



# **LOUISVILLE BEAUTY ACADEMY CATALOG AND PROCEDURE**

**NO DISTANCE LEARNING AVAILABLE – ONLY ONSITE**

**1049 Bardstown Rd**

**Louisville, KY 40206**

**502-625-5531**

**[www.LouisvilleBeautyAcademy.net](http://www.LouisvilleBeautyAcademy.net)**

**[LouisvilleBeautyAcademy@gmail.com](mailto:LouisvilleBeautyAcademy@gmail.com)**

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**By Di Tran,  
Louisville Beauty Academy CEO**



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Louisville Beauty Academy



## OUR MISSION STATEMENT

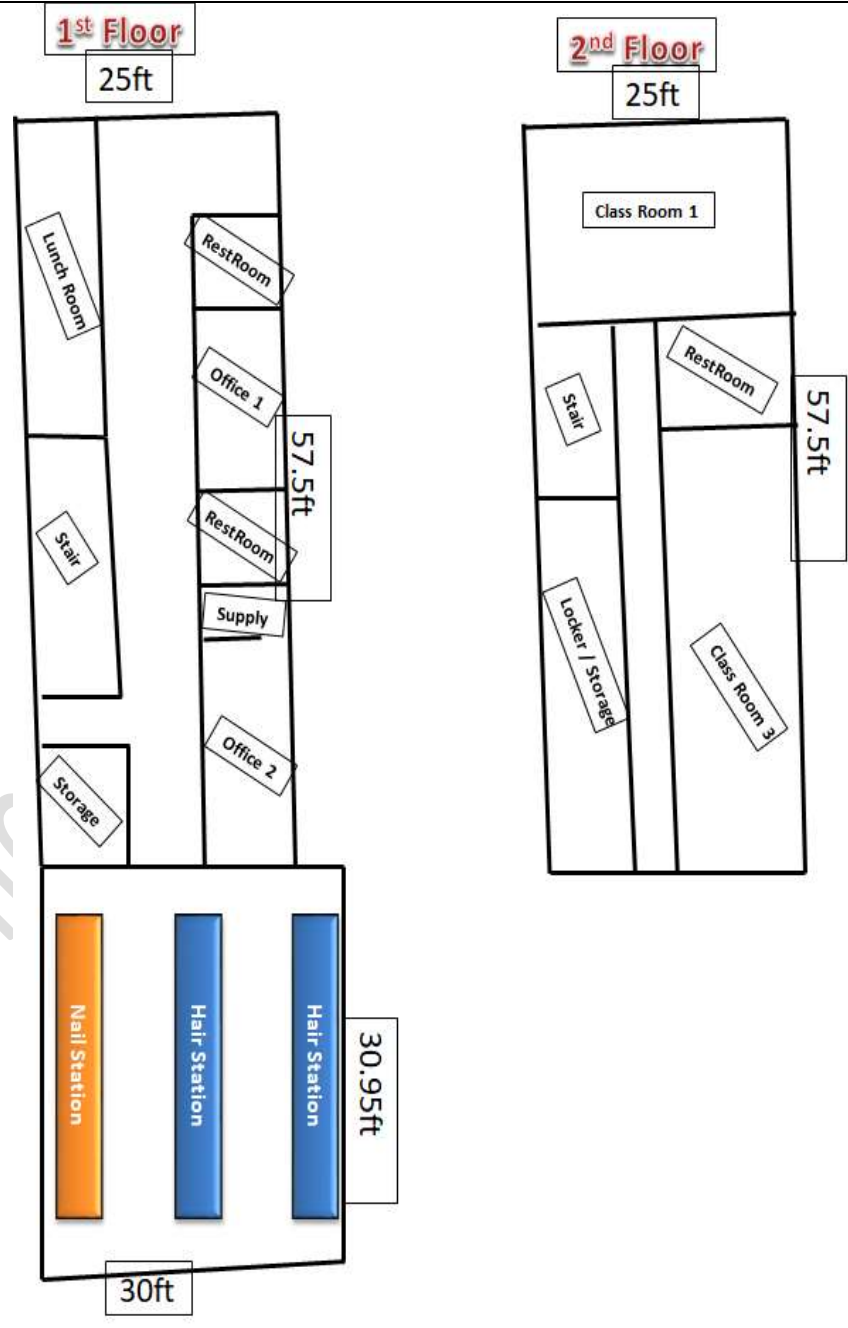
To provide the student with the theoretical and practical programs in the fields of cosmetology, esthetics, nail technology, and cosmetology/esthetic/nail technology instructor.

## FACILITIES

**1049 Bardstown Rd  
Louisville, KY 40206**

– Louisville Beauty Academy location floor plans are shown as followed:

- 1) 2 floors
- 2) 1<sup>st</sup> floor is used for both Nail and Cosmetology programs – theory class and clinical practice
- 3) The 2<sup>nd</sup> floor is used for theories class and esthetic clinical practice
- 4) There are 2 instructors/enrollment office on the 1<sup>st</sup> floor
- 5) There is 1 instructor office on the 2<sup>nd</sup> floor





## OWNERSHIP & HISTORY

Louisville Beauty Academy is started, certified and approved by the state board of cosmetology and hairdresser of Kentucky on January 12<sup>th</sup>, 2017. Di Tran and his wife, Vy Truong found the company Louisville Beauty Academy LLC at the beginning of 2016.

Di Tran is a principal software architect/engineer, an Information Technology adjunct instructor, and a highly motivated community advocate. Vy Truong is a pharmacist and a pharmacy preceptor. Di Tran and Vy Truong are educationally focused and would like to enable the community, especially those in need; low income and immigrant through education.

## OWNERSHIP, MANAGEMENT, AND INSTRUCTIONAL STAFFS

Di Tran	StockHolder/Chief Executive Officer
Vy Truong	StockHolder/Chief Operating Officer
Crystal R. Beeler	Manager/Instructor
Lisa Stillwell	Instructor

## LICENSES, & MEMBERSHIPS

### **Licensed by:**

Kentucky Board of Hairdressers & Cosmetologist  
 111 St. James Court Suite A  
 Frankfort, KY 40601  
(502) 564-4262

## HOURS OF OPERATION

Monday – Friday 8am - 6:30pm  
 Saturday 8 am – 2 pm

## HOLIDAYS THE SCHOOL WILL BE CLOSED

Holidays and school closures:

- New Year’s Day, and 2<sup>nd</sup>
- Memorial Day – Last Monday of May
- Independence Day – July 4
- Labor Day – First Monday of September
- Thanksgiving Day and Friday after Thanksgiving - Last Thursday of November
- Christmas Day – Dec 25

Any other day’s that the school decides to close outside of those days, students will be notified before.

## COSMETOLOGY CLASSES START

Classes begin the first Tuesday of each month or as needed.



## ESTHETICS CLASSES START

Classes begin the first Tuesday of each month or as needed.

## MANICURING/NAIL TECHNOLOGY CLASSES START

Classes begin the first Tuesday of each month or as needed.

## INSTRUCTORS CLASSES START

Classes begin the first Tuesday of each month or as needed.

## PROGRAM ATTENDANCE POLICIES

Full, part-time or fewer students attend classes based on the contracted hours for the program enrolled in.

## NOTIFICATION OF UNEXPECTED CLOSURE

The school maintains regular hours throughout the year except for severe weather conditions. In the event of unexpected closure students will be notified via Louisville Beauty Academy website, social media such as Facebook, or via text.

## VACATIONS

Louisville Beauty Academy does not close for vacation. If a student elects to take a vacation, those hours will count as part of the students allowed absences.

## OUR TEACHING METHOD

Our teaching system involves quality products available on the market along with with market recommended and customized techniques. Our cosmetology, esthetics and nail technology students have been successful due to our unique instructional program that is divided into four levels

- **Level 1** - Introductory work in skills and theory
- **Level 2** - Students begin to work with live models in the clinic area under instructor supervision. Time is devoted to teaching specialized activities.
- **Level 3** - Additional clinic work under instructor supervision with advanced
- **Level 4** - State board examination process

## ADMISSION REQUIREMENTS

1. Completion of the enrollment agreement
2. State ID or driver license
3. Local address or temporary address if driver license does not has the most updated local address
4. High school diploma or equivalent (GED), Louisville Beauty Academy only accept diplomas as acceptable by the state. Louisville Beauty Academy will review Ability to benefit test, and does not guarantee acceptance of this.
  - For foreign high school diploma or transcript, Louisville Beauty Academy only accept the translated version of the high school diploma or transcript from



acceptable agency

5. Registration fee, which is due by the first day of class unless prior arrangements are made.
6. For students re-entering the program, refer to the Satisfactory Academic Policy (SAP).
7. For a transferred student from another state outside of Kentucky, your transferred hours has to be received and accepted by the state board of Kentucky before enrollment, for the hours to be accepted by Louisville Beauty Academy.

## PHYSICAL REQUIREMENTS FOR ADMISSION

The applicants enrolling for this course must be free from contagious and infectious diseases and mentally and physically able to perform the work required.

## TRANSFER STUDENTS

Louisville Beauty Academy may accept hours that a student has accrued at another school unless the student is unable to complete the minimum requirements set by the state board in the allotted time described by said board. Transfer students must attend and pay for a minimum number of hours as determined by management and required by State Law. Credit for hours accumulated at the former school shall be applied if certification of the hours and progress has been received at Louisville Beauty Academy before the student's graduation and complete the State Board requirements in the allowed amount of time. Transfer hours from another institution that are excepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted (see Length of Course pg. 15).

Reciprocity is defined as the ability of a student licensed in one state to obtain a license in another state. It is necessary to obtain from the Kentucky Board of Hairdressers & Cosmetologists specific requirements as it relates to reciprocity for a particular state.

Louisville Beauty Academy does not recruit students already attending another school.

## HOUSING

Housing is not offered. Rooms and apartments are available within walking distance of the school. Public parking is available.

## JOB COUNSELING SERVICES

The school through contact with local salons maintains a placement assistance service for graduates. These job openings are posted, however, we cannot guarantee employment. Counseling is provided through the Director upon request from the

## GRADUATION REQUIREMENTS

**Cosmetology** Each student must complete the following:

1. Complete 1500 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score



5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral and pass with 75% or higher.
7. Satisfy all financial responsibilities to the school.

**Esthetics** Each student must complete the following:

1. Complete 750 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score
5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral exam and pass with a 75% or higher.
7. Satisfy all financial responsibilities to the school.

**Manicuring/Nail Technology** Each student must complete the following:

1. Complete 450 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score
5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral exam and pass with a 75% or higher.
7. Satisfy all financial responsibilities to the school.

**Instructors** Each student must complete the following:

1. Complete 1000 (KY) clock hours of training
2. Complete the State practical requirements.
3. Satisfactorily pass all written test 75% or higher score.
4. All practical work with a 75% or higher score
5. The student must take a final written exam and pass with a 75% or higher.
6. The student must take a final practical and oral and pass with 75% or higher.
7. Satisfy all financial responsibilities to the school.

Upon graduation, students will receive a diploma of course completion. This diploma will be signed and dated by the school administration and will have the student's name and date of graduation. In Kentucky students must complete application to be sent to KY state board for testing to become licensed.

## **COURSES AVAILABLE**

### **Cosmetology**

A basic course consisting of a minimum of 1500 (KY) clock hours of training is required. It includes the following minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into the salon as a cosmetologist, hairstylist, and hair designer. Students completing this course will receive a diploma.

#### ***Cosmetology Course Outline***

- Course Title: Cosmetology KY (1500)
- Language: English
- Text: Milady's Standard Cosmetology





- Course Description: This course contains all practical and theoretical applications of cosmetology. It is designed for the student attending on a full-time regular basis. Upon completion of this course, the student will be prepared for employment in salons and other positions of the beauty industry.
- Course Objectives: The objective of the course is to develop competitive students with a high level of perfection and distinction and to provide a solid foundation for graduates in the many opportunities available in the beauty industry.
- Course Format: Teachers will use the following teaching techniques: lecture, demonstrations, discussion, visual aid, classroom practice, and clinical practice.

<u>Subject:</u>	<u>Total Hours:</u>
Orientation and Haircutting	275
Sanitation	40
Statutes & rules	10
Salesmanship	10
Management	10
Manicuring/Nail Technology	30
Pedicuring	20
Hair Removal (waxing)	15
Eyebrow, Upper lip and chin	
Anatomy & Physiology	5
Skin	5
Hair	5
Electricity	5
Chemistry	10
Shampooing	35
Scalp Treatments	20
Facials & Makeup	65
Hair Coloring	190
Texture Services	320
Hairstyling	280
(Weaving, pressing & finger waves)	
<u>Discretionary Hours</u>	<u>150</u>
<b>Total Curriculum</b>	<b>1500</b>

1. Curriculum for freshmen students.

A. Theory and related theory class, 100 hours.

1. General theory, including State cosmetology law and applicable administrative regulations, promulgated thereunder.

2. Clinical theory.

3. Lecturing theory.

B. Clinical and related theory class (freshman practice class on students or mannequins), 200 hours.

1. Cold waves.

2. Facials and make-up.

3. Complete "S" formations or complete finger waves.



4. Pin curl technique.
  5. Hair shaping.
  6. Hairstyling techniques.
  7. Lash and brow tint.
  8. Eyebrow arches.
  9. Nail technology.
  10. Scalp treatments.
  11. Shampooing.
  12. Hair coloring, bleaching, and rinsing (mixing and formulas).
  13. Heat permanent.
  14. Safety measures.
2. Curriculum for junior and senior students.
- A. Theory and related theory class, 500 hours, including:
    1. Professional practices;
    2. Life sciences (general anatomy);
    3. Physical sciences (chemistry and treatment);
    4. Hair designing safety measures; and
    5. Kentucky cosmetology laws and applicable administrative regulations.
  - B. Clinical class, 1,000 hours.
    1. Hair conditioning treatments.
    2. Scalp treatments.
    3. Hair shaping.
    4. Shampoos.
    5. Cold waves.
    6. Chemical hair relaxing (permanent wave).
    7. Complete "S" formation and complete finger waves.
    8. Pin curl techniques.
    9. Hairstyles.
    10. Iron curling.
    11. Hair coloring and toning.
    12. Bleaches and frostings.
    13. Facials and make-up.
    14. Nail technology.
    15. Lash and brow tints.
    16. Eyebrow arches.
    17. Color rinses (certified color).
    18. Wiggery.
    19. Professional ethics and good grooming.
    20. Salesmanship.
    21. Reception desk and telephone answering.
    22. Recordkeeping.
    23. Dispensary (procedures for ordering supplies and retail merchandise).
    24. Personality development.
    25. Salon management.
    26. Public relations



**Grading Scale:**

90-100	A Excellent
80-89	B Good
75-79	C Average
0-74	F Failing

**Manicuring/Nail Technology**

A basic course consisting of a minimum of 450 (KY) clock hours of training is required. It includes the following minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into the salon as a manicurist or nail technician. Students completing this course will receive a diploma and copy of their official transcripts.

***Manicuring/Nail Technology Course Outline***

- Course Title: Manicuring/Nail Technology KY (450)
- Language in which course is taught: English
- Test: Milady’s Standard of Nail Technology
- Course Description: The primary purpose of this Manicuring/Nail Technology Course is to train the students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to obtain licensure and competency in entry-level positions in a related field.
- Course Objectives: To develop competitive students with a high level of perfection and distinction and to provide a solid foundation for graduates in many opportunities available in the beauty industry and related career field.
- Course Format: Teachers will use the following teaching techniques: lecture, demonstrations, discussions, visual aid, classroom practice, and clinical practice.

<u>Subject</u>	<u>Hours</u>
Orientation, Sanitation	40
Anatomy & Disorders	25
Laws	10
Nail Techniques	200
Tips, Sculptures, Overlays, Gels, Wraps, Acrylics, Etc.	
Manicuring/Nail Technology	60
Pedicuring	35
Chemistry	10
Salesmanship	15
Electric Drill	120
Discretionary Hours	35
<b>Total Curriculum:</b>	<b>450</b>



**Grading Scale:**

90-100	A Excellent
80-89	B Good
75-79	C Average
0-74	F Failing

1. Curriculum for freshmen students:

1. Science and theory:

- A.1. Equipment;
2. Sterilization;
3. Sanitation;
4. Chemistry and types of artificial nails;
5. Public and personal hygiene safety measures; and
6. Statutes and administrative and laws regulations governing cosmetology and

Manicuring/Nail Technology

- B. Nail condition and manicure techniques.
- C. Hand and arm massage.
- D. Science pertaining to areas of hands and arms.
- E. 1. Personality;  
2. Grooming;  
3. Salon management;  
4. Professional ethics; and  
5. Cosmetic theory laws.
- F. Nails:
  1. Structure and composition;
  2. Growth and regeneration; and
  3. Irregularities.

2. Clinical;

- A. Oil and plain manicure.
- B. Nail polish changes;
  1. Nail polish changes;
  2. Moons;
  3. Half-moons; and
  4. Tips.
- C. Hand and arm massage.
- D. Safety measures.
- E. Care of equipment.
- F. Removal of stains.
- G. Repair work including wraps and tips.
- H. Buffing.
- I. Application of lacquer.
- J. Application of artificial nails.



### **Esthetics**

A basic course consists of a minimum of 750 (KY) clock hours of training as required by the Kentucky Board of Cosmetology. It includes the following minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into the salon as an esthetician and makeup artist. Students completing this course will receive a diploma and copy of their official transcripts.

#### ***Esthetics Course Outline***

- Course Title: Esthetics KY (750)
- Language in which course is taught: English
- Text: Milady’s Standard Esthetics
- Course Description: A basic course consists of a minimum of 700 (IN), 750 (KY) clock hours of training as required by the State Board of Cosmetology. It includes the following minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into the salon as an esthetician and makeup artist.
- Course Objectives: This course contains all practical and theoretical applications of Esthetics. The objective of the course is to develop competitive students with a high level of perfection and distinction and to provide a solid foundation for graduates in the many opportunities available in the beauty industry.
- Course Format: Teachers will use the following teaching techniques: lecture, demonstrations, discussion, visual aid, classroom practice, and clinical practice.

<u>Subject</u>	<u>Kentucky</u>
Orientation and Chemistry	45
Physiology & Histology	60
Bacteriology & Sanitation	40
Introduction & operation to Skin Care Machinery	50
Introduction to Skin Care	50
Skin Care	160
Makeup	60
Hair Removal	70
Introduction to advanced spa	35
Safety Precautions	25
Professional & Personality Development	25
Salesmanship, marketing, salon management & retail	50
State Statutes & rules	10
<u>Discretionary Hours</u>	<u>70</u>
<b>Total Curriculum</b>	<b>750</b>

1. Curriculum for beginning students:
  - A. Theory and related theory class,



1. General theory, including applicable statutes and administrative regulations and applicable federal requirements.
  2. Clinical theory.
  3. Scientific lecturing theory.
- B. Clinical and related theory class with clinical practice class on students or mannequins
  1. Skin analysis.
  2. Esthetic practices.
  3. Diseases and disorders of the skin.
  4. Electricity and light therapy.
  5. Sanitation and sterilization.
  6. Basic facials.
  7. Chemistry.
  8. Color theory and makeup.
  9. Introduction and safety of machines.
  10. Procedures for arching by tweezing or waxing.
2. The curriculum for students with more than 450 hours shall include theory and clinical practice as follows:
  - A. Chemical peels
  - B. Esthetic practices
    1. Consultation.
    2. Skin analysis.
    3. Facial and body treatments.
    4. Disorders and diseases of the skin.
    5. Electricity and light therapy.
    6. Eyebrow arching by tweezing or waxing.
    7. Skincare machines - proper use and safety.
    8. Techniques of massage.
    9. Artificial eyelash application.
    10. Lash and brow tinting.
  - C. Facial and body procedures with and without machines including disincrustation, ionization, all skin types, acne, body wraps
  - D. Makeup application and artistry including corrective and camouflage
  - E. Removal of excess or unwanted hair by tweezing or waxing
  - F. Beautifying or cleansing of the body with preparations, antiseptics, tonics, lotions or creams
  - G. Providing preoperative and postoperative skin care under the immediate supervision of a licensed physician
  - H. Salon management

**Grading Scale:**

90-100	A Excellent
80-89	B Good
75-79	C Average
0-74	F Failing



**Instructor Program**

A basic course consists of a minimum of 750 (KY) clock hours of training as required by the Kentucky Board of Cosmetology. The course requires a Cosmetology, Esthetics or Nail Technology license from the respective state licensing authority, Kentucky. The Instructors program focuses on teaching methodology and preparing future artists for their careers. Students completing this course will receive a diploma and copy of their official transcripts.

***Instructor Course Outline***

- Course Title: Instructors Training KY (750)
- Language: English
- Test: Milady’s Master Educator
- Course Description: This course contains all the practical and theory application of instructor training. Upon completion of this course, the student will be prepared for employment in the school and another educator in the beauty industry.
- Course Objectives: To develop instructors with a high level of perfection and distinction and to provide a solid foundation for graduates in many opportunities available in the beauty industry and related career field.
- Course Format: Teachers will use the following teaching techniques: lecture, demonstrations, discussions, visual aid, classroom practice, and clinical practice.

Subject	Total Hours
Orientation and review of the Pertinent curriculum	150
Introduction to teaching	50
Course outline and development	200
(1) Lesson planning	
(2) Teaching techniques	
(3) Teaching aids	
(4) Developing, administering, and grading examinations	
School administration	50
(1) Record keeping	
(2) Law and rules	
Teaching	
(1) Assisting in the clinic and theory classrooms	100
(2) Practice teaching in the clinic and theory classrooms	200
Totals	750

1. Curriculum
  1. Orientation,
  2. Psychology of student training
  3. Introduction to teaching,



4. Good grooming and personality development,
5. A course outlining and development,
6. Lesson planning,
7. Teaching techniques (methods),.
8. Teaching aids, audio-visual techniques,
9. Demonstration techniques,
10. Examinations and analysis,.
11. Classroom management,
12. Recordkeeping,
13. Teaching observation,
14. Teacher assistant,
15. Pupil teaching (practice teaching)

**Grading Scale:**

90-100	A Excellent
80-89	B Good
75-79	C Average
0-74	F Failing

## PROGRAM COSTS

Most current update on Louisville Beauty Academy cost and scholarships are available on school website (<https://louisvillebeautyacademy.net/louisville-beauty-academy-louisvillebeautyschoolcost-education-programs-courses-package-cost-scholarship-payment-plan-with-no-interest/>)

- Prospect and students are highly recommended to visit school website for the latest information.

These scholarships are *reserved for those who are qualified, often ones that had exhausted other options such as federal financial aid, military benefits, Kentucky vocational rehabilitation assistance, and other grants*. As soon as you enroll in a program, you get the program MAX scholarship available dependent upon your attendance – no need to apply separately.





Nail Care Program

### **Nail Technology Program Cost, Scholarship and Payment Plan Summary**

<b>Hours</b>	<b>450</b>
Tuition	\$5,400
Non-Refundable Registration Fee	\$375 <small>(20% discount for full-time student from \$465.50)</small>
Book/Mindtap	\$395 <small>(15% discount for full-time student from \$475.50)</small>
Kits	\$425 <small>(15% discount for full-time student from \$498.50)</small>
Foreign Diploma Translation - If needed - Not count in total yet	\$95
Foreign Diploma Validation- If needed - Not count in total yet	\$185
<b>Total Package Price</b>	<b>\$6,595</b>



Skin Care Program

### **Esthetician Program Cost, Scholarship and Payment Plan Summary**

<b>Hours</b>	<b>750</b>
Tuition	\$9,000
Non-Refundable Registration Fee	\$375 <small>(20% discount for full-time student from \$465.50)</small>
Book/Mindtap	\$475 <small>(15% discount for full-time student from \$575.50)</small>
Kits	\$1,295 <small>(15% Discount for full-time student from \$1498.50)</small>
Foreign Diploma Translation - If needed - Not count in total yet	\$95
Foreign Diploma Validation- If needed - Not count in total yet	\$185
<b>Total Package Price</b>	<b>\$11,145</b>



Hair Care Program

**Cosmetology Program  
Cost, Scholarship and  
Payment Plan Summary**

<b>Hours</b>	<b>1,500</b>
Tuition	\$18,000
Non-Refundable Registration Fee	\$375 <small>(20% discount for full-time student from \$465.50)</small>
Book/Mindtap	\$475 <small>(15% discount for full-time student from \$575.50)</small>
Kits	\$1,802 <small>(23% discount for full-time student from \$2,350)</small>
Foreign Diploma Translation - If needed - Not count in total yet	\$95
Foreign Diploma Validation- If needed - Not count in total yet	\$185
<b>Total Package Price</b>	<b>\$20,652</b>



Certified Beauty Instructor Program

**Beauty Instructor  
Scholarship and Payment  
Plan Summary**

<b>Hours</b>	<b>750</b>
Tuition	\$9,000
Non-Refundable Registration Fee	\$375 <small>(20% discount for full-time student from \$465.50)</small>
Book/Mindtap	\$475 <small>(15% discount for full-time student from \$575.50)</small>
Kits	\$1,802 <small>(23% discount for full-time student from \$2,350)</small>
Foreign Diploma Translation - If needed - Not count in total yet	\$95
Foreign Diploma Validation- If needed - Not count in total yet	\$185
<b>Total Package Price</b>	<b>\$11,652</b>



\*Student Registration Fee, books and equipment are non-removable – non-returnable after receipt and issuance. Payments may be made in the form of cash, money orders, credit card or through non-federal agency loan programs. Credit/debit card payment will be added with 3% credit/debit card processing fee.

### REFUND POLICY – NOTICE OF CANCELLATION

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

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. In type 2, 3 or, 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
7. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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



50% and over	100%
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- All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out an agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Enrollment time is defined as the time elapsed between the actual starting date and the student's last date of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined above, or formal termination by the school which shall occur no more than 45 days from the last day of physical attendance. A student on an approved leave of absence notifies the school that he or she will not return. Unofficial withdraws are determined by the school through monitoring student clock hour attendance weekly.

## FINANCING OPTIONS

- Cash Payment — The Cash option allows students to either pay their program costs in full prior to the start date of the program or make monthly payments until the balance is paid in full.
- VA Contract Billing Program (if applicable) — Students who are eligible to receive tuition assistance from the Veteran’s Administration must submit the military form to the school’s Financial Aid Office prior to the first class session, in order for the school’s Financial Aid Office to bill Veteran Affairs for the student’s program costs.
- Financial Aid Programs - Financial aid consists of funding provided through federal sources to help cover educational expenses. This funding consists of Pell Grants that do



not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs.

## FINANCIAL AID

The school's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the school will be provided with access to the required financial aid forms and disclosures, the school catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained. The school Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

- **Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment
- **William D. Ford Direct Loan Program:** The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half-time in school.
  - *Direct Subsidized Stafford Loan:* The Direct Subsidized Stafford Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half-time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school or drop below half-time enrollment status.
  - *Direct Unsubsidized Stafford Loan:* The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize on interest payments. Loan repayment begins six months after students graduate, leave school or drop below half-time status.
  - *Direct Parent Loans for Undergraduate Students (PLUS):* For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins within 60 days after the loan has been fully disbursed.

## APPLYING FOR FINANCIAL AID

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid.



### **To apply for Financial Aid:**

- The student must apply for an FSA ID at the following website:  
<https://fsaid.ed.gov/npas/index.htm>.
- Once that has been completed, the student may now complete their FAFSA at  
<https://fafsa.ed.gov/>.
- After those have been completed, you must now complete a Federal Student Loan Entrance Counseling Session and complete and submit the Direct Loan Master Promissory Note at <https://studentloans.gov/myDirectLoan/index.action>. In addition, the student must complete and submit other required forms or documentation as requested by the school's Financial Aid Office.

### TRANSCRIPT OF RECORDS

A transcript of the student's record will be issued to the student upon written request provided all money owed the school has been paid in accordance with the above policy and a transcript fee of \$10.00 has been paid.

### DISCLOSURE OF EDUCATIONAL RECORDS/STUDENT PRIVACY

All students, parents or guardians of dependent minor students, proper authorities of the schools and government agencies have the right to inspect, review, and challenge information contained in the educational records of the school. The student's records may be reviewed with the director of the school at a time that is during normal business hours. The director of the school will assist the student or allow the party to evaluate the records.

Education records are defined as files, materials, and documents, which contain information directly related to the student such as name, address, and phone number of the student, date, and place of birth, major field of study, dates of attendance, degrees, and awards received, date of graduation, the previous school attended, and/or date of graduation from the previous school and maintained by the institution.

Before publishing "directory information" such as name, address, and phone number of student, date, and place of birth, major field of study, dates of attendance, degrees, and awards received, date of graduation, previous school attended, and/or date of graduation from the previous school, allow the student or guardian to deny authority to publish one or more of these items:

Provide and permit access to student and other school records as required.

### STUDENT INFORMATION RELEASE POLICY

1. Request for information on a former student/ student of Louisville Beauty Academy may be made in writing, or upon proper identification, by telephone.
2. A written request must state precise information requested.
3. A written request must be signed and dated.
4. Upon receipt of the above written request, the Director of Louisville Beauty Academy will discuss with the student and/or parent (if the student is a dependent minor) if the student and/or parent will sign the release form for a specific person. If the student and/or parent do sign, the information will be forwarded or released by phone. Graduating students will



be allowed to leave a signed release upon graduation.

5. Each and every student and/or parent, or past student of Louisville Beauty Academy has the right to access his or her records for review at any time (as pre-arranged with the Director, during normal business hours).
6. The Director will provide proper supervision and interpretation of student records being reviewed.
7. Transcript service for eligible students is available upon request for a fee of \$10.00 each.
8. Louisville Beauty Academy as required by law will maintain and store all student records for a period of 7 years after the student leaves school regardless of whether the student graduates or not.
9. If a graduate chooses not to release information from their files, the school manager/owner will only inform the interested parties as to public information of whether the student did or did not graduate and the approximate date of graduation.
10. All material which pertains to any students' financial records will be stored in the student's personal records which are in the fireproof file cabinet. These records may only be accessed by the school manager, the financial aid officer, or authorized third parties.

## RULES AND REGULATIONS OF THE SCHOOL

1. All students must be clocked in and in class at the start of each session.
2. If you are more than 30 minutes late, you may not enter the classroom for a theory session.
3. If a student must be absent from school, please call the office before 10:00 am Tuesday through Saturday. A letter must be submitted stating reasons for any absences beyond three (3) days.
4. Students must make up time for absences. A charge of an hourly rate as stated on student contract will be charged to any student who fails to complete their training within the allotted contract date. This charge will be applied only after the contract ending date.
5. Students are not permitted to leave the school while clocked in. If a student leaves the build they must be clocked out and clock in upon return.
6. Students will have a one-half hour off for lunch.
7. Each student will check only himself or herself IN and OUT at the time clock.
8. For a more professional appearance, student's uniforms shall consist of:
  - Black T-shirt
  - Black slacks or skirt (skirt must cover knees, skirt or pants may not touch the floor)
  - Black closed toe shoes (leather or vinyl required)
  - Socks or Pantyhose (Black or skin toned)
  - No Denim or Corduroy Material (this means NO Jeans)
  - Name tag (1 name tag will be provided for each student. If it is lost or misplaced, it is the
  - Responsibility of the student to purchase a replacement)
9. Students must obey all rules of personal hygiene and sanitation.
10. Students are responsible for their own personal property and equipment.
11. Students must have their kits and books ready for use and inspection at all times.
12. Students cannot use the school business telephone to place outgoing calls or receive incoming calls. Cell phones and or pagers are not permitted to be in use in any form inside the school.
13. Each student will at all times while attending school be in proper, clean, the school required uniform; with hair groomed; with a complete set of equipment and tools and behave like perfect



ladies and gentlemen toward patrons, instructors, and fellow students or be subject to immediate dismissal from school.

- 14. Chewing gum and food on the clinic floor or in the classroom is prohibited.
- 15. Unsatisfactory progress scores will be retested within 7 days. If still not passed, the student must retake in 1 month.
- 16. The student must make up all missed tests (which are limited to only three tests failed) before they may return to school and resume their clock-in training.
- 17. These rules and regulations may be changed at any time at the discretion of the Owner/Director and any subsequent changes will be posted to the attention of the students.

### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

**\*All evaluations are based on actual hours acquired by the student.\***

Kentucky Campus	1	2	3	4
Cosmetology (1500 hours)	150	450	900	1500
Esthetics (750 hours)	150	375	N/A	N/A
Manicuring/Nail Technology (450 hours)	150	300	N/A	N/A
Instructor (750 hours)	150	375	N/A	N/A

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress and attendance. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. All evaluations are based on actual hours.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.





## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the 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:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

## QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- A minimum cumulative Theory grade level of 75% or higher.
- A minimum cumulative academic level of 75% or higher on practical worksheet completion.\*
- To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
- A minimum cumulative attendance of 80% of their scheduled hours\*\*

\*To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%.

\*\*We post updated hours on the 1<sup>st</sup> and 15<sup>th</sup> of every month.

## 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. If a student decides to change programs, the hours accepted to the new program will be counted toward Satisfactory Academic Progress, including any transfer credits from the first program or other institutions.



## MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Kentucky</b>	<b>Max. Time Frame Allowed Scheduled Hours</b>		<b>Max. Time Frame Allowed Scheduled Hours</b>
<b>Esthetics (750)</b>		<b>Manicuring/Nail Technology (450)</b>	
35 hours (27 weeks)	938	35 hours (13 weeks)	600
28 hours (34 weeks)	938	28 hours (17 weeks)	600
20 hours (38 weeks)	938	20 hours (23 weeks)	600
<b>Kentucky</b>	<b>Max. Time Frame Allowed Scheduled Hours</b>		<b>Max. Time Frame Allowed Scheduled Hours</b>
<b>Cosmetology (1500)</b>		<b>Instructors (750)</b>	
35 hours (54 weeks)	1875	35 hours (36 weeks)	938
28 hours (67 weeks)	1875	28 hours (45 weeks)	938
20 hours (94 weeks)	1875	20 hours (63 weeks)	938

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. The course must be paid in full before the student is able to receive graduation paperwork.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.



## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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. 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. 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 or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. 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.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

For financial aid purpose, Louisville Beauty Academy will no longer be accepting leave of absence. If the student is out of school for more than 10 days consecutively, the student will need to withdraw. All financial aid and hours will stop at the time of withdrawal. If the student returns in



less than 180 days of the student’s withdrawal, the student will be able to re-enroll with the same financial aid. If the student returns after 180 days. Student hours are reported monthly to the respective Boards of Cosmetology. Student hours are valid for 5 years. In any case, a student enrolls, all transfer hours that are accepted must be discussed before enrollment and student contract is signed.

**Students Scheduled for Kentucky**

<b>Tuesday-Friday</b>	<b>Saturday</b>	<b>Hours per week</b>
8-6:30 (10 hours)	8:00-2:00 (5.5 hours)	35
10-6:30 (8 hours)	8:00-2:00 (5.5 hours)	28
9:00-1:30 (4 hours)	8:00-2:00 (5.5 hours)	20

**SUMMER TERMS**

Our institution offers continual courses and therefore does not offer a standard summer term.

**MAJORS, DEGREES, AND SECOND DEGREES**

We are a for-profit post-secondary school and do not offer majors, degrees or second degrees. Upon graduation, the student will be given a certificate of completion.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect on the school's satisfactory academic progress standards.

**NON-DISCRIMINATION POLICY**

Louisville Beauty Academy, in its admission, instruction, financial and graduation policy practices no discrimination on the basis of race, color, age, sex, creed, religion, ethnic origin, financial status or country or area of residence.

**TERMINATION POLICY**

Louisville Beauty Academy may terminate or suspend, at the directors discretion any students engaged in the following: under the influence of illegal drug(s), influenced by alcohol while attending school, consistent failing grade, poor attendance, physical fight(s) on school premises, theft, violating school rules and regulations, continuously disrupting students learning process, or disrespecting students/instructors or found unfit for the beauty industry.

**EMPLOYMENT STATISTICS**

The majority of the students graduating locate employment due to their education received at the Academy. Due to the ever-increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position. Our Academy and staff have constant inquiries from employers about graduates.



## HOW ARE STUDENTS ARE DOING

The totals below are from a 2017-2018 annual report out of 100+ enrolled students:

- 90+% of our students scheduled to graduate in 2017 and 2018 went on to graduate;
- 90+%, of our students that graduated in that year, have found jobs.
- 90+% of our graduates taking the state board exam administered by the State of Kentucky in 2017 and 2018 passed that examination.

## CAMPUS SECURITY/CRIME REPORTING POLICIES

**A. Timely Warnings:** In the event that a situation arises, either on or off campus, that in the judgment of the Owner/Manager constitutes an ongoing or continuing threat, a verbal and written warning will be issued. Anyone with information warranting a warning should report the situation to the Owner/Manager/Instructional staff via best with text/call at 502-625-5531.

**B. Policy for Reporting the Annual Disclosure of Crimes Statistics:** The Administration Office of this school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The information in this report is compiled by the Administration Office with the help of the Owner/Manager, and local law enforcement

**C. To Report A Crime:** All students and staff are to report any breach of school security such as theft, assault, or misconduct to the Owner/Manager of the school as soon as possible after the occurrence of the act, either in person or via best with text/call at 502-625-5531. If the Owner/Manager is unavailable notify the Administration Office or one of your instructors who will, in turn, see that the Owner/Manager is notified.

The Owner/Manager will be responsible to contact any authority such as local or state police, fire or medical personnel that might be required. The security of the school is monitored by the Owner/Manager continuously during normal business hours. Any breach of security, such as assault, robbery, sale of controlled substances, etc. will be reported to the local police and full prosecution will follow if needed.

Louisville Beauty Academy does not have campus security or police force. We report all crimes directly to the proper civil authorities.

**D. Policy Statement Addressing Voluntary Confidential Reporting:** Louisville Beauty Academy has no policy regarding Voluntary Confidential Reporting.

**E. Policy Statement Addressing Limited Voluntary Confidential Reporting:** Louisville Beauty Academy has no policy regarding Limited Voluntary Confidential Reporting.

**F. Policy Addressing Security and Access:** The security of the school is monitored by the Owner/Manager continuously during normal business hours. During normal business hours, the school is open to the students, staff, and clientele. During non-business hours the school is accessible only by personnel with keys. After hours an alarm system is in place which is monitored by a local Security Firm. Louisville Beauty Academy has no residence halls, therefore there is no policy concerning their security.



**G. Campus Police Authority and Jurisdiction:** Louisville Beauty Academy has no campus police.

**H. Policy Statement Addressing Counselors:** Louisville Beauty Academy does not have Pastoral or Licensed Professional Counselors. Students are encouraged to share any challenge that is creating conflict for them. If outside professional help is needed, a referral is made, and the student is given the name of the appropriate agency and telephone number. The following is an example of professionals trained in dealing with personal crisis management.

- Crisis Intervention 812-949-7305
- Alcohol/Drug Abuse 812-218-0571
- Center for Counseling & Wellness 812-949-9241.

**I. Policy Statement Addressing Security Awareness:** The consumer information, crime report, is updated October 1 of each year. Each team member, student, and the prospective student may view the crime report online.

The Owner/Director of the school will discuss during orientation class on the first day of class the importance of the students to always guard against theft of personal property as well as the theft or misuse of school property. The Owner/Manager will direct all students and staff to report all such activities to the office as soon as possible.

**J. Policy Statement Addressing Crime Prevention Programs:** Louisville Beauty Academy has no Crime Prevention Programs available.

**K. Policy Statement Addressing Criminal Activity off Campus:** Louisville Beauty Academy has no off-campus facilities. If a crime is committed off campus, contact the Louisville Metro Police by calling 911.

**L. Policy Statement Addressing Alcoholic Beverages:** The school through the Owner/Manager will report all illicit alcohol activities occurring that our students are involved indirectly to local authorities. All students are encouraged to report any violations immediately.

**M. Policy Statement Addressing Illegal Drugs:** Although Louisville Beauty Academy has no off-campus organizations to which our students belong or reside, the school through the Owner/Manager will report all illicit drug or alcohol activities, including the possession, sale, manufacture, or distribution occurring that our students are involved indirectly to local authorities. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to criminal prosecution, fine, imprisonment, and expulsion from school.

Louisville Beauty Academy is a Drug-Free environment and any employee or student in violation will be immediately dismissed or expelled...

**N. Policy Statement Addressing Substance Abuse Education:** The management of Louisville Beauty Academy has adopted and put into force a Drug-Free School program. All



students are given a copy of our policies in their student handbooks during orientation and are gone over in detail. In addition, all Students receiving financial aid are given Drug and Alcohol Counseling, including a brochure requiring their signature.

## FERPA

The institution will annually distribute to all enrolled students information About:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

## **Information Sharing & The Family Education Rights and Privacy Act of 1974 (FERPA)**

### **What is FERPA?**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

### **What is considered Directory Information?**

In compliance with **FERPA**, the following statement reflects the school's policy:

*The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, a program of study, awards received, and the most recent previous educational agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform the School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that XYZ is notified in writing by the student to permit the release of "directory information".

### **What about . . . ?**



### **Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

### **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

### **Your responsibilities as a Staff Member**

As an employee of Louisville Beauty Academy, you may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves the release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Director of the Academic Affairs. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a school employee, all of you should have your own accounts and passwords on the administrative computer system and on e-mail. You are responsible for your personal account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

### **In Summary, Remember . . .**

- # checking a person's picture identification when releasing education records is required. Always check to see if the student permitted disclosure of information before you release any information on the student.
- # discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversations on and off the job.
- # removing any document from the office for non-business purposes is a violation of **FERPA**.
- # releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of **FERPA**.
- # Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.
- # making personal use of student information is in violation of **FERPA**.
- # allowing another person to use your computer access code is in violation of **FERPA**.
- # putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.





- # In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to Louisville Beauty Academy
- # Violation of confidentiality and security may lead to appropriate personnel action.

**What information cannot be given out, ever?** What do I mean by this? These are things that cannot be part of your directory information and that you cannot give out, without the student's written permission. You cannot make it something that you say that you will give out. It's really important that your staff is trained in this.

- Social security number. You cannot ever give out the student's social security number, you can't post it, you can't even use some or part of this information to confirm a student's identification. Just don't even go there.
- Citizenship.
- Gender.
- Ethnicity.
- Religious preference. Sometimes that can be challenging if you are a religious-based institution. If you are going to give out the student's religious preference -- say, to a student organization -- the student has to be notified first and has to give their permission for you to do that.
- Grades.
- GPA.
- Daily class schedule. This is really important. Local police authorities may be trying to find your student. Parents may be asking what classes the student is in today. You can't give that out. This even means to parents who are paying the bills.

### **Authorization Consent Form**

This authorization form is not required when the school transmits information to state and federal agencies. This authorization is not also required if student files are subject to institutional, state and federal program review and audit.



**Louisville Beauty Academy  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
STUDENT RELEASE**

Student Name (Last, First) \_\_\_\_\_

Student ID# or SSN# \_\_\_\_\_

**Student's Authorization for Disclosure**

I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and authorize Louisville Beauty Academy to discuss and/or disclose the following education records to the person listed below:

\_\_\_ Transcripts

\_\_\_ Financial records

\_\_\_ Disciplinary Records: \_\_\_\_\_

(specify incident or indicate "All")

\_\_\_ Other \_\_\_\_\_

(please specify)

\_\_\_ All information regarding my enrollment at Louisville Beauty Academy without limitation

Name of Authorized Person: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address of Authorized Person: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

The purpose of releasing this information is

\_\_\_\_\_  
\_\_\_\_\_

**I understand that this authorization will be in effect as long as I am a student at Louisville Beauty Academy or until I revoke this authorization in writing.**

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT GRIEVANCE POLICY**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all



complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints about the institution. The following procedure outlines the specific steps of the complaint process.

- The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
- The complaint form will be given to the school Director.
- The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- 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.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- Students must exhaust the institution's internal complaint process before submitting the complaint, if applicable.