

## Cannella School of Hair Design-Elgin, Inc

### Pre-Enrollment Package

#### Compensation

According to the Bureau of Labor statistics, 39-5012 Hairdresser, Hairstylists, and Cosmetologist. Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094). Visit <https://www.bls.gov/oes/current/oes395012.htm>. Earnings depend on the size, location of the shop, number of hours worked, customer's tipping habits, competition from retailing, competition from other salons and the ability to attract and hold regular clients.

#### Cosmetology:

There are three basic ways in which a Cosmetologist is compensated:

- Salary or hourly: A salary consists of a pre-determined gross amount to be paid to the employee, usually on a per week basis. Hourly, means one is paid every hour for time spent working in salon. Many new Cosmetologists are paid this way, until they establish a clientele.

For example: Jane Doe takes a job as a cosmetologist at Sally's Salon for a salary of \$400.00 week, full-time. This means Jane will receive a salary of \$400.00 per week for each week she works 40 hours, minus any applicable taxes. She will also receive tips. On an hourly basis, if Jane worked 8 hours at \$12.00 per hour would make \$96.00 per day.

- Salary plus Commission: Most experienced cosmetologists are paid this way. A salary plus commission involves being paid a base salary plus a percentage of the costs of each service.

For example: John Doe is paid a base salary of \$400.00 per week, plus 33% if each service. If John does an average of 30 services per week at an average price of \$30.00, he will receive 33% of \$900.00, or \$300.00 plus his salary of \$400.00. This equals a gross amount of \$700.00. John will also receive the tips his clients give him.

It is important to note that tips and commissions are taxable income. This means they must be reported as income, and income and other taxes must be paid.

- Commission Only: Some cosmetologists may be paid on a commission basis only. This means they will earn only the percentage agreed to from each service, plus tips.

For example: Janie Smith performs an average of 80 services per week at an average price \$25.00 each. She is paid 50% commission on each service. In an average week, Janie will earn 50% of \$2,000.00, or \$1,000.00.

#### Cosmetology Teachers:

The typical cosmetology teacher's salary is about \$12.00 per hour. However, such salaries usually increase the greater the experience and seniority the instructor accumulates.

#### Physical Demands of the Profession

Cosmetology requires careful eye and hand coordination. The work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

#### Safety Requirements

Work in the fields of cosmetology presents its own dangers to students, cosmetology and instructors. Safety requirements of the profession generally fall into three broad areas: sanitation, chemical safety, and physical safety (please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive):

##### Sanitation

- Work areas and instruments sanitized must be and in good working order at all time. Failure to do so exposes both the student and client to the dangers of diseases or injury caused by infected or malfunctioning equipment.
- It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never to touch by exposed flesh in the course of administration of first aid, and the offending instrument should be thoroughly inspected. Clean off any body fluids and sanitize as soon as possible after the accident.

- Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.,

#### Chemical Safety

- Cosmetology work involves the use and/or exposure to a wide variety of chemical products. Cosmetology students are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients regarding any previous difficulties with the service or special needs. Chemical products should never be placed in unlabeled containers, near any food storage area, nor left in a place where children can have access to them.

#### Physical Safety

- The requirements for physical safety are the most obvious, but are often the most overlooked. All equipment should be well maintained and never used to perform any task for which it was not designed.

### ILLINOIS LICENSING REQUIREMENTS

#### Cosmetology:

- Have a high school diploma, or its equivalent; or
- Is at least 16 years of age; and is beyond the age of compulsory school attendance and fulfills criteria for admission as a student
- Must complete 1500-hour program in Illinois;
- Pass a written State Examination with 75% grade or higher.

#### Teacher Training Course

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

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

### STATE BOARD EXAMINATION CHARGES:

Upon the student meeting all graduation requirements he/she will be able to access and complete the examination application:

Via the internet at [www.continentaltesting.net](http://www.continentaltesting.net) and pay the examination fee with a credit card (VISA or MasterCard); or in paper form by downloading the application:

- From the Division of Professional Regulation's web site [www.idfpr.com](http://www.idfpr.com); or
- From the CTS web site [www.continentaltesting.net](http://www.continentaltesting.net); or
- Call the Division at 217/782-8556 and request an application.

State Board Examination Charges are the responsibility of the student. The State Board fees vary every year. All fees are nonrefundable. Keep in mind that if you have been convicted of any criminal offense in any state or in federal court (other than minor traffic violations); it will be to the state's discretion to request additional information from you and it may require extra time before approving the license. Also, you must be certain at the time of application not to be more than 30 days delinquent in complying with a child support order, or being in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this state.

## STUDENT'S RIGHTS

As a STUDENT enrolled in an accredited and approved Cosmetology School in the State of Illinois, you, as a student have the following RIGHTS:

1. You have the RIGHT to a completed Enrollment Agreement before you sign it. This means that there should be NO BLANK SPACES on the Enrollment Agreement.
2. If the Enrollment Agreement is negotiated orally in a language other than English, you have the RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the Enrollment Agreement.
3. You have the RIGHT to receive a copy of the Enrollment Agreement which you sign.
4. You have the RIGHT to know the scheduled starting date and calculated completion date of your course of study.
5. You have the RIGHT to know the total cost of the course of instruction, including any charges made by the school for tuition, books, materials, supplies and other expenses.
6. You have the RIGHT to cancel your initial enrollment up to midnight of the 5<sup>th</sup> (fifth) business day after you have been enrolled.
7. Should you use your RIGHT to cancel, your initial enrollment agreement, cancellation MUST be in writing and given to the registered agent, if any, or managing employee of the school or postmarked by the 5<sup>th</sup> (fifth) business day.
8. You have the RIGHT to know the number of students who did not complete the course of instruction, for which they enrolled for the past calendar year, as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during the course of study, up to 7 (seven) years since your enrollment date. Once hours are earned, they can't be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school, provided, you have met ALL financial obligations set forth in your Enrollment Agreement.
11. You have the RIGHT to a refund for certain unearned tuition, fees, and other charges. The Refund Policy is contained in the Illinois Barber, Cosmetology, and Esthetics Act of 1985.
12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your WRITTEN complaints to either:

### Mailing Address for the IDFPF Complaint Intake Unit Chicago:

Department of Financial and Professional Regulation  
Division of Professional Regulation  
Complaint Intake Unit  
100 West Randolph Street, Suite 9-300  
Chicago, IL 60601  
Phone: 312/814-6910

Springfield:  
Department of Professional Regulation  
Enforcement Division  
320 W. Washington, 3<sup>rd</sup> floor  
Springfield, IL 62786  
Phone: 888-473-4858

13. You may obtain a copy of the Illinois Barber, Cosmetology and Esthetics Act of 1985 and the Rules for the Administration of the Act by calling 217-785-0894.
14. If a student is referred to the formal disciplinary process, he/she is entitled to certain rights as a guarantee of fundamental fairness. Please check "Students Rights within the Disciplinary Process" in school catalog.

## SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement maybe ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

### Attendance Standard for Cosmetology and Teacher Training Course

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

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

Cumulative clock hours of scheduled attendance as of the evaluation date

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

### Academic Standard for Cosmetology

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

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

Cosmetology Students

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

## Cosmetology and Teacher Training Theory Grading System:

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

## Cosmetology Practical Grading System:

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

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

Academic Standard for Teacher Training

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

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

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

## Theory Grading System:

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

## Practical Grading System:

10	Yes' - 100%	Excellent
9	Yes' - 90%	Good
8	Yes' - 80%	Satisfactory
7	Yes' - 70%	Unsatisfactory
6	Yes' - 60%	Unsatisfactory
5	Yes' - 50%	Unsatisfactory

4	Yes' - 40%	Unsatisfactory
3	Yes' - 30%	Unsatisfactory
2	Yes' - 20%	Unsatisfactory
1	Yes' - 10%	Unsatisfactory
0	Yes' - 0%	Unsatisfactory

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

### Review and Evaluation Periods

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

### Evaluation Periods:

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

Cosmetology: 450, 900, 1200

Teacher Training: 450, 900

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

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

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

### Warning

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

### Probation

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

### Appeals

Students who have been designated as not making satisfactory academic progress may appeal the determination with the School based on a death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student's appeal must be made in writing to the school manager and must be received within 10 days of the determination of unsatisfactory progress. The

student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the School's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The School will review the student's appeal and related documentation and its resulting decision will be final. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. If the student does not prevail upon appeal due to insufficient documentation, the student will continue the same status, as determine not making satisfactory academic progress. No more than one appeal may be granted during any one period of enrollment.

### Interruptions and Withdrawals

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

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

### Noncredit Remedial Courses / Course Incompletes & Course Repetitions

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

### Changes in Majors or Degrees

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

### Pursuit of a Second Degree

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

### Transfer Hours

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

Maximum Time Frame

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

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

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

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

Determination of Status:

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

Leave of Absence (LOA) Policy

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

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

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

1. A student may request a leave of absence not to exceed 60 days due to personal or family illness, pregnancy, military service, and other personal reasons. There must be a reasonable expectation that the student will return from the LOA.
2. A second leave of absence may be requested after (30) days from the return date of the first LOA.
3. Special circumstances or other situations can be taken into account for an additional leave and can be reviewed and granted by Cannella School of Hair Design-Elgin, Inc. on a case by case basis.
4. New students cannot request for a Leave of Absence (LOA) until after (90) ninety days from their start date, unless the student has written proof from a physician due to their own serious health conditions.
5. All requests for leaves of absence must be submitted in advance in writing, must be signed, and must be dated.
6. The student's application for a Leave of Absence (LOA) must include the reason for the student's leave request. If the student refuses to state the reason for requesting an LOA, their application will be denied. Also, the student cannot state the reason for the request is for personal reasons only, without explaining in detail the personal issue.
7. The student is required to apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so (for example, injured in a car accident, etc.). The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.
8. Obtain a Leave of Absence (LOA) form from your school manager's office.
9. Complete and submit the Leave of Absence (LOA) form to the school manager for approval.
10. The student must follow the school's policy in requesting the LOA. Approval of the student's request for an LOA is in accordance with the institution's policy.
11. A student granted an LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time.
12. The Leave of Absence Request Form will state the date student shall return from the LOA, if student does not return on the date stated he/she will be dropped from the program on the date required to return. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance.
13. Upon the student's return, the student simply resumes or continues the same payment period and coursework. The institution does not assess the student any additional institutional charges as a result of the LOA.
14. A student who does not submit a Leave of Absence (LOA) to the school manager will be considered an absentee.
15. If the student is (30) thirty consecutive days absent without any notification or does not return from their leave of absence by their end date, the student will be 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.

## TERMS OF PAYMENT/PAYMENT METHODS

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

*We accept the following methods of payment:*

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

## 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.

**REFUND POLICY**

**“BUYER’S RIGHT TO CANCEL”** The student and/or guardian have the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled. 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. When notice of cancellation is given within 5 days after the date of enrollment, all enrollment fees, tuition, and any other charges shall be refunded to the student.
2. 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.
3. 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.
4. 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 and other instructional charges in accordance with the requirements of the school’s regional or national accrediting agency, if any, or in accordance with subsection 4(a) of this Section.
  - (a) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

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

5. Applicant not accepted by the school shall receive a refund of all tuition and fees paid.
6. 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.
7. 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.
8. Enrollment fee shall be chargeable at initial enrollment and shall not exceed \$100. The school will charge an enrollment fee to students who have withdrawn and wish to re-enter, of \$100.00.
9. All deposits or down payments shall become part of the tuition.
10. The school shall mail a written acknowledgement of a student’s cancellation or written withdrawal to the student within 15 calendar days of the date of notification.
11. 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.
12. Refund time: All refunds will be calculated based on the students last date of attendance. Any monies due the applicant, student, guarantor or any other party shall be refunded within forty-five (45) days of the date of cancellation (as defined in item #6), or formal termination by the school (see item #13).

13. Formal termination: a) 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. b) Failure To Return From A Leave Of Absence: In the case where a student fails to return from an official leave of absence, the date of formal termination shall be the date upon occurs which the student was scheduled to return but did not, or the date that the student notifies the school that he/she would not be returning. Any refund owed shall be made within forty-five (45) days of the date of formal termination. c) Other Reasons For Termination: In cases where a

student is terminated after commencing classes for disciplinary reasons, for lack of satisfactory progress, for any reason, by either party, including student decision, course or program cancellation, school closure or any other reason, the refund shall be calculated in accordance with the terms of this policy applicable at the time of termination.

14. Enrollment Fees: Enrollment fee shall be chargeable at initial enrollment and shall not exceed \$100. The school will charge an enrollment fee to students who have withdrawn and wish to re-enter, of \$100.00.

15. Withdrawals/Termination Fees: Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the school (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

16. Cancellation of Course: If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department.

17. 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.

18. School Closure: If the school permanently closes after the student has commenced classes, the school shall retain: a) The enrollment fee; b) The cost of any books or materials, which have been provided by the school and retained by the student; c) 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.

19. 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.

20. Fees for equipment (which cannot be reused for sanitary reasons) are separately itemized and are non-refundable, except under the terms of item #5, item #6, & item #19.

## FERPA - NOTIFICATION OF STUDENT RIGHTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## STUDENT-RIGHT-TO-KNOW AND FEDERAL RETENTION RATE DISCLOSURE

Cannella School of Hair Design-Elgin

Effective Date: July 1, 2017

Pursuant to the federal *Student Right-to-Know Act*, on an annual basis, our school determines and makes available an overall graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. In addition, our school also provides the Student-Right-to-Know graduation rate disaggregated by various sub-categories, as determined and defined by the U.S. Department of Education.

The Student Right-to-Know graduation rate is based on a "cohort study," meaning that a group or "cohort" of students is identified and then monitored over a period of time. The current rates, set out below, are based on the group of students who enrolled for the first-time, as full-time students, between September 1, 2015 and August 31, 2016. The rate represents the number of those students who earned their degree or certificate within 150% of the normal time required to complete their program. The rate does not include students who left school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled also are excluded.

It's important to note that the Student Right-to-Know graduation rate is calculated at the school level. In other words, there is one rate for the entire school, not a rate for each specific program. Certain institutions also are required to calculate and distribute graduation or completion rates for students receiving athletically related student aid, as well as transfer-out rates. These requirements, however, are not applicable to our school. The most recent, disaggregated Student-Right-to-Know graduation rate for our school is set out in the following chart:

Student Category	Number of Students	Number Graduating Within 150%	Graduation Rate
Men	-*	-*	-*
Women	-*	-*	-*
Nonresident Alien	-*	-*	-*
Hispanic/Latino	-*	-*	-*
American Indian or Alaska Native	-*	-*	-*
Asian	-*	-*	-*
Black or African American	-*	-*	-*
Native Hawaiian or Other Pacific Islander	-*	-*	-*
White	-*	-*	-*
Two or More Races	-*	-*	-*
Race and Ethnicity Unknown	-*	-*	-*
Received Pell Grant	-*	-*	-*
Received Subsidized Stafford Loan but no Pell Grant	-*	-*	-*
Received No Subsidized Stafford Loan or Pell Grant	-*	-*	-*
<b>OVERALL</b>	-*	-*	-*

Our school also makes available each year a federal retention rate, which is the percentage of first-time, full-time students from the previous fall who are still enrolled, or successfully completed their program, the following year. Like the Student-Right-to-Know graduation rate, this

retention rate is based on a cohort study and calculated at the school level (*i.e.*, there is one rate for the entire school, not a rate for each specific program). The most recent federal retention rate for our school is set out in the following chart:

Number of Students in Fall 2015	Number Still Enrolled or Completed as of Fall 2016	Retention Rate
_*	_*	_*

Current and prospective students may request a paper copy of this disclosure from the Manager. This disclosure also is available on our school's website at [http://cannellabeautyschools.com/cbs\\_services.html](http://cannellabeautyschools.com/cbs_services.html).

\* "-" Indicates that there were no students in this category, or that the student population for this category is too small to be disclosed with confidence or confidentiality (*i.e.*, fewer than 10 students).

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Student-Right-to-Know and Federal Retention Rate Disclosure (Effective: July 1, 2017)

**Cannella School of Hair Design**  
**For the Award Year 2015-2016: Cosmetology**

**Median Loan Debt\***

27 All students of the Cosmetology Program who graduated during the 2015-2016 award year median loan debt is \$0

**On-Time Completion Rate**

10 out of 27 On-time completion rate for all students of the Cosmetology Program during the 2015-2016 award year  
 37.04% **On-Time Completion Rate**

**\*Note for all Schools above:**

1. Figures represent median loan debt at graduation during the award year 2015-2016;
2. Figures do not include capitalization of interest;
3. Figures are net amount;
4. Figures represent only for full-time students.

**Cannella School of Hair Design**  
**Placement, Licensure and Completion Rates**  
**For Calendar Year 2016: Cosmetology / Cosmetology Teachers**

117 W. Chicago St.  
 Elgin, IL 60123

**Graduation Rate: 90.00 %**

18 out of 20 All students who were scheduled to complete the program and graduated.

**Placement Rate:\* 61.11 %**

11 out of 18 All students who were scheduled to be placed to work in their field and got jobs.

**Licensure Rate: 81.25 %**

13 out of 16 All students who took the State Board Examination and passed.

**\*Note:**

The placement rate will be based on the cohort of students who actually completed in the calendar year immediately preceding the current year (regardless when they were scheduled to complete) and are eligible for placement. The school may exclude completers from eligibility for placement based on the following reasons:

- The completer is deceased
- The completer is permanently disabled
- The completer is deployed for military service/duty
- The graduate studied under a student visa and is ineligible for employment in the U.S.
- The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership)