a licensed cosmetologist. Only 1 student shall be supervised by 1 licensed cosmetologist.
- 3) A licensed cosmetology school shall state clearly in the student contract that the school offers an internship program.
- 4) The licensed cosmetology school shall enter into a contract with the student, the registered salon and licensed cosmetologist. The contract shall contain all the provisions set forth in subsection (2) and any other requirements of the internship established by the school. The contract shall be signed by the student, the school and the licensed cosmetologist. Any party to the contract may terminate the contract at any time.

1500 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area. **The school does not offer the Internship Program.**

GRADING POLICY / THEORY AND PRACTICAL

Students are graded in both theory and practical work. Theory classes are held 8:30—10:15 a.m. Wednesdays to Fridays, for day students. Students are expected to be engaged in educational activities at all times. Students not involved in clinic services must participate in appropriate and assigned theory and practical activities at all times. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Practices may be completed on mannequin, models, or clients. Policy and regulatory agencies require

students to complete an established number of practical experiences for satisfactory skills development and graduation. The requirements listed by category are the minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and clientele volume. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. The instructor will check one block on the Practical Grade Record form for each area completed satisfactorily in the applicable category. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Academic Standard for Cosmetology

Minimum Practical Work Requirements/Evaluation Time Frame: When students earn 240 hours or more, at the end of the month being evaluated, they're required to complete the minimum number of services in each of the six areas described below:

| <u>Full-Time Students</u> | <u>Area</u> | <u>Part-Time Students</u> |
|---------------------------|-----------------------|---------------------------|
| 12 | Shampoo & Sets | 8 |
| 4 | Hair Cuts | 2 |
| 3 | Perms & Relaxers | 2 |
| 3 | Tints & Bleaches | 2 |
| 2 | Nails & Manicures | 1 |
| 2 | Misc. (Facials, etc.) | 1 |

Students are expected to meet the minimums; failure to perform practical work in an area will result in a grade of zero. All theory exams and practical work will be graded using the following scale:

Theory Grading System:

| | | |
|------------|---|----------------|
| 100% - 93% | A | Excellent |
| 92% - 85% | B | Above Average |
| 84% - 75% | C | Satisfactory |
| Below 75% | D | Unsatisfactory |

Practical Grading System:

| | | | |
|-----------|-------------|------|----------------|
| 0 | Corrections | 100% | Excellent |
| 1 | Corrections | 95% | Very Good |
| 2 | Corrections | 90% | Good |
| 3 | Corrections | 85% | Good |
| 4 | Corrections | 80% | Fair |
| 5 | Corrections | 75% | Fair |
| 6 or more | Corrections | 70% | Unsatisfactory |

Students must maintain an academic average of at least 75% or higher on a cumulative basis, as of the evaluation date, to meet the academic standards of this policy and be considered as making satisfactory academic progress.

CURRICULUM REQUIREMENTS – TEACHER TRAINING

- (a) Course Description: The following is a breakdown of the units of theoretical and practical instruction necessary for completing the Teacher Training course, as prescribed by Illinois statute for 1000 clock hours. Please note that the actual sequence of instruction may vary.
- 1) 500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum in Section 1175.530, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
 - 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of Teacher Training students who have completed a course in Educational Psychology at an accredited college or university.

- 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of Teacher Training students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- 4) 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- 5) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Act and this Part.
- 6) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination.

GRADING POLICY / THEORY AND PRACTICAL

Teacher Training students are graded in both theory and practical work. Theory classes are held 9:30 a.m.—12:30 p.m., every other Thursday. Teacher trainees are expected to be engaged in educational activities at all times. Teacher trainees not involved in clinic services must participate in appropriate and assigned theory and practical activities at all times. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Teacher trainees are assigned academic learning and a minimum number of practical experiences. Practices may be completed on mannequin, models, or clients. Policy and regulatory agencies require Teacher trainees to complete an established number of practical experiences for satisfactory skills development and graduation. The requirements listed by category are the minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and clientele volume. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. The instructor will check one block on the Practical Grade Record form for each area completed satisfactorily in the applicable category. At least one comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Teacher Training students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Teacher trainees must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Academic Standard for Teacher Training

Minimum Practical Work Requirements/Evaluation Time Frame: All teacher trainees must complete, at the end of the month being evaluated, the minimum number of assignments in each of the six areas described below:

| <u>Full-Time Students</u> | <u>Area</u> | <u>Part-Time Students</u> |
|---------------------------|---------------------------------|---------------------------|
| 12 | Teaching Methods (Theory) | 8 |
| 4 | Practical Demonstrations | 2 |
| 3 | Lesson Planning | 2 |
| 3 | Classroom & Clinic Management | 2 |
| 2 | Application of Teaching Methods | 1 |
| 2 | Business Methods | 1 |

Teacher trainees are expected to meet the minimums; failure to perform practical work in an area will result in a grade of zero. All theory exams and practical work will be graded using the following scale:

Theory Grading System:

| | | |
|------------|---|----------------|
| 100% - 93% | A | Excellent |
| 92% - 85% | B | Very Good |
| 84% - 75% | C | Satisfactory |
| Below 75% | D | Unsatisfactory |

Practical Grading System:

| | | |
|----|-------------|-----------|
| 10 | Yes' - 100% | Excellent |
| 9 | Yes' - 90% | Good |

| | | |
|---|------------|----------------|
| 8 | Yes' - 80% | Satisfactory |
| 7 | Yes' - 70% | Unsatisfactory |
| 6 | Yes' - 60% | Unsatisfactory |
| 5 | Yes' - 50% | Unsatisfactory |
| 4 | Yes' - 40% | Unsatisfactory |
| 3 | Yes' - 30% | Unsatisfactory |
| 2 | Yes' - 20% | Unsatisfactory |
| 1 | Yes' - 10% | Unsatisfactory |
| 0 | Yes' - 0% | Unsatisfactory |

Teacher trainees must maintain an academic average of at least 75% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

BRUSH UP COURSE (250 Hours)

Instructional Methods: Instructional methods may include: (a) theory instruction by means of lectures, workbook projects, audio-visual and other teaching aids; (b) practical demonstration by means of manikins and live models; (c) supervised practical instruction (d) supervised laboratory (clinic) practice upon patrons.

Goals & Objectives: To provide exceptional training in the art & science of cosmetology. To expose students to a wholistic approach to theoretical or practical training. Assist students in achieving their aspirations of securing a license and employment and strive to enhance technical skills, self-confidence, creativity and interpersonal relations.

Course Description: The following is a breakdown of the units of theoretical or practical instruction necessary for completing the course, as prescribed by Illinois statute. Please note that the actual sequence of instruction may vary.

1. Chemical Application and Hair Treatment—100 hours of instruction in a combination of classroom instruction or hands on experience in the following subject areas: permanent waving, hair coloring and bleaching, hair relaxing and hair and scalp conditioning
2. Hair Styling / Hair Dressing—100 hours of specific instruction in hair styling in a combination of classroom instruction or hands on experience in the following subject areas: cutting, thinning, shaping, trimming, application of electrical or mechanical equipment, Marcel curling and hair treatments.
3. Esthetics—20 hours of instruction or practical shall be provided.
4. Nail Technology—10 hours of instruction or practical instruction.
5. Remaining Required Hours—the remaining 20 hours required shall consist of coordinated classroom or practical experience in elective and senior review areas.

COMPLETION REQUIREMENTS FOR BRUSH-UP COURSE:

1. Complete all hours required;
2. Pass all required theory examinations or practical work;
3. Make satisfactory arrangements regarding all financial obligations.

GRADING PROCEDURES / THEORY AND PRACTICAL

See Satisfactory Progress Policy. Students are graded in both theory and practical work. Theory classes are held 8:30—10:15 a.m. Wednesdays to Fridays, for day students. Students are expected to be engaged in educational activities at all times. Students not involved in clinic services must participate in appropriate and assigned theory and practical activities at all times.

GENERAL FACILITIES

All facilities are divided into several different rooms for basic class, theory class, main clinic floor, skin care room, bathrooms, laundry room, locker room, main office, reception area, dispensary area, and lunchroom. All facilities are air-conditioned. We have stations available in the clinic floor, hair dryers, shampoo bowls, manicure tables, and facial chairs. The school provides the apparatus and equipment necessary, such as T.V. with DVD to play a large selection of instructional DVD's, current periodicals and a library of books for reference, and a separate locker for each student (lock not provided). Sanitary drinking water is available, fire extinguishers are maintained in operable condition, electrical service is adequate to serve the school's need, and emergency evacuation plans are posted. All facilities are conveniently located for access to public transportation and accessible parking is available.

GRADUATION REQUIREMENTS (COSMETOLOGY & TEACHER TRAINING)

- a) The student has successfully completed all phases of study, required test, practical assignments, and hours of training required;
- b) Passed a final comprehensive written with a score of 80% or higher and practical examination with a score 75% or higher;
- c) Made satisfactory arrangements for payment of all debts owed to the school.

The school will grant a Certificate of Completion and Official Transcript of Hours for the Cosmetology or Teacher Training when the student has successfully completed all the graduation requirements above (a), (b), and (c).

DOCUMENTS AWARDED UPON GRADUATION

All graduating students who meet all three graduation requirements will receive a Certificate of Completion.

NON-DISCRIMINATION POLICY

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, disability, or ethnic or national origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

INSTRUCTION LANGUAGES

We offer instruction both Spanish and English for Cosmetology program.

PLACEMENT ASSISTANCE

The school does not guarantee employment. However, the school has an active Director of Student Support Services who can offer you valuable assistance in finding employment. Students are eligible to be placed in their field of employment if they have filed for the state licensing examination. All students must have made satisfactory arrangements regarding any balance owed before being eligible for placement assistance. However, any eligible graduate may contact the school for placement assistance at any time.

SCHOOL CALENDAR, HOURS OF OPERATION & STUDENT SCHEDULES FOR COSMETOLOGY COURSE

Start Dates: Classes begin each month on the following dates:

| | | |
|------------|------------|------------|
| 09/30/2017 | 03/31/2018 | 09/29/2018 |
| 10/28/2017 | 04/28/2018 | 10/27/2018 |
| 11/25/2017 | 05/26/2018 | 11/24/2018 |
| 12/16/2017 | 06/30/2018 | 12/08/2018 |
| 01/27/2018 | 07/28/2018 | |
| 02/24/2018 | 08/25/2018 | |

Holidays: The school observes the following holidays: New Year's Day, Independence Day, Thanksgiving Day and Christmas. At management's discretion, a very limited number of "floating" holidays may be extended to schools to accommodate such circumstances as the day before or after an official holiday, e.g. the day before or after Christmas. Schedules will be adjusted appropriately.

Hours of Operation: Open Wednesdays through Fridays—8:30 a.m. to 5:00 p.m. and Saturday 8:30 a.m. to 5:00.

Student Schedules: Full-time = 32 hours per week / Part-time Day = 20 hours per week.

FERPA - NOTIFICATION OF STUDENT RIGHTS

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. Following please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised.

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

Copies of requested educational records will only be provided in the event that circumstances effectively prevent a student from exercising the right to inspect and review the education records requested and no other feasible arrangements can be made. In such instances, a fee may be charged to cover the production of copies.

2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

Note: The above procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Students may consent to their school disclosing PII from the student's education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.

To facilitate this process, our school has created a *FERPA Consent to Release Personally Identifiable Information*, which may be obtained from the Registrar. A fee may be imposed for copying a student's record(s) in connection with such a disclosure or release.

Significantly, there are instances in which a school is permitted to disclose a student's education records *without* consent. For example, our school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by us in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of our school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

FERPA also permits institutions, within established guidelines, to disclose without a student's consent information the institution deems "directory information." This provision of FERPA enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying degrees earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information: name, address, telephone number, e-mail address, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in official school activities, and most recent previous educational agency or institution.

Students may request that directory information not be released. To request restriction of directory information, students should complete a *Request to Restrict Release of Student Directory Information* form, which can be obtained from, and once completed, should be submitted to, the Registrar.

Additional examples of instances in which our school might disclose a student's education records *without* consent include, but are not limited to: compliance with a judicial order or pursuant to a lawfully issued subpoena; to officials of another school in which the student is enrolled or seeks or intends to enroll (in these cases our school intends to forward the information upon request); in the event of a health or safety emergency involving the student; or to parties otherwise authorized to receive the information pursuant to FERPA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education, which administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Grievance Policy located in our Campus Catalog.

Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the school manager.

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Definitions: Customers are students who apply to attend Cannella School of Hair Design-Elgin, Inc. and apply for grants or loans under Title IV of the Higher education Act of 1965, as amended, to finance their educations.

Nonpublic personal information is information which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Cannella School of Hair Design-Elgin, Inc.
- Information provided on a consumer report Information obtained from a website

Cannella School of Hair Design-Elgin, Inc. is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

School Owner shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records of students shall be maintained in accordance with Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

MAINTENANCE OF RECORDS

Student records of those who complete programs shall be permanently maintained by the school.

An official transcript and school records for students who withdrew or dropped out of a program shall be maintained by the school for 7 years from the student's first day of attendance at the school. A student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school.

An official transcript shall be given to the student upon graduation or other permanent exit from the school provided the student has met all financial obligations set forth in the enrollment agreement. There is no fee for the first official transcript, but for each additional official transcript there will be a fee of \$2.00.

FINANCIAL AID AVAILABILITY (Student Federal Aid) & FEE WAIVERS

Cannella School of Hair Design-Elgin, Inc. does not participate—in Title IV Pell Grant Program, SEOG, Direct Loans and Direct Plus Loans.

The school may waive part or all remaining balance owed upon a student's completion of the course. Each such case is assessed individually, and the determination of the amount to be waived (if any) is based upon the remaining balance owed and the student's need.

ADVISING AND OTHER SERVICES

Students are advised regarding placement opportunities by the school manager. Students are instructed and advised of career placement methods during their course of instruction. They are advised monthly regarding their satisfactory progress. If needed, instructors will advise on other matters and if further interventions are needed, outside support agencies can be recommended.

LICENSING AGENCY

Department of Financial and Professional
Regulation
Cosmetology Division
320 W. Washington, 3rd. floor
Springfield, IL. 62786
(888) 473-4858

ADDITIONAL INFORMATION

Students are advised to carefully read all additional information available to them at the school prior to or during the enrollment process, such as physical demands of the profession, completion, licensure and placement rates, the school's drug abuse policy, campus security information and policies, etc.

SCHOOL RULES AND REGULATIONS

Tardiness: Students are considered tardy 10 minutes after the student is scheduled to be in school. Tardy students (8:41 am) will not be able to sign-in until after the morning break (10:30). The number of hours attended by students are calculated using the Half-hour rounding method. All students are expected to be in attendance for a minimum of 3 hours each day. However, in case of emergency, etc, students will be credited for actual time in school.

Make-Up Work: Students who owe practical work or theory exams must make up the work prior to the next scheduled evaluation. Students failing to do so will have their grade averages lowered according. Please see the Satisfactory Academic Progress Policy for more details.

Major Exams: Students having earned between 240 to 300 hours are expected to have successfully completed the basic practical and written exam. Students must pass the basic practical exam prior to commencing work in the clinic. At 1300 hours, students are eligible to take the final practical and written examinations.

Student Conduct: Students may be signed out for the day, suspended or terminated from the school for the following offenses:

1. Repeated absence/tardiness (including skipping theory classes or Saturdays);
2. Failure to maintain satisfactory progress status, repeated failure in academic, attendance or practical requirements;
3. 30-Day Clause. The school reserves the right to dismiss a student from the program without a warning period, if the student is not meeting academics (below 75%) or missed (3) three school days within (30) thirty days from their start date. The decision for immediate dismissal would be based upon the professional judgment of the corporate staff, in consultation with school manager and student's instructor if, it is determined that it is in the best interest of the cosmetology student and the school;
4. Violation of the dress code;
5. Failure to possess equipment or to maintain & sanitize equipment properly;
6. Theft or vandalism;
7. Use of profanity insubordination, refusal to take direction, refusal to perform clinic assignment;
8. Weapons possession (automatic expulsion);
9. Any other behavior (including, but not limited to, verbal threats, assaults, insults, etc.) which, in the opinion of the school, endangers the student's safety, the safety of the school's staff and patrons; or, any behavior which, in the school's judgment, impedes the effective operation of the school;
10. Failure to make scheduled payments and/or any balance owed upon request to do so;
11. Falsification of timecards or other school documents;
12. Leaving the school without permission;
13. Smoking or eating in undersigned areas;

14. Use of drugs or alcohol / Distributing or selling drugs (automatic expulsion). Students with drug or alcohol problems must attend a drug treatment program.

Cell Phones & Electronic Use: Use of cell phones or other electronic communication devices is only permitted during the morning 15 minute break, afternoon 15 minute break and during lunchtime. Evening students can use them during their break. If someone needs to contact students in case of an emergency they can call the school phone. Students who fail to follow this policy will be sent home.

Schedule Changes: Students with a valid reason (work schedule change, day care problem, etc.) may request a schedule change. All schedule changes must remain in effect for a minimum of 90 days. A student will be allowed two Schedule Changes or Variance within the 1500 hour course. However, students may not file a schedule change in the last (90) ninety days from their end date of their enrollment agreement. Any additional scheduled changes is at the discretion of Cannella School of Hair Design-Elgin, Inc.

Leaves of Absences: A student may request a leave of absence (LOA) not to exceed (60) sixty days due to personal reasons. A second leave of absence may be requested after (30) days from the return date of the first LOA. A medical LOA can be extended up to 180 days, including personal LOA. All Leave of Absences (LOA) cannot exceed 180 days within a 12 month period, beginning on the 1st day of the student's initial LOA. New students cannot file for an LOA in the first (90) ninety days from their start date, unless it is for medical reasons. Special circumstances or other situations can be taken into account and leave can be reviewed and granted by Cannella School of Hair Design-Elgin, Inc. on a case by case basis. Leaves of absences are considered excused absences. All other absences are considered unexcused.

Change of Address or Phone Number: If a student changes his or her address or phone number (or acquires a new telephone number), the student must notify the school immediately after the change has taken effect.

Time Cards & Earning Hours: Time cards must be signed by the student & a school official to attest hours for which a student will be credited for that day. If a student is signed in but refuses to perform required duties, or fails to sign out for lunch, or at the end of the day, a school official may sign the student out for the day and make a termination of the hours for which a student is to be credited. This determination is final. No earned hours will be deducted, but if a student cannot demonstrate that he or she was present or engaged in a learning activity, the student may not receive credit for that time.

Theft & Misuse of Property: The school is not responsible for lost, damaged or stolen property.

Search Procedure: The school reserves the right to perform routine inspections of lockers and school property.

Additional Rules: The following additional rules apply to all students.

1. Students may not leave the school building without permission;
2. Smoking is not permitted in the building or 15 feet from any exit door of the school;
3. Students may eat in designated areas only;
4. Dress code: Students are expected to wear black professional looking pants, black shoes and white shirts. Open toed- shoes, shorts, excessively short skirts, and other inappropriate clothing are not permitted. Students not meeting this requirement will be signed out for the day or may not be permitted to sign-in until this requirement is met;
5. Students may not receive a service without the prior permission of a school official;
6. Students must pay for any chemical service in advance.

Violations of these rules is grounds for suspension or expulsion.

Changes in Rules & Regulations: Students are advised that changes in rules and regulations, curriculum requirements, etc. may be made from time to time. All such changes are binding on all students currently enrolled, unless a provision excluding current students is explicitly stated. Any changes shall be published in an updated version of the catalog.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with the School's policy. The attendance and academic requirements apply to every student enrolled in the school. All periods of enrollment count toward SAP (Fall, Winter, Spring and Summer). It is the school's policy to apply it consistently to all students enrolled in the Cosmetology or Teacher Training program, whether a student is full-time or part-time. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Student must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain Satisfactory Progress, and also, for eligibility for federal student financial assistance funds unless the student is on "Warning" or "Probation" status as defined in this policy.

Attendance Standard for Cosmetology and Teacher Training Course

Students must attend at least 66.67% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

At the point when the student successfully completes the scheduled clock hours for that period

Cumulative clock hours of scheduled attendance as of the evaluation date

For all students, whether full-time or part-time, they are evaluated at the end of each period (450-900-1200). We are using as an example, a part-time 75 week, 1500 clock hour program in which a student is scheduled for 20 hours a week. The student successfully completes the 450 hours required for the period at the point where he was scheduled to complete 600 hours. The calculated pace, in hours, would be 450/600 = 75%. Because the student has successfully completed the hours in the period, the second disbursement would be made at this time, for those who qualify for federal funds.

Academic Standard for Cosmetology

Minimum Practical Work Requirements/Evaluation Time Frame: When students earn 240 hours or more, at the end of the month being evaluated, they're required to complete the minimum number of services in each of the six areas described below:

| <u>Full-Time Students</u> | <u>Area</u> | <u>Part-Time Students</u> |
|---------------------------|-----------------------|---------------------------|
| 12 | Shampoo & Sets | 8 |
| 4 | Hair Cuts | 2 |
| 3 | Perms & Relaxers | 2 |
| 3 | Tints & Bleaches | 2 |
| 2 | Nails & Manicures | 1 |
| 2 | Misc. (Facials, etc.) | 1 |

Cosmetology Students

All students are expected to meet the minimums; failure to perform practical work in an area will result in a grade of zero. All theory exams and practical work will be graded using the following scale:

Cosmetology and Teacher Training Theory Grading System:

| | | |
|------------|---|----------------|
| 100% - 93% | A | Excellent |
| 92% - 85% | B | Above Average |
| 84% - 75% | C | Satisfactory |
| Below 75% | D | Unsatisfactory |

Cosmetology Practical Grading System:

| | | |
|-----------|--------------------|----------------|
| 0 | Corrections - 100% | Excellent |
| 1 | Corrections - 95% | Very Good |
| 2 | Corrections - 90% | Good |
| 3 | Corrections - 85% | Good |
| 4 | Corrections - 80% | Fair |
| 5 | Corrections - 75% | Fair |
| 6 or more | Corrections - 70% | Unsatisfactory |

Cosmetology Students must maintain an academic average of at least 75% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

Academic Standard for Teacher Training

Minimum Practical Work Requirements/Evaluation Time Frame: All teacher trainees must complete, at the end of the month being evaluated, the minimum number of assignments in each of the six areas described below:

| <u>Full-Time Students</u> | <u>Area</u> | <u>Part-Time Students</u> |
|---------------------------|---------------------------------|---------------------------|
| 12 | Teaching Methods (Theory) | 8 |
| 4 | Practical Demonstrations | 2 |
| 3 | Lesson Planning | 2 |
| 3 | Classroom & Clinic Management | 2 |
| 2 | Application of Teaching Methods | 1 |
| 2 | Business Methods | 1 |

Teacher trainees are expected to meet the minimums; failure to perform practical work in an area will result in a grade of zero. All theory exams and practical work will be graded using the following scale:

Theory Grading System:

| | | |
|------------|---|----------------|
| 100% - 93% | A | Excellent |
| 92% - 85% | B | Very Good |
| 84% - 75% | C | Satisfactory |
| Below 75% | D | Unsatisfactory |

Practical Grading System:

| | | |
|----|-------------|----------------|
| 10 | Yes' - 100% | Excellent |
| 9 | Yes' - 90% | Good |
| 8 | Yes' - 80% | Satisfactory |
| 7 | Yes' - 70% | Unsatisfactory |
| 6 | Yes' - 60% | Unsatisfactory |
| 5 | Yes' - 50% | Unsatisfactory |
| 4 | Yes' - 40% | Unsatisfactory |
| 3 | Yes' - 30% | Unsatisfactory |
| 2 | Yes' - 20% | Unsatisfactory |
| 1 | Yes' - 10% | Unsatisfactory |
| 0 | Yes' - 0% | Unsatisfactory |

Teacher trainees must maintain an academic average of at least 75% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

Review and Evaluation Periods

All students are notified by their teachers of their academic progress and attendance and receive an Academic Review monthly and a Satisfactory Academic Progress Evaluation at the end of each period. If the student was absent during the monthly Academic Review and did not receive their review, the student is to request an Academic Review from the teacher. All student's attendance progress will be collected and recorded at the end of each calendar month of the student's period of enrollment. Students must have completed a minimum of 66.67% of their total scheduled enrollment time (minus school holidays) and all students must achieve a 75% cumulative grade average for theory and practical work during the evaluation period for the student to be deemed maintaining satisfactory academic progress until the next scheduled evaluation.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress based on actual hours completed at the end of each period as follows:

Cosmetology: 450, 900, 1200

Teacher Training: 450, 900

Transfers: If the hours needed at the school are less than 900 hours, then the first evaluation period will occur at the mid-point of the hours needed rather than at 450.

Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

For all students, Satisfactory Academic Progress for Cosmetology students will be evaluated at the end of each evaluation period cumulative for first academic year 0-450, 451-900 hour mark and the second academic year 901-1200, 1201 hour mark. Also, students must meet the minimum requirement for each of the following standards: attendance (66.67%) and academics (75%) to be either on a "Progress", "Warning" or "Probation" status at the time of their evaluation.

Warning

Students who fail to meet either of the two progress standards as of an evaluation date will be placed on Warning status. At the end of the "Warning" period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress.

Probation

Any student who fails to meet the published standards at the end of his/her "Warning" period is considered as not making satisfactory academic progress unless the student submits a written appeal in accordance with this policy as is granted "Probation" by the School. In the event the student submits a successful appeal and is granted probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation or the students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress during probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress.

Appeals

Students who have been designated as not making satisfactory academic progress may appeal the determination with the School based on a death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student's appeal must be made in writing to the school manager and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the School's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The School will review the student's appeal and related documentation and its resulting decision will be final. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. If the student does not prevail upon appeal due to insufficient documentation, the student will continue the same status, as determine not making satisfactory academic progress. No more than one appeal may be granted during any one period of enrollment.

Interruptions and 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. All students who withdrew from our program of study and re-enters the school, they will re-enter in the same progress status as when they left. With regard to Satisfactory Academic Progress, a student's actual hours completed will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted for transfer students. The maximum time allowed for withdrawal students who need less than the full course requirements will be determined based on 66.67% of the scheduled contracted hours. SAP evaluation periods are based on actual contracted hours at the school. Withdrawn/passing: Students who want to return and have been designated as making satisfactory academic progress prior to withdrawing will be interviewed by the manager and then, reviewed by the appropriate personnel and a determination will be made. Withdrawn/failing: Students who want to return and have been designated as not making satisfactory academic progress will have to be interviewed by the manager and also, complete an appeal form. The student will have to state the reasons why he/she didn't meet satisfactory academic progress and what has changed in the student's situation that will allow to demonstrate to be able to meet satisfactory progress both in academic and attendance. The appeal will be reviewed by appropriate personnel and a determination will be made. No student will be admitted more than two times, unless there are extenuating circumstances as determined by corporate office.

Students credited with completing a portion of a course will be charged the currently hourly fee for hours needed to be completed, plus the fee for equipment (if needed), and an enrollment fee of \$100.00. However, in cases where the total charges (including any enrollment fee and other charges) exceed the current total costs of the course, the school may (at its option) charge the current total costs for the course. In addition, in cases where a school is closed or re-located, the school may (at its option, and only for students transferring at the time of relocation or closure) charge a student's remaining balance from the first Institution as the total charges for transferring into another location. In addition, transfers and re-entries must meet all other admission requirements for the course as well. This also applies to all former students who did not complete their course or transfer from another Cannella School of Hair Design-Elgin, Inc.. All Cannella School of Hair Design-Elgin, Inc. re-entries and Cannella School of Hair Design-Elgin, Inc. transfers will be evaluated according to their previous Satisfactory Academic Progress. It is the discretion of the corporate office whether the student will be allowed to continue the program.

Noncredit Remedial Courses / Course Incompletes & Course Repetitions

Cannella School of Hair Design-Elgin, Inc. does not offer nor require non-credit remedial courses; therefore these have no effect on the School's Satisfactory Academic Progress Policy. Course incompletes and course repetitions are not applicable to this institution's courses of instruction, and consequently have no effect upon a student's satisfactory progress status in this school.

Changes in Majors or Degrees

Changes in majors or degrees does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.

Pursuit of a Second Degree

A second degree does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. The GPA is not counted. SAP evaluation periods are based on actual contracted hours at the school.

Maximum Time Frame

The normal time frames and maximum time frames required for program completion are listed below. The maximum time frame for any student to complete the course in which they are enrolled is one and one-half (1.5) times the course length. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame.

| | <u>Normal Time Frame</u> | <u>Maximum Time Frame</u> |
|------------------------------|--------------------------|---------------------------|
| Cosmetology (Full Time) | 51 Weeks – 1500 Hours | 70.31 Weeks – 2250 Hours |
| Cosmetology (Part Time) | 82 Weeks – 1500 Hours | 112.5 Weeks – 2250 Hours |
| Teacher Training (Full Time) | 34 Weeks – 1000 Hours | 46.87 Weeks – 1500 Hours |
| Teacher Training (Part Time) | 55 Weeks – 1000 Hours | 75 Weeks – 1500 Hours |

Students who have not completed the course within the maximum timeframe and exceed it, may not continue as a student at the institution and will be dropped from the Cosmetology or Teacher Training program.

If the student takes an official LOA by filling out the "Leave of Absence Request Form", their enrollment agreement end date will be adjusted accordingly by the same number of days taken in the leave of absence and also their maximum time frame is adjusted accordingly. This also applies for a student who changes their schedule and fills out the "Schedule Change" form. **Note:** If a student does not complete the program by the normal time frame, and if the end date has fallen beyond the date which is stated on the student's enrollment agreement upon enrollment, the institution may charge the student an hourly fee for extra instruction needed to complete his/her course (see COURSE COSTS, PAYMENT, & CLASS SCHEDULE).

Determination of Status:

1. New students will be determined to be making satisfactory progress from their actual starting date until the conclusion of their first period of evaluation.
2. Current students who have met both academic and attendance requirements at the end of the evaluation period will be considered to be maintaining satisfactory progress until their next evaluation.
3. Current students who have not met both academic and attendance requirements shall be placed on WARNING period. Students may regain progress status in attendance by achieving a cumulative attendance average of 66.67% of their scheduled enrollment time on a later attendance report. Students may regain progress status in academics by completing all incomplete and unsatisfactory work and achieving a cumulative of 75% minimum grade point on a later academic report.
4. Students on academic or attendance probation who have not met both academic and attendance requirements at the end of an evaluation period will be considered not making satisfactory progress. Students who are considered not making satisfactory progress (No Progress) may be terminated from the school.
5. Students considered not making progress (whether returning from a temporary absence or who have remained enrolled) may regain maintaining progress status through an appeal, or by meeting the requirements at the end of any subsequent evaluation period. However, a student who has not met the requirements at the end of any evaluation period by the midpoint of the course, cannot be considered to be maintaining satisfactory progress at any subsequent evaluation.
6. Students must meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course to be considered making satisfactory progress as of the midpoint of the course.
7. Temporary Interruptions: A student taking a leave of absence shall return with the same progress status the student had upon taking the leave.

Leave of Absence (LOA) Policy

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 an ongoing program when a student is not in academic attendance. An LOA is not required if a student is not in attendance only for

an institutionally scheduled break. However, a scheduled break may occur during an LOA.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation.

In order for a leave of absence to qualify as an approved leave of absence:

1. A student may request a leave of absence not to exceed 60 days due to personal or family illness, pregnancy, military service, and other personal reasons. There must be a reasonable expectation that the student will return from the LOA.
2. A second leave of absence may be requested after (30) days from the return date of the first LOA.
3. Special circumstances or other situations can be taken into account for an additional leave and can be reviewed and granted by Cannella School of Hair Design-Elgin, Inc. on a case by case basis.
4. New students cannot request for a Leave of Absence (LOA) until after (90) ninety days from their start date, unless the student has written proof from a physician due to their own serious health conditions.
5. All requests for leaves of absence must be submitted in advance in writing, must be signed, and must be dated.
6. The student's application for a Leave of Absence (LOA) must include the reason for the student's leave request. If the student refuses to state the reason for requesting an LOA, their application will be denied. Also, the student cannot state the reason for the request is for personal reasons only, without explaining in detail the personal issue.
7. The student is required to apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so (for example, injured in a car accident, etc.). The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.
8. Obtain a Leave of Absence (LOA) form from your school manager's office.
9. Complete and submit the Leave of Absence (LOA) form to the school manager for approval.
10. The student must follow the school's policy in requesting the LOA. Approval of the student's request for an LOA is in accordance with the institution's policy.
11. A student granted an LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time.
12. The Leave of Absence Request Form will state the date student shall return from the LOA, if student does not return on the date stated he/she will be dropped from the program on the date required to return. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance.
13. Upon the student's return, the student simply resumes or continues the same payment period and coursework. The institution does not assess the student any additional institutional charges as a result of the LOA.
14. A student who does not submit a Leave of Absence (LOA) to the school manager will be considered an absentee.
15. If the student is (30) thirty consecutive days absent without any notification or does not return from their leave of absence by their end date, the student will be considered to have withdrawn from the course.
16. The student's end date on their enrollment agreement and maximum time frame would be extended accordingly to the amount of days actually a student was on a Leave of Absence (LOA). Changes to the contract period on the enrollment agreement addendum must be signed and dated by all parties.
17. A student may request a Medical Leave of Absence only with written proof from a physician due to their own serious health conditions (maximum time, including any other Leave of Absence cannot exceed 180 days within a (12) twelve month period; these provisions starts on the first day of the first leave).
 - a) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:
 - Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or Continuing treatment by a health care provider.

EXCUSE AND UNEXCUSED ABSENCES:

Students are advised that is important to attend school at a regular basis according to their enrollment agreement class schedule. A student can request a leave of absence up to (60) days or a medical leave of absence up to 180 days including any prior leave of absence within a (12) month period (See Leave of Absence policy). Leaves of absences are considered excused absences. All other absences are considered unexcused. A student who has a valid excuse (medical, court, etc.) can make-up their hours. If the completion date has fallen beyond the date which is stated on the student's enrollment agreement, the institution may charge the student an hourly fee for extra instruction needed to complete his/her course (Please see the Enrollment Agreement for hourly fee). All students who do not complete the course within 150% of the normal completion time will be considered NOT maintaining Satisfactory Progress and will be dropped from the program.

REENROLLMENT FEE:

Any student who is considered a withdrawal from school records (being absent for 30 consecutive days without any notification, including Sunday's Monday's & Tuesday's) will be charged a \$100.00 enrollment fee. Any student, who is not reinstated within 180 days since their last day of attendance, will need to sign a new enrollment agreement and a deposit will be required.

REFUND POLICY

"BUYER'S RIGHT TO CANCEL" The student and/or guardian have the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. Cancellation must be in writing and given or directed to the school manager. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- (1) School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - (a) When notice of cancellation is given within 5 days after the date of enrollment, all enrollment fee, tuition, and any other charges shall be refunded to the student.
 - (b) When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the enrollment fee, plus the cost of any books or materials which have been provided by the school and retained by the student.
 - (c) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the enrollment fee and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school.
 - (d) When a student has completed 5% or more of the course of instruction, the school may retain the enrollment fee and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or rules that the Department shall promulgate for purposes of this Section.
- (2) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

| PERCENTAGE OF A SCHEDULED COURSE COMPLETED | AMOUNT OF TUITION OWED TO THE SCHOOL |
|---|---|
| 0.01% to 4.9% | 10% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

- (3) Applicant not accepted by the school shall receive a refund of all tuition and fees paid.
- (4) If a student (or in the case of a student under 18 years of age, his or her parent or guardian) presents written notice of the cancellation of enrollment or is terminated, the following refund policy will apply.
- (5) Date of cancellation: The date of cancellation shall be determined from the postmark upon the written notice or the date the school's representative is presented with the notice in person.
- (6) Enrollment fee shall be chargeable at initial enrollment and shall not exceed \$100. The school will charge an enrollment fee to students who have withdrawn and wish to re-enter, of \$100.00.
- (7) Deposits or down payments shall become part of the tuition.
- (8) The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- (9) Definition of enrollment time: Enrollment time is defined as the time that elapses between the student's actual starting date and the date of the student's last day of physical attendance at the school. This period includes any periods for which the student was absent, except for approved leave of absences, between the students actual starting date and his or her last day of physical attendance at the school.
- (10) Refund time: All refunds will be calculated based on the students last date of attendance. Any monies due the applicant, student, guarantor or any other party shall be refunded within forty-five (45) days of the date of cancellation (as defined in item #6), or formal termination by the school (see item #11).
- (11) Formal termination: a) Extended Absence: A student shall give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the cancellation date shall be the last day of attendance. b) Failure To Return From A Leave Of Absence: In the case where a student fails to return from an official leave of absence, the date of formal termination shall be the date upon occurs which the student was scheduled to return but did not, or the date that the student notifies the school that he/she would not be returning. Any refund owed shall be made within forty-five (45) days of the date of formal termination. c) Other Reasons For Termination: In cases where a student is terminated after commencing classes for disciplinary reasons, for lack of satisfactory progress, for any reason, by either party, including student decision, course or program cancellation, school closure or any other reason, the refund shall be

calculated in accordance with the terms of this policy applicable at the time of termination.

- (12) Cancellation of Course: If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department.
- (13) Collection Policy: In order for the school to ensure timely payment of its accounts receivable, it is the school's policy to first inform student either verbally (in person) or written notice. It can involve a friendly phone call or in person to make sure payment is made on time, followed by a written letter when a payment is late, followed by a formal letter, and finally turning the student over to a collection agency. At the discretion of the school, it may deviate from their collection policy.
- (14) School Closure: Each student shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction. If school closes before student begins, student is entitled to ALL fees in this scenario. Each student enrolled at the time of discontinuation will be provided an official transcript of all hours earned while enrolled in the program.
- (15) The school may make refunds which exceed those required.
- (16) The school does not participate in any teach-out plans with other institutions.
- (17) Fees for equipment (which cannot be reused for sanitary reasons) are separately itemized and are non-refundable, except under the terms of item #3, item #4, & item #15 above.

Official Withdrawal – When a school manager receives a request from a student who decides to drop from the program, the student should write a letter stating the reason for requesting it. If the school manager receives a phone call from the student requesting to be dropped, the manager is to record the date the student made the request and record the reasons why. If the student is terminated from the school for violation of school rules or other reason, the manager is to record reason why student has been terminated. The school manager will immediately report it to the Director of Business Operations and submit all required documents. The last date of an academic activity is the date used for the Student Withdrawal Calculation Form.

Unofficial Withdrawal – Students who miss 30 consecutive days without any notification will be dropped from the program. Also, any student who does not return from an approved Leave of Absence on the date they are scheduled to return shall be dropped. The school manager will immediately report it to the Director of Business Operations and submit all required documents. The last date of an academic activity is the date used for the Student Withdrawal Calculation Form.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The refund policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. If you don't already know what your school's refund policy is, you can ask your Admission Representative for a copy. Your Admission Representative can also provide you with the requirements and procedures for officially withdrawing from school.

SERVICES FOR STUDENTS WITH LEARNING DISABILITIES

Cannella School of Hair Design-Elgin, Inc. is committed to providing a supportive environment for all students with disabilities and work with them so they can receive reasonable accommodations for their disability. Students with disabilities must register with the main office in order to qualify for reasonable accommodations. Accommodations are determined on a case-by-case basis and determined by the disability documentation provided by the student. The school does not have special admission criteria for students with disabilities; and they must meet the same rigorous admissions standards that all Cannella School of Hair Design-Elgin, Inc. students have. The Cannella School of Hair Design-Elgin, Inc. is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in a school's program. The school is not required to make adjustments or provide aids or services that would result in a fundamental alteration of the school's program or impose an undue burden.

Depending on students' needs and limitations Disability Services may provide the following:

Testing accommodations, such as extended time (50% additional time is the standard) and alternative test environment

Reader services for examinations

Long exams administered in two parts

Reduced-distraction test environment

Other accommodations may be appropriate, but will only be implemented with instructor or departmental approval including (but not limited to) course substitutions or alternative ways of completing assignments (e.g., oral presentation versus a written paper)

To be eligible for disability-related services; students must have a visibly obvious or documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities such as walking, standing, seeing, speaking, hearing, learning, sitting, breathing, or taking care of oneself.

NON-RESIDENT STUDENT POLICY

Non-resident students are only accepted on a cash basis. For them to apply for the Illinois State Board licensing examination the following types of identification will be the only ID accepted for the examination:

1. A valid US Driver's License or State ID issued by one of the 50 states or US territories;
2. A valid Consular ID;
3. A valid US passport or Military Active Duty ID;
4. IF YOU DO NOT HAVE ONE OF THESE FORMS OF ID, YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAM.

To obtain an Illinois cosmetology license a social security number is required. While in school they will be issued a nine digit ID number so their monthly theory and practical grades can be entered into our computers. The nine digit number is not a social security number. Non-resident students are not eligible to receive financial aid.

REPORTING OF CRIMES AND EMERGENCIES

In the event of a crime or life-threatening emergency, call the local police immediately by dialing 911.

All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school manager. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The school manager will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

TIMELY WARNINGS

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the school manager or local police agencies that are considered to represent a continuing threat to students and/or employees. The warning will be issued through staff members, and posted on the bulletin boards.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be hand-out to students and staff members, a phone call or emails will be sent out. Anyone with information warranting a timely warning should report the circumstances to the school manager.

STUDENT AND STAFF DRUG AND ALCOHOL ABUSE POLICY

1. Our campus is committed to maintaining a drug-free environment for its students and staff. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campus prohibits the following:
 - Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
 - Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
 - The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.
2. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities.
3. Any student who is convicted for any drug law violation must notify his or her Campus manager within five days of the conviction. On an individual referral basis, students convicted of any drug law violation or otherwise found to be engaged in substance abuse may be referred to abuse help centers or the services of the National Council on Alcoholism and Drug Abuse for counseling and rehabilitation. If such a referral is made, continued enrollment may be subject to successful completion of any prescribed counseling or treatment program.
4. Separate from any legal requirements, our campus is concerned with the health and well-being of members of our campus community. Students may contact the Campus manager, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, or rehabilitation programs.
5. Finally, we ask for your help in keeping our campus free of substance abuse. Please notify management if you become aware of any alcohol or drug-related activity in violation of this *Policy*.

Legal Sanctions Relating To Substance Abuse

1. Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. State laws contain a variety of provisions governing the possession, use, and consumption of alcoholic beverages. In every State it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Also, the possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public generally is illegal. Driving while intoxicated also is illegal, independent of age. State laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs, as defined in each jurisdiction.
2. In addition to local and state laws, federal laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs. Among other things, federal laws make it a crime to possess drugs (including in your locker, car, purse, or house), to hold someone else's drugs, or to be in a house where people are using drugs.
3. Members of our campus community should be aware of the serious legal penalties applied for conviction in cases of drug or alcohol abuse. Such convictions can lead to imprisonment, fines, and assigned community service. Also, courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. An offense is classified as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved. Specific legal sanctions under local, state, and federal laws may include:
 - Suspension, revocation, or denial of a driver's license
 - Property seizure
 - Mandated community service
 - Monetary fines
 - Prison sentence
4. Persons convicted of drug possession under state or federal laws are ineligible for federal grants and loans for up to one year after the first conviction, and five years after the second. A felony conviction for such an offense also can prevent a person from entering many fields of employment or professions. Under federal law, distribution of drugs to persons under 21 is punishable by twice the normal penalty with a mandatory 1 year in prison. Federal laws set substantially higher prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

Prevention of Substance Abuse and Available Resources

1. Drug and alcohol abuse education programs are offered by local community agencies. Our campus typically posts information about such education programs in the main Office.
2. While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes signs of substance abuse in another student contact the Campus manager. If it is determined by the Campus manager that a student is in need of assistance to overcome a drug problem, he or she may be counseled to seek such assistance. Records of such counseling will remain confidential.
3. Students also may voluntarily contact the Campus manager, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs. Organizations offering such programs include:
 - The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL
 - The Cocaine Hotline 1-800-NODRUGS
 - The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP
 - Al Anon for Families of Alcoholics 1-800- 344-2666

Health Risks Associated With Substance Abuse

Alcohol and drugs are toxic substances that affect the mind, body, and spirit. Excessive drinking can cause health risks which include damage to your body organs, impaired physiological responses, mental and emotional disorders, and in very high doses, respiratory depression and death. Drug abuse also is dangerous and can lead to psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition.

POLICY STATEMENT ADDRESSING, PREVENTING, AND RESPONDING TO SEX OFFENSES

The School educates the student community through Prevention programs, which are to prevent dating violence, domestic violence, sexual assault, and stalking, which are discussed during new student/employee orientation which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.

The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus counseling, mental health or other student services available.

The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.

In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:

- a) If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety.
- b) Report the offense to school manager in the main office.
- c) Preserve any evidence as may be necessary to prove criminal sexual assault. The victim should refrain from taking a shower, washing hands or changing clothing. The location where the assault occurred should not be disturbed. The victim should get immediate medical assistance.
- d) Request assistance, if desired, from school manager in reporting the crime to local law enforcement agencies.
- e) Report the crime to local law enforcement agencies in a timely manner.
- f) Request a change in the academic situation if desired.
- g) Contact an appropriate agency in the community for counseling or other services that may be needed.

Filing a Written Report of Sexual Offense - A person who has experienced a sexual offense is encouraged to make a report. This report serves as a means of documenting the incident and allows for immediate response by the school, and/or the police. A person who has experienced or thinks they have experienced a sexual offense is encouraged to report such an incident to the police. To make a report please contact school manager or police department (911).

Cannella School of Hair Design-Elgin, Inc. is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. It is important that all students are aware of and protect their right in the school community. Please refer to "Student Disciplinary Action" and "Rights of Individuals Reporting a Complaint". The Cannella School of Hair Design-Elgin, Inc. condemns any form of sexual offense. This document is generally intended to set forth the procedures and disciplinary actions regarding sexual offenses. Furthermore, it specifically sets forth the procedures that are encouraged to be considered by a person who may have experienced a sexual offense.

Cannella School of Hair Design-Elgin, Inc. will uniformly and consistently report all criminal sexual offenses occurring on campus and reported to the proper municipal authority.

It is illegal and against the policy of Cannella School of Hair Design-Elgin, Inc. for any student, employee, or other person to commit the offense of domestic violence, dating violence, stalking, sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, against any person while on the premises of the campus. Such illegal and prohibited activities include, but are not limited to, sex offenses which are commonly date rape or acquaintance rape, or which may involve unwanted touching and fondling, whether forcible or nonforcible.

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in all education programs and activities operated by recipients of federal funds. It states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Title IX prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence. If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov.

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

- a) the accuser and the accused may have others present during the campus disciplinary proceeding;

and

- b) both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.

This process is completely separate from any criminal or civil actions the individual who has been assaulted might pursue. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the final determination and may include but are not limited to one or more of the following: classroom or school transfer; limiting or denying student or employee access to a part or area of a school; awareness training (to help student or employee perpetrators understand the impact of their behavior); mandatory counseling; short-term or long-term suspension; exclusion or expulsion from Cannella School of Hair Design-Elgin, Inc. or termination of employment and/or any other action authorized by and consistent with the school disciplinary code.

In order to protect the safety and well-being of its school members, Cannella School of Hair Design-Elgin, Inc. reserves the right to immediately impose sanctions upon a student or employee when it, in its sole discretion, feels there is sufficient risk following an allegation of dating violence, domestic violence, sexual assault, or stalking.

POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the *Jeanne Clery Act* and the Family Educational Rights and Privacy Act of 1974, the Cannella School of Hair Design-Elgin, Inc. is providing a website to the "Illinois Sex Offender Information" and "National Sex Offender Public Registry". This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Illinois, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b)) mandate that the Illinois State Police ("ISP") establish and maintain a statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender.

Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) when such charge results in one of the following:

- (a) A conviction for the commission of the offense or attempt to commit the offense,
- (b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- (c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. ISP has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion on this Registry and has made no determination that any individual included in the Registry is currently dangerous. Individuals included on the Registry are included solely by virtue of their conviction record and Illinois state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individuals.

Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

The Illinois State Police is responsible for maintaining this registry. Follow the website below to access the Illinois State Police website.
<http://www.isp.state.il.us/>

SAFETY AND EVACUATION POLICY

Basic Requirements for a Safe Workplace

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated Smoking Areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames. There is no smoking in the school premises and 15 feet away from all exit doors of the school building.

4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at front desk.
7. Fire Safety: Post and review evacuation procedure during new student orientation.
8. In the event of fire:
 - a. Contact fire department (keep number readily available). Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - b. Evacuate premises by following the planned procedure for the facility.
 - c. Plan alternate exits for use in the event regular route is blocked by the fire.
 - d. Service extinguishers at least annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follow:
 - a. Pull the pin
 - b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
10. Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight if ALL the following are TRUE:
 - a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

STUDENT DISCIPLINARY ACTION

Should disciplinary action against a student become necessary it may be initiated by any of the following members of Cannella School of Hair Design-Elgin, Inc.s:

- A Cannella School of Hair Design-Elgin, Inc. student, through the school manager, who feels he/she has been adversely affected by another student's actions;
- A faculty member who has reasonable cause to believe a violation of the Rules and Regulations has occurred; or
- Administrative staff members who have reasonable cause to believe a violation of the Rules and Regulations has occurred.

Complaints against student members of the school shall be made in writing by the complainant to the corporate office.

All written notices regarding disciplinary action will be delivered to the referred student personally or via the postal service at his/her last known address.

The CSHD prohibits all forms of discrimination and harassment, as defined below, based on the following protected categories: race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Illinois state and/or federal nondiscrimination laws. The CSHD also prohibits bullying, as defined below.

Protection against Retaliation:

The school will take appropriate steps to protect students or employees from retaliation, including threats, intimidation, coercion, or discrimination (including harassment) when they report, file a complaint of, or cooperate in an investigation of a violation of the CSHD Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including long-term suspension, exclusion or expulsion/termination. False Charges: Any student or employee who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

Definition of bullying, discrimination, harassment, and retaliation:

- Bullying: Any overt act(s) by a student or a group of students directed against another student with the intent to ridicule, harass,

humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, which act(s) are committed more than once against any student during the school year.

- **Discrimination:** Treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school, including in a production or work-based learning site, because of that student's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Illinois state and/or federal nondiscrimination laws.
- **Harassment:** Unwelcome comments or conduct (oral, written, graphic, electronic or physical relating to an individual's actual or perceived race, color, national origin, ethnicity, religious creed, sex, age, marital status, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit a student's ability to participate in or benefit from the programs or activities or by creating a hostile, humiliating, intimidating, or offensive educational environment.
- **Retaliation:** Threatening to or retaliating against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment or discrimination. Retaliation includes threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties. It also includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination or harassment against an individual or group for exercising rights under the CSHD Policy.

Disciplinary sanctions and corrective actions may include, but are not limited to one or more of the following: a written warning; classroom or school transfer; short-term or long-term suspension; exclusion or expulsion; limiting or denying student access to a part or area of a school; a voluntary apology to the victim; awareness training (to help student perpetrators understand the impact of their behavior); participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs; mandatory counseling; and/or any other action authorized by and consistent with the school disciplinary code.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

CSHD RIGHTS WITHIN THE DISCIPLINARY PROCESS

The School Owner or his designee reserves the right to:

- a) Contact, in an emergency situation, a student's parent(s), legal guardian, spouse and/or the person designated as the emergency contact on the school's emergency contact form.
- b) Refer any case involving a violation of criminal or civil law to the proper law enforcement agency.
- c) Pursue disciplinary action against a student on behalf of the school based on reliable information from a member of the Cannella School of Hair Design-Elgin, Inc. indicating that a violation of the Rules and Regulations has taken place.
- d) Suspend a student on an interim basis upon findings that the continued presence of the accused does any of the following:
 - constitutes a threat to the safety or well-being of the accused, any other member of the school, or any invited guest;
 - risks destruction of property; or
 - risks disruption of classroom or other campus activities.
- e) A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures within 10 class days of such suspension. During this time the accused shall forfeit those school rights and privileges as the School Owner or his designee feels are appropriate. Should it be found that the student did not commit the act(s) for which he/she was suspended, the suspension shall be revoked and the student reinstated immediately.
- f) Take any other action he/she deems appropriate to protect the health, safety and security of school members.

Disciplinary Procedures - Extraordinary

In order to protect the safety and well-being of its school members, Cannella School of Hair Design-Elgin, Inc. reserves the right to immediately impose sanctions upon a student when it, in its sole discretion, feels there is sufficient risk to people or property.

STUDENTS RIGHTS WITHIN THE DISCIPLINARY PROCESS

If a student is referred to the formal disciplinary process, he/she is entitled to the following rights as a guarantee of fundamental fairness:

1. An opportunity for a hearing in order to answer charges of alleged misconduct.
2. A written statement of the alleged violations in sufficient enough detail to enable the student to prepare a defense. This statement will be available at least three class days prior to the hearing and should include information on the hearing date, time and location.
3. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the school (faculty, staff, or student).
4. A statement of the possible sanctions that may be imposed.
5. The case will be heard by the School Owner or his/her designee.
6. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
7. The right to ask for clarification of any policies or proceedings prior to beginning the disciplinary hearing process.
8. The right to have reasonable access to file information specific to one's case.
9. The right to a separate hearing when a single incident gives rise to charges against more than one student.
10. The right to speak on one's own behalf.
11. The right to have proceedings and documentation kept confidential. All hearings, proceedings and case information are considered closed and confidential except to those who have a direct and vested interest in them.
12. The right to a written decision (result) from corporate office within five class days of completion of the last hearing.
13. The right to appeal on prescribed grounds.
14. The right to be notified, in writing, of the outcome of any appeal.

A student's status will not usually be altered until the final outcome of a disciplinary hearing is reached. However, the school reserves the right to take immediate action to reasonably ensure safety and security, including removing or suspending a student or employee from the school on an interim basis pending final determination of any disciplinary action.

Should disciplinary action against a student become necessary it may be initiated by any of the following members of Cannella School of Hair Design-Elgin, Inc.s:

- A Cannella School of Hair Design-Elgin, Inc. student, through the school manager, who feels he/she has been adversely affected by another student's actions;
- A faculty member who has reasonable cause to believe a violation of the Rules and Regulations has occurred; or
- Administrative staff members who have reasonable cause to believe a violation of the Rules and Regulations has occurred.

Complaints against student members of the school shall be made in writing by the complainant to the corporate office.

All written notices regarding disciplinary action will be delivered to the referred student personally or via the postal service at his/her last known address.

RIGHTS OF INDIVIDUALS REPORTING A COMPLAINT

In all cases of occurring on property or during any school sponsored or supervised activity, the complainant is fully afforded all of the following rights:

1. The right to file a criminal complaint and a Title IX complaint simultaneously.
2. The right to seek medical treatment, and to report his/her case through the sanction processes noted above and/or the legal system. Complainant also have the right to refuse any and all of the above without reproach from any school personnel.
3. The right to be treated with dignity and seriousness by school personnel.
4. The right to be reasonably free from intimidation and harm.
5. The right to be made aware of existing counseling and other student services available.
6. The right to be notified, in writing if, in sanctioning the accused, a ban prohibiting contact with the complainant.
7. The right to be granted a transfer to another school.
8. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
9. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the school (faculty, staff, or student).
10. The right to speak on one's own behalf.
11. The right to be notified, in writing, of the outcome of any school disciplinary proceeding conducted against the person accused.
12. The accused will not be notified of the individual remedies offered or provided to the complainant.

13. The right to request a review by the School President of the administrative actions taken or not taken. The President shall determine whether the investigation was conducted fairly and in conformity with prescribed procedures, whether the decision reached was based upon substantial information, and whether the sanctions imposed were appropriate for the violation. The President at his/her discretion may require additional school actions.
14. The right to be notified, in writing, of the outcome of any review by the School President.

STUDENT GRIEVANCE PROCEDURE

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 school. 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 school within 60 days of the date that the act which is the subject of the grievance occurred.
2. The student can read their rights either on the "Annual Security Report" handbook (Request a copy at the Main Office) or school's website: http://cannellabeautyschools.com/cbs_disclosures.html. Please refer to "Student Disciplinary Action" and "Rights of Individuals Reporting a Complaint".
3. The complaint form will be given to the school manager.
4. The complaint will be review 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.
5. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to Corporate.
6. 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.
7. 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.
8. Students must exhaust the schools internal complaint process before submitting the complaint to the **IDFPR Complaint Intake Unit Chicago**: Department of Financial and Professional Regulation, Division of Professional Regulation, Complaint Intake Unit, 100 West Randolph Street, Suite 9-300, Chicago, IL 60601, Phone: 312/814-6910.

COURSE COSTS, PAYMENT, & CLASS SCHEDULE

| | Cosmetology (1500 hrs) | | Brush-up Course (250 Hrs) |
|-------------------------|-------------------------------|-------------------------|----------------------------------|
| Tuition | \$ 13,640.00 | Tuition | \$2,900.00 |
| Equipment, Books & Case | \$ 980.00 | Equipment, Books & Case | N/A |
| Enrollment Fee | <u>\$ 100.00</u> | Enrollment Fee | <u>\$ 100.00</u> |
| Total Costs | \$ 14,720.00 | Total Costs | \$3,000.00 |

COURSE COSTS, PAYMENT, & CLASS SCHEDULE

| | Teacher Training |
|------------------|-------------------------|
| Tuition | \$6,872.00 |
| Equipment & Case | N/A |
| Books | \$ 200.00 |
| Enrollment Fee | <u>\$ 100.00</u> |
| Total Costs | \$7,172.00 |

Terms of Payment/Payment Methods: Students who cannot pay the total cost of the course upon enrollment will have payment methods described below (e.g., monthly payments). (**Note:** No personal or corporate checks are accepted for the student's final tuition payment, only cash.)

We accept the following methods of payment:

- Cash
- Personal check, corporate check, or bank check (i.e., certified check, cashier's check)
- Money order or postal order (including Western Union)
- Non-federal agency programs

Mailing Checks

- Include the student permit number with the check payment
- Cannella School of Hair Design-Elgin, Inc.
117 W. Chicago St.
Elgin, IL 60123

Cash

- Cash payments are accepted. However, should you decide to make a cash payment, please be certain to retain your receipt.

Third Party Scholarships

- We will be happy to accept a scholarship awarded from an outside agency. You must submit a letter to the Main Office from the scholarship source, on their letterhead, stating that the scholarship will be mailed directly to Cannella School of Hair Design-Elgin, Inc. The letter must also include the amount of your scholarship, the date when payment will be submitted, a request for a statement (if required by the sponsor), and the name and phone number of a contact person. It is essential for the Main Office to receive this letter prior to your payment due date in order to avoid any delays.

Tuition Payment Plan

- Cannella School of Hair Design-Elgin, Inc. offers a monthly payment plan. This option allows you to divide your payment into monthly installments. You do not incur interest while paying off your fees, and there is no credit approval necessary.
- If tuition payment has not been received by the student's due date, a late fee of \$10.00 will be charged for each month the student does not make a payment.
- You should be aware that there is a one-time-only enrollment fee and that the payment plan begins the following month from your start date.
- This option may be combined with other forms of payment.
- Cannella School of Hair Design-Elgin, Inc. reserves the right to revoke this payment option to any student if delinquency becomes an issue.

Extra Instructional Charges: The current rate for all courses is \$9.25 per hour.

COSMETOLOGY CLASS SCHEDULE

Full-Time Days / 51 weeks / 32 hrs. a wk.

Wednesday thru Saturday 8:30 a.m. - 5:00 p.m.

Part-Time Day / 82 weeks / 20 hrs. a wk.

Wednesday thru Friday 8:30 a.m. - 12:30 p.m.
Saturday 8:30 a.m. - 5:00 p.m.

Part-Time Night / 82 weeks / 20 hrs. a wk.

Wednesday thru Friday 5:00 p.m. - 9:00 p.m.
Saturday 8:30 a.m. - 5:00 p.m.

TEACHER TRAINING COURSE CLASS SCHEDULE

Full-Time Days / 34 weeks / 32 hrs. a wk.

Wednesday thru Saturday 8:30 a.m. - 5:00 p.m.

Part-Time Day / 55 weeks / 20 hrs. a wk.

Wednesday thru Friday 8:30 a.m. - 12:30 p.m.
Saturday 8:30 a.m. - 5:00 p.m.

Part-Time Night / 55 weeks / 20 hrs. a wk.

Wednesday thru Friday 5:00 p.m. - 9:00 p.m.
Saturday 8:30 a.m. - 5:00 p.m.

BRUSH UP COURSE CLASS SCHEDULE

Full-Time Days / 8 ½ weeks / 32 hrs. a wk.

Wednesday thru Saturday 8:30 a.m. - 5:00 p.m.

Part-Time Day / 13 ½ weeks / 20 hrs. a wk.

Wednesday thru Friday 8:30 a.m. - 12:30 p.m.
Saturday 8:30 a.m. - 5:00 p.m.

Part-Time Night / 13 ½ weeks / 20 hrs. a wk.*

Wednesday thru Friday 5:00 p.m. - 9:00 p.m.
Saturday 8:30 a.m. - 5:00 p.m.