

Cannella School of Hair Design School Catalog

Commercial



A Beautiful Career for a Beautiful Life

Published: January, 2017

Table of Contents

Mission, Schools, Staff, Gainful Employment/Disclosure Website, Ownership	Page 03
Admission Requirements	Page 03
Vaccinations Policy	Page 04
Course Names; Occupations for Which Training is Provided	Page 04
Cosmetology Course (1500 Hours)	Page 04
Teacher Training Course (1000 Hours)	Page 06
250 Brush-up Course	Page 08
Grading Procedure / Theory and Practical	Page 08
General Facilities	Page 08
Graduation Requirements	Page 08
Documents Awarded Upon Graduation	Page 08
Non-Discrimination Policy	Page 08
Instruction Languages	Page 08
Employment Assistance	Page 08
School Calendar, Hours of Operation & Student Schedules	Page 09
Notification of Rights under FERPA for Postsecondary Schools	Page 09
Right of Access of Student Information, Release & Record Policy	Page 09
Release of Information from Student Records to Third Parties	Page 10
Policy for Safeguarding Customer Information	Page 10
Maintenance of Records	Page 11
Financial Aid Availability & Fee Waivers	Page 11
Verification Policy	Page 12
Treatment of Title IV Aid When A Student Withdraws	Page 13
Cost of Attendance	Page 14
Advising & Other Services	Page 14
Licensing Accrediting Agencies	Page 14
Additional Information	Page 14
School Rules and Regulations	Page 14
Satisfactory Academic Progress Policy	Page 15
Leave of Absence Policy	Page 20
Excuse and Unexcused Absences	Page 20
Student Withdrawal Process	Page 21
Drop Fee/Reenrollment Fee	Page 21
Refund Policy	Page 21
Services for Students with Learning Disabilities	Page 22
Non-Resident Student Policy	Page 23
Reporting of Crimes & Emergencies	Page 23
Timely Warnings	Page 23
Student and Staff Drug and Alcohol Abuse Policy	Page 23
Policy Statement Addressing, Preventing, and Responding To Sex Offenses	Page 25
Policy Statement Addressing Sex Offender Registration	Page 26
Safety & Evacuation Policy	Page 26
Student Disciplinary Action	Page 27
CSDH Rights within the Disciplinary Process	Page 28
Student's Right within the Disciplinary Process	Page 29
Rights of Individuals Reporting A Complaint	Page 29
Student Grievance Procedure	Page 30
Course Costs, Payment & Class Schedule	Page 30
Voter Registration	Page 31

CORPORATE ADMINISTRATIVE STAFF

Chris Troiola, President

Ada Davis, Director of Financial Aid

Michael Lavin, Director of Education

617 W North Avenue, Villa Park, Illinois 60181

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

The mission of the Cannella School of Hair Design 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 is a privately held corporation, 100% which is held by Chris Troiola & serves as CEO.

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

Cannella School of Hair Design
9012 South Commercial Ave
Chicago, IL 60617-4303
(773) 221-4700

School Manager:
Yolanda Owsley

Licensed Cosmetology Teachers:
Chonita Woods, Maria Campos,
Sylvia Cabrales, Cynthia Abraham

Admissions:
Miriam Rodriguez

ADMISSION REQUIREMENTS

COSMETOLOGY COURSE

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

1. Is beyond the age of compulsory school attendance 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; copy of State-authorized examination that the State of IL recognizes as the equivalent of a high school diploma (e.g. HiSET or TASC); or
3. Fulfills criteria for admission under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours or 225 clock hours of postsecondary education. (After July 1, 2012, Ability-to-Benefit (ATB) testing is no longer offered for Title IV recipients); or
4. Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential; or
5. Fulfills criteria for admission under ability-to-benefit alternative by successfully completing 225 clock hours of the Cosmetology program, which is only applicable for non-Title IV recipients;
6. All foreign diplomas must be translated into English and confirm academic equivalence to a U.S. high school diploma by an outside agency.

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements (only applicable for non-Title IV recipients, no more than 10% of the number of students currently enrolled may be admitted):

1. Be at least 16 years of age upon admission;
2. Have successfully completed 10th grade and provide proof through high school transcripts;
3. Provide permission in writing from the secondary school in which they enrolled;
4. 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. Fulfills criteria for admission under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours or 225 clock hours of postsecondary education. (After July 1, 2012, Ability-to-Benefit (ATB) testing is no longer offered for Title IV recipients); or
4. Has completed homeschooling at the secondary level as defined by state law and provide secondary school completion credential;
5. Possess a valid Illinois Cosmetology license.
6. All foreign diplomas must be translated into English and confirm academic equivalence to a U.S. high school diploma by an outside agency.

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. 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 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 1000 hour Teacher Training course 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.

COSMETOLOGY COURSE (1500 Clock Hours)

Instructional Methods: Instructional methods shall 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; and (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 and 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 and practical instruction necessary for completing the course, as prescribed by Illinois statute. Please note that the actual sequence of instruction may vary.

1. General Theory and Basic Training—150 hours of classroom instruction in general theory in the following subject areas: tools and their use, shampoo, understanding chemicals and use, types of hair, sanitation, hygiene, skin disease and conditions, anatomy and physiology, electricity and ethics.
2. Practical Chemical Application and Hair Treatment—500 hours of instruction in a combination of classroom instruction and hands on experience in the following subject areas: permanent waving, hair coloring and bleaching, hair relaxing and hair and scalp conditioning
3. Hair Styling / Hair Dressing—475 hours of specific instruction in hair styling in a combination of classroom instruction and hands on experience in the following subject areas: cutting, thinning, shaping, trimming, application of electrical or mechanical equipment, Marcel curling and hair treatments.
4. Shop Management and Interpersonal Relations—200 hours of instruction in the following subject areas: labor law, worker's compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent state and local laws and rules, business math, safety with electrical devices, and business ethics.

5. Esthetics—85 hours of instruction shall be provided.
6. Nail Technology—55 hours of practical instruction.
7. Remaining Required Hours—the remaining 35 hours required shall consist of coordinated classroom and practical experience in elective and senior review areas.
8. Cannella School of Hair Design has an Internship Program for the curriculum of the Cosmetology Program. Each student shall follow the guidelines set forth in this subsection:
 - A) A student in the internship program:
 1. May participate only after completing 1200 hours of training with a minimum average grade of 85% in both academics and attendance, and based on the school manager's recommendation.
 2. May not spend more than 150 hours in an internship program.
 3. May not be paid while participating in this internship program.
 4. May intern a maximum 2 days a week (Fridays & Saturdays) and shall be required to spend the other 2 days at school campus (Wednesdays & Thursdays).
 - Full-time students may intern up to two times a week (Fridays & Saturdays only) for no more than eight hours a day, not to exceed more than 16 hours per week.
 - Part-time students may intern up to two times a week (Fridays & Saturdays only) for no more than four hours a day on Fridays and 8 hours on Saturdays, not to exceed more than 12 hours per week.
 - Students must attend at least two days to theory classes (Wednesdays & Thursdays). Afternoon/Night schedule students must be in school campus on Wednesdays to receive their theory.
 - The student may not intern and attend school campus on the same day, and may intern only during his/her regularly scheduled hours or at the discretion of School Management.
 - The School Manager has final approval over the student's internship schedule.
 5. The student is responsible for transportation and the school is not liable for students traveling to and from the salon. The school does not offer liability insurance.
 6. Shall be under the direct on site supervision of a licensed cosmetologist; only one student shall be supervised by one licensed cosmetologist.
 7. The licensed cosmetology school shall enter into a contract with the student, the registered salon and licensed cosmetologist.
 - a) The contract shall be signed by the student the school and the licensed cosmetologist.
 - b) Any party of this contract may terminate the contract at any time.

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.

TEACHER TRAINING COURSE (1000 Clock Hours)

Instructional Methods:

Instructional methods for teacher trainees shall include: a) theory instruction by means of observing licensed instructors, utilizing interactive and cooperative learning strategies, and attending bi-weekly theoretical classes; b) practical skills will be mastered by assisting licensed instructors, delivering theoretical and practical demonstrations to students.

Goals & Objectives:

To provide exceptional training in the art & science of teaching. To expose students to a wholistic approach to theoretical and practical training. Assist students in achieving their aspirations of securing a license and employment. To strive to enhance technical skills, self-confidence, creativity and higher order thinking

Course Description:

The following is a breakdown of the units of theoretical and practical instruction necessary for completing the 1000 hour course.

1. 500 hours of Post-Graduate School Training which includes: all subjects in the basic cosmetology curriculum including theory and practice. Presentation of materials must include the concepts to be taught and the skills required for the various phases of basic education.
2. 20 hours of Educational Psychology which shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning, which relates to teaching.
 - a. NOTE: The requirement above may be waived if the student can present documentation demonstrating that the teacher trainee has completed a course in Educational Psychology at an accredited college or university within the five years immediately preceding admission to the program. Students already meeting the requirement will be credited with these hours at the time of enrollment.

3. 20 hours of Teaching Methods (Theory) which 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.
 - a. NOTE: The requirement above may be waived if the student can present documentation demonstrating that the teacher trainee has completed a course in Teaching Methods – Secondary Level at an accredited college or university within the five years immediately preceding admission to the program. Students already meeting the requirement will be credited with these hours at the time of enrollment.
4. 150 hours of Application of Teaching Methods which includes: 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 assignment). Presentations shall provide teaching objectives to be accomplished and correlated theoretical with practical application.
5. 50 hours of Business Methods which include: inventory, record keeping, interviewing, and supplies, the Illinois Barber, Cosmetology and Esthetics Act of 1985 and 68 Ill. Administration Code 1175, as amended.
6. 260 hours of Student Teaching under the direct supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

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 Training students are expected to be engaged in educational activities at all times. Teacher Training 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. Teacher Training 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 Teacher Training 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 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 Training students 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.

250 BRUSH UP COURSE

This school does not offer this course.

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. Teacher training theory classes are held 9:30 a.m.—12:30 p.m., every other Thursday. 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 AND TEACHER TRAINING)

- a) Complete the hours of training required;
- b) Complete the appropriate comprehensive final examination with a score 80% or higher;
- c) Make satisfactory arrangements regarding all financial obligation to the school.

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; Teacher Training is available only English.

EMPLOYMENT ASSISTANCE

The school cannot and does not guarantee employment to any student. 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 of any program may contact the school for placement assistance at any time.

SCHOOL CALENDAR, HOURS OF OPERATION & STUDENT SCHEDULES FOR COSMETOLOGY AND TEACHER TRAINING

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

11/26//2016	05/27/2017
12/17/2016	06/24/2017
01/28/2017	07/29/2017
02/25/2017	08/26/2017
03/25/2017	09/30/2017
04/29/2017	10/28/2017

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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The 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 the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 school. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

RIGHT OF ACCESS OF STUDENT INFORMATION, RELEASE OF INFORMATION, RECORD RETENTION POLICIES Access To and Corrections of Student Records:

All students (parents or legal guardians of dependent minors) have the right to review their records and to request correction of any information which they believe to be incorrect.

Students desiring such a review must ask the individual school manager to set an appointment for this purpose, and must inform the manager of the kind of information which the student wishes to inspect. If the student's records are at the corporate office, the manager must request that the records be sent to the school. The records will be provided within two weeks.

All student review of records must take place in the presence of a designated school official, who will assist the student in interpreting the records. Students are not entitled to review certain kinds of information which may have been provided by third parties (such as their parents' income tax transcripts or taxes), unless they can present written permission from those parties to review the records.

Students requesting corrections to their records must present the school manager with a written request to have the corrections made. The request must state the information to be corrected and the reasons why the student believes the information in the school's records is incorrect, and must be accompanied by any documentation available which substantiates the student's claim.

At this point, a meeting will be scheduled between the student and the school manager and/or other school officials to discuss the issue. The school management's decision regarding the student's claim will be communicated to the student in writing within thirty (30) days of the meeting, along with a copy of any corrected records. A copy of that communication, describing the disputed information will be maintained in the student's folder attached to the relevant records, whether or not the school has accepted the student's suggested correction.

RELEASE OF INFORMATION FROM STUDENT RECORDS TO THIRD PARTIES

1. Information from student records will only be released if the student has provided written authorization for such release(s).
2. The institution must require written consent from the student or guardian (each time) before releasing any student information in response to a third party request, other than a request by NACCAS, unless otherwise required by law.
3. A copy of the release form must be kept in the student's records, and it must be dated and signed by the student, and must indicate the party(ies) authorized to receive the information.
4. A copy of any information sent to a third party will be retained by the school.
5. Certain third parties are entitled by law to have access to student records with or without the student's (or guardian's) permission, such parties include:
 - a. *Authorized representatives of the U.S. Department of Education;*
 - b. *Authorized representatives of the school's accrediting agency;*
 - c. *Authorized representatives of the State of Illinois Department of Financial and Professional Regulation;*
 - d. *Persons authorized by a court or other administrative entity with the legal right to provide such authorization.*
6. In such cases, a notice shall be placed in the student's file recording the date & party reviewing the information

Note: Monthly grade records (theory & practical) may be recorded on the monthly Satisfactory Progress Data Entry form. It is not necessary to retain individual teacher records of such grades.

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Definitions: Customers are students who apply to attend Cannella School of Hair Design 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
- Information provided on a consumer report Information obtained from a website

Cannella School of Hair Design 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 only participates—in Title IV Pell Grant Program, SEOG, Direct Loans and Direct Plus Loans.

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. How much you get will depend not only on your EFC but also on your cost of attendance, whether you're a full-time or part-time student, and whether you attend school for a full academic year or less. You may receive only one Pell Grant in an award year, and you may not receive Pell Grant funds from more than one school at a time. A student must complete a federal aid application for the award year in which a payment is to be made. This is why students whose attendance crosses over June 30 of any year must fill out a new application.

Direct Subsidized Loans are available to undergraduate students with financial need. The school determines the amount you can borrow, and the amount may not exceed your financial need. For a subsidized loan, the U.S. Department of Education pays the interest while you're in school at least half-time, and during a period of *deferment* (a postponement of loan payments). If you receive a Direct Subsidized Loan you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance. The interest rate of subsidized loans have a fixed interest rate. There is a loan fee and will be proportionately deducted from each loan disbursement.

Direct Unsubsidized Loans are available to undergraduate students; there is no requirement to demonstrate financial need. The school determines the amount you can borrow by considering the cost of attendance and other financial aid you receive. For an unsubsidized loan, you are responsible for paying the interest during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or *forbearance* periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan). The interest rates of unsubsidized loans have a fixed interest rate. There is a loan fee and will be proportionately deducted from each loan disbursement.

For a Direct PLUS Loans, the U.S. Department of Education is the *lender*. The borrower must not have an *adverse credit history*. Loans have a fixed *interest rate*. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. There is a loan fee and will be proportionately deducted from each loan disbursement.

To apply for a federal student loan, please go to www.studentloans.gov. You must complete and submit a Free Application for Federal Student Aid (FAFSA). Before you receive your loan funds, you will be required to complete [entrance counseling](#), a tool to ensure you understand your obligation to repay the loan; and sign a [Master Promissory Note \(MPN\)](#), agreeing to the terms of the loan.

The student is required to complete [Exit Counseling](#) before they graduate, or if they decide to withdraw from the program, a tool to ensure the student understands their rights and responsibilities as a student loan borrower and provides useful tips and information to help manage their loans by visiting the website: www.studentloans.gov

Federal student loan records of students and parents will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Students and parents may view their loan record history by visiting www.nsls.ed.gov.

Maximum eligibility period to receive Direct Subsidized Loans

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your “maximum eligibility period” (see Satisfactory Academic Progress).

For example, if you are enrolled in our Cosmetology program, which is 1.66 program length. Student is not eligible to receive subsidized loans in excess of 2 and ½ academic years (150% Limit). Student received subsidized loans for one full academic year in a previous enrollment. Student has 1½ academic year remaining of subsidized loan eligibility(\$1,750).

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period. For additional information, please go to www.studentloans.gov and complete the entrance counseling.

Supplemental Educational Opportunity Grants (SEOG) payments are additional grant funds disbursed according to the student need. Eligibility is determined by: lowest expected family contribution; expected Pell disbursement for the award year; satisfactory progress. SEOG is awarded on a need basis.

Students are reminded that financial aid is awarded only to those who qualify. The monetary amount and disbursement dates may vary according to changes in federal regulations and funding levels for the programs, as well as changes in student's status. 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.

VERIFICATION POLICY

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some of all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable.
- A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the Internet at www.irs.gov
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone requests are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.

- Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Students must provide the above information to the institution within 30 days once the student has been selected for verification and no later than 120 days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.fafsa.ed.gov. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects

his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how the institution must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law at our institution are: Federal Pell Grants and SEOG.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized FDSL Program, second to subsidized FDSL Program, third to Federal Pell Grant, fourth Federal SEOG Program, fifth to any other Title IV Program, and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to the Institutional Refund to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

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.

Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

COST OF ATTENDANCE

Student Budgets for the Academic Year 2016-2017

Annually, the Student Financial Aid Office establishes model costs of attendance, covering educational expenses at Cannella School of Hair Design, as well as the costs of a modest but adequate standard of living. These budgets are used to determine financial aid eligibility and include tuition, fees, books and supplies, room and board, and miscellaneous expenses. Of course, the amount anyone spends depends greatly upon his or her own personal situation and choices. While actual expenses will vary based on those choices, here you will find the estimated cost of attendance for Cannella School of Hair Design for a 7 month period.

	Living with Parent	Living Off-Campus
Tuition & Fees	8326	8326
Books, Supplies, & Equipment	980	980
Room & Board	1547	4865
Transportation	518	518
Miscellaneous	483	483
TOTAL	11,854	15,172

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 & ACCREDITING AGENCIES

Department of Financial and Professional
Regulation
Cosmetology Division
320 W. Washington, 3rd. floor
Springfield, IL. 62786 / (217) 782-8556

National Accrediting Commission of Career Arts & Science (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

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). Teacher training students who are scheduled for theory 9:30 a.m. can sign-in until 9:40 p.m., every other Thursday. 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 (900 hours for Teacher Training), students are eligible to take the final practical and written examinations. Teacher Training students are expected to complete the required course work as scheduled. Student teachers failing to complete scheduled coursework will be terminated.

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 (see Satisfactory Academic Progress Policy), if the student is not meeting academics (below 75%) and/or attendance (below 66.67%) requirements 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/or teacher training 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.

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 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.

14 Day Attendance Policy: Students who miss 14 consecutive days (counting weekends, Mondays and Tuesdays) will be dropped from the program.

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 and to remain eligible for HEA, Title IV federal student financial assistance. The attendance and academic requirements apply to every student enrolled in the school, whether they receive financial aid or not. It is the school's policy to apply it consistently to all students enrolled in the

Cosmetology program and 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

Students must attend at least 66.67% of the hours (at least 75% is required by the state for all Veterans' Trainees) 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 who qualify for federal funds, 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

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	8
4	Practical Demonstrations	2
3	Lesson Planning	2
3	Classroom & Clinic Management	2
2	Application of Teaching Methods	1
2	Business Methods	1

Cosmetology Students and Teacher Trainees

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

Teacher Training Practical Grading System:

10	Yes' - 100%	Excellent
9	Yes' - 90%	Very 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

Cosmetology Students and 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, for disbursements of funds. Satisfactory Academic Progress for Teacher Training 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, for disbursements of funds. Also, students who qualified for Title IV (Pell and Direct Loans) 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 for any disbursements of funds. There is no Title IV aid disbursed for students who are considered not making progress (NO Progress) 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, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on "Warning" for consecutive payment periods. 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 and to remain eligible for further federal student financial aid.

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 and is ineligible for further federal aid 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, federal student aid eligibility will be reinstated for the subsequent evaluation period only. 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

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 and federal financial aid will be reinstated, if applicable. 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. Students will not be deemed to be eligible to receive Title IV funds for during that period, if applicable. 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 should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded and re-establish financial aid.

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. All Cannella School of Hair Design re-

entries and Cannella School of Hair Design 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 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.

Transfer Hours

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

Reinstatement of Federal Financial Aid

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory academic progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for the next payment period.

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/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. During a "Warning", a student is eligible for financial aid. However, at the end of the financial aid "Warning", if the student has not satisfied the requirements, the student shall be considered not making progress (No Progress) and all financial aid assistance will be withheld. Financial Aid students will not be eligible to receive any financial aid if their percentages have not improved by their next scheduled evaluation mark. 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 and all financial aid assistance will be withheld. 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 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 and is not eligible for additional Title IV program assistance until the payment period has been completed and he/she has maintain Satisfactory Progress. 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 (14) fourteen consecutive days absent or does not return from their leave of absence by their end date, the student will be consider 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.

STUDENT WITHDRAWAL PROCESS:

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.

Unofficial Withdrawal – Students who miss 14 consecutive days 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.

DROP FEE / REENROLLMENT FEE:

Any student who is considered a withdrawal from school records (being absent for 14 consecutive days, including Sunday's Monday's & Tuesday's) will be charged a \$150.00 drop fee and 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 this agreement until midnight of the fifth day after the student has been enrolled. 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. A student not accepted by the school shall receive a refund of all monies paid.
2. 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.
3. 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.
4. When notice of cancellation is given within 5 days after the date of enrollment, all enrollment fees, tuition, or any other charges shall be refunded to the student.
5. 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 the enrollment fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student.
6. 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, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
7. When a student has completed 5% or more of the course of instruction, the school may retain the enrollment fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition based on the following schedule of tuition adjustment below:

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%

8. 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.
9. Refund time: 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 #2), or formal termination by the school (see item #10 below).

10. Formal termination:
 - **EXTENDED ABSENCE:** In the case of extended absence from the school, a student shall be terminated no more than fourteen (14) days from his or her last day of physical attendance at School.
 - **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 based from their last day of attendance.
 - **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.
11. Enrollment Fees: The enrollment fee for any course or enrollment shall not exceed \$100.00, for any student starting or re-entry.
12. Withdrawals/Termination Fees: Students who withdraw or terminate prior to course completion are charged withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the school (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
13. Return Of Unearned Title IV Funds: If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized FDSL Program, second to subsidized FDSL Program, third to Federal Pell Grant, fourth Federal SEOG Program, fifth to any other Title IV Program, and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to the Institutional Refund to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
14. Cancellation of Course: If a course is canceled or discontinued after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
15. 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.
16. School Closure: If the school permanently closes after the student has commenced classes, the school shall retain:
 - The enrollment fee;
 - The cost of any books or materials, which have been provided by the school and retained by the student;
 - An amount of the tuition and other instructional charges in proportion to the ratio of the student's total enrollment time (see the definition of enrollment time above) to the length of time necessary for the student to complete the course.
17. The school reserves the right to calculate a refund more favorable to the student and/or guarantor. The school does not participate in any teach-out plans with other institutions.
18. Fees for equipment (which cannot be reused for sanitary reasons) are separately itemized and are non-refundable, except under the terms of item #1, item #2, and item #17 above.

SERVICES FOR STUDENTS WITH LEARNING DISABILITIES

Cannella School of Hair Design 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 students have. The Cannella School of Hair Design 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
4. 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.

5. 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.
6. 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 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 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 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 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 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 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 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 Designs:

- A Cannella School of Hair Design 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 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 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 Designs:

- A Cannella School of Hair Design 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 complaint form will be given to the school manager.
3. 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.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to Corporate.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the schools internal complaint process before submitting the complaint to the school's accrediting agency: NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, Phone: (703) 600-7600.

COURSE COSTS, PAYMENT, & CLASS SCHEDULE

	Cosmetology		Teacher Training
Tuition	\$ 13,710.00	Tuition	\$6,672.00
Equipment, Books & Case	\$ 980.00	Equipment & Case	N/A
Enrollment Fee	<u>\$ 100.00</u>	Books	\$ 200.00
Total Costs	\$ 14,790.00	Enrollment Fee	<u>\$ 100.00</u>
		Total Costs	\$6,972.00

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). Any financial aid received must first be applied to the student's outstanding account balance, before any monies will be paid directly to the student for their educational expenses. (**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)
- Title IV: Federal Pell Grants for those students who qualify
- Non-federal agency programs

Mailing Checks

- Include the student permit number with the check payment
- Cannella School of Hair Design
Corporate Office
617 W. North Ave.
Villa Park, IL 60181

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 Corporate's Office from the scholarship source, on their letterhead, stating that the scholarship will be mailed directly to Cannella School of Hair Design, Corporate Office. 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 Corporate 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 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 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 \$9.00 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.

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.

VOTER REGISTRATION

Cannella School of Hair Design, as a participant in Federal Title IV Student Aid programs, is required to advise you that voter registration forms are available in the Office of Admissions. You must be registered 30 days prior to any election. Illinois voter registration information is available online at: <http://www.elections.il.gov/votinginformation/register.aspx>