



The Policies and Procedures of the Louisville Beauty Academy

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I. Introduction

The Louisville Beauty Academy is a professional post-secondary educational institution licensed by the Kentucky Board of Cosmetology <https://kbc.ky.gov/Schools/Pages/default.aspx>. It operates according to standards and requirements of KYBOC, as well as the accrediting standards of national accreditation <http://www.naccas.org/Standards>, and those of the U.S. Department of Education/Title IV program <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2020-2021/vol2>. Those requirements apply to every aspect of the Academy’s operations, including student recruitment and enrollment, curriculum and instructional methods, grading and student progress, financial aid, student health and safety, financial stability of the institution, facilities, equipment, accountability and student achievement.

The ownership and leaders of the Louisville Beauty Academy are committed to operating the academy in a manner that meets or exceeds all requirements of the Commonwealth of Kentucky, the accreditation community, and the U.S. Department of Education. To do so, LBA has established and routinely applies specific, standard methods and protocols to the operations of its enterprise. Those key methods and protocols are the heart of this operating manual.

The *Policies and Procedures of the Louisville Beauty Academy* are deliberately shared and reviewed with all members of the academy's faculty and staff to ensure their awareness and understanding of the published standard operating procedures and requirements. The Academy expects all associates to operate their tasks and functions according to the minimum requirements outlined forthwith. The Academy encourages all associates to pursue procedures and protocols that are go above and beyond the minimum requirements, in consultation and collaboration with the LBA management team.

The performance of recurring job tasks according to the procedures outlined in the *Policies and Procedures of the Louisville Beauty Academy* ensures the continuing recognition and approval by local, state and federal authorities. More importantly, it enhances the education experience for students enrolled at the Academy and boosts their opportunity to succeed and thrive once they complete their program of professional study.

II. Admissions & Student Transfers

LBA encourages students from every background and educational attainment level to apply for admission to a program offered by the Academy. The requirements for admission as summarized in the LBA Student Catalog, and the required procedures of enrollment associates, are as follows:

1. Completion of the enrollment agreement. (Enrollment associate must review the enrollment agreement to ensure the relevant fields have been completed, and that the student has physically signed and dated the completed enrollment agreement.)
2. State ID or driver license (Alternate form of government issued identification is acceptable, such as an official passport. If you have questions, confer with the Campus Director).
3. Local address or temporary address if driver license does not have the most updated local address. (Copy of rental agreement, utility bill or other third-party verification of residency are acceptable as well).
4. High school diploma or equivalent (GED). Louisville Beauty Academy only accepts diplomas deemed acceptable by the Commonwealth of Kentucky. Louisville Beauty Academy will consider Ability to Benefit Tests in evaluating credentials for admission, however, passing the ABT alone does NOT guarantee admission. (Consult with the Campus Director before approving ABT test results as fulfillment of this requirement.)

Note: For foreign high school diplomas or transcripts, Louisville Beauty Academy only accepts the translated version of the high school diploma or transcript from an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. ***(Consult with the Campus Director regarding the outside agencies used by the Academy for translation services. In addition, be sure to capture a copy of the original high school/secondary education diploma from the foreign country and include in the student's file.)***

5. Registration fee paid in full. (***Verify with accounting department***).
6. For students re-entering the program, refer to the Satisfactory Academic Policy (SAP). (***Students on an approved Leave of Absence (LOA) are required to resume studies according to the "return date" on the LOA form and the amended enrollment***

agreement. Check to be sure the “return date” on both documents are the same. Consult the Leave of Absence Form in the Appendix.)

7. For a transferred student from another state outside of Kentucky, his/her transferred hours must be received and accepted by the state board of Kentucky before enrollment for the hours to be accepted by Louisville Beauty Academy.
(Contact the KY BoC to acquire the documentation of accepted transferred hours if the student cannot provide.)
8. In addition, the applicant must be free from contagious and infectious diseases and mentally and physically able to perform the work required.
(Review this requirement with the applicant and have them attest to their health and well-being by signing the appropriate section of the admissions application).
9. Students transferring academic credit from other Kentucky colleges or schools approved by the KY BoC must comply with the requirements of state law and the Academy’s credit transfer policy. The key determinations are:
 - a. Hours accumulated at the former school shall be applied if certification of the clock hours and progress is received by Louisville Beauty Academy before the student’s date of graduation.
 - b. The student has ability to complete the State Board requirements in the allowed amount of time.
 - c. Transfer clock hours from another institution that are accepted toward fulfillment of the student’s program requirements are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted (see “Length of Course,” pg. 15, Louisville Beauty Academy Student Catalog). 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.

(To ensure compliance with these requirements and that the transfer student is fully aware of the requirements and limitations of their clock hours derived from another KY BoC cosmetology school, review the applicant’s circumstance with the LBA Office of the Registrar before accepting the admission application and application fee.)

III. Student Attendance, Academic Progress, Evaluation, Maximum Timeframe

LBA encourages students to enroll and attend their program on a fulltime basis to optimize the education experience and attain program completion and licensure in a timely manner. The Academy also admits students who wish to attend on a part-time basis, acknowledging competing demands for their time derived from work, family or other factors. In all cases the student’s attendance and participation in the program of their choice is measured by the contracted hours memorialized in the student enrollment agreement. Students who contract for full-time participation but attend or participate only on a part-time basis risk warning or dismissal from the program. They also risk losing KY BoC certification of their diploma, and access to financial student aid, depending on the source of the aid. Likewise, student who enroll on a part-time basis and consistently fail to maintain the contracted hours/week

schedule of attendance and participation put at risk successful completion of the program, licensure requirements and continued access to student financial aid.

(Students who are at risk of not progressing according to their contracted timeframe, be they fulltime or part-time, should be referred to student services for counseling guidance by their instructor, the campus director or any other associate with personal knowledge of their situation.)

Attendance, also known as a quantitative factor, is one of two primary components of evaluation of the student's satisfactory progress toward a diploma, licensure and professional employment. The other component, academic progress, is discussed below.

Students must attend a minimum of 80% of the hours possible based on the applicable attendance schedule 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.

(The daily and weekly logs of student attendance and participation measured in clock hours are maintained by the Academy's student information technology system and are accessible by authorized associates to evaluate whether the student's participation is below the 80% requirement. The evaluations are to be performed on a periodic basis by the program director according to the schedule established in the LBA Student Catalog, based on the program for which the student is enrolled and their contracted full-time/part-time status. Consult the SAP Evaluation form in the Appendix.)

Academic progress, also known as a qualitative factor, is used to determine academic progress. It is a reasonable system of grades as determined by the review of assigned academic learning by the instructor or program director. 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

(As is true with the attendance (quantitative) element of satisfactory progress, the instructor in consultation with the program director must periodically evaluate the academic (qualitative) progress of each student enrolled in the program, document the evaluation, share it with the student, and capture the student's signature attesting to that review.)

The LBA Student Catalog (pg. 27) states the combined attendance and academic factors for measuring student progress:

- A minimum cumulative Theory grade level of 75% or higher.
- A minimum cumulative academic level of 75% or higher on practical worksheet completion.*
- The theory and practical grades are averaged together to determine a cumulative academic grade.
- 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%.

**LBA posts updated hours on the 1st and 15th of every month.

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

(The instructor, in consultation with the program director, must review the recorded attendance, theory and practical achievement levels of each student, prepare an evaluation that must be shared with the student, and capture a written attestation that the student has received the evaluation information. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students meeting the minimum requirements for academics and attendance at each specified evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.)

It is the policy of LBA, in accord with the KY BoC, that students complete their program within a timeframe that does not exceed 125% of the contracted and authorized clock hour length. For example, an esthetics student with a contracted interval of 750 hours must complete the full program of study, including theory and practical components, within 938 hours. *(Consult the maximum timeframe and academic year tables stated in the LBA Student Catalog, pgs. 28, 29.)*

(In consultation with the program and campus director, an instructor must include information about a student's risk of not completing the program in the maximum timeframe as an element of the Satisfactory Academic Progress Determination. As indicated in the Student Catalog, students who have not completed the course within the maximum timeframe may continue as a student at LBA on a cash pay basis. The regular per clock-hour rate for the program will apply. The course must be paid in full before the student receives graduation documents.)

IV. Warning, Probation, Appeal

It is the policy of the Academy to place on warning status students who fail to meet minimum requirements for attendance or academic progress. (LBA Student Catalog, pg.29) The action of issuing a warning includes:

- Notifying the student that he/she is considered to be making satisfactory academic progress while during the warning period.
- Advising the student in writing of the actions required to attain satisfactory academic progress by the next evaluation.
- Placing the student on probation if he/she has not met both the attendance and academic requirements of Satisfactory Academic Progress. If the student is receiving Title IV Federal Student Aid, he/she may be deemed ineligible once the U.S. Department of Education is notified of the warning status.

It is the policy of the Academy to place on probation status students who fail to meet minimum requirements for attendance or academic progress after the warning period. (LBA Student Catalog, pg. 30). Only students who can demonstrate the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed 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 action of placing a student on probation requires:

- Notifying the student that he/she is will be considered to be making satisfactory academic progress during the probationary period if the student decides to appeal the decision, and prevails upon appeal.
- Advising the student 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 deemed as NOT making satisfactory academic progress. If applicable, students will not be deemed eligible to receive Title IV funds.

(Because of the seriousness of a warning or probation status applied to a student of the Academy, the instructor, program director, campus director, registrar, financial aid director and LBA president must all be involved in evaluating the evidence, reviewing the student's circumstance and making a final determination thoughtfully and with due consideration. Documentation that supports the lapses in attendance, academic performance, timely completion of the program or other issues must be dated and retained in the student's file.)

It is the policy of the Academy to grant fair due process to students whose enrollment is at risk of termination due to unsatisfactory academic progress or extended unexcused lapses in program participation. Therefore, LBA a student who is deemed to not be making satisfactory academic progress may appeal the determination within ten calendar days of the date he/she received written notice of unsatisfactory progress. (LBA Student Catalog, pg. 30)

Reasons that may mitigate 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 notification 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 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. *(Documentation of the warning, probation and any subsequent determination or action by the Academy must be retained in the student records and made available upon request to appropriate authorities and certification sources.)*

V. Student Graduation Requirements

The requirements for receiving a diploma of graduation from LBA are composed of several elements, including completion of clock hours specified by the KY BoC, practical experience, theory and practical instruction, final written and oral exams. The student must also satisfy the financial obligations he/she has incurred with the Academy.

The graduation requirements for each program are enumerated in detail (LBA Student Catalog, pgs. 8 and 9). The registrar or certifying associate is responsible for reviewing the student file and ensuring all of the requirements have been satisfied in writing before submitting the student file for approval for graduation to the campus director.

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.

VI. Student Refunds

It is the policy of LBA to make refunds available to students who fail to complete the program of study, provided that certain conditions are met. The conditions and requirements for refunds, the tracking of student accounts and the financial reconciliations derived from refunds are established by the Academy's relationship with the KY BoC, accreditation agencies and the sources of student financial aid. Associates of the Academy involved with calculating, accounting and remitting student refunds must closely follow these requirements and protocols.

A determination of the amount of any Title IV aid to be returned is to be made in accordance with the U.S. Department of Education Guidelines (use the R2T4 drop calculation form). The termination date for refunds computation purposes, will be determined by the postmark on written notification, or the date said information is delivered to the school

administrator in person. The refund must be calculated within 30 days of the withdrawal date, and all refunds will be made within 45 days of termination or receipt of the written cancellation.

For purposes of calculating the date of withdrawal, attendance is monitored on a daily basis to determine unofficial withdrawal. ***If a student is absent 10 school days in Kentucky and was not granted an approved leave of absence, the student will be considered to have withdrawn.*** The last date of the academic activity will be used for the date of the withdrawal. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded.

A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, this policy may also result in the student owing a refund to the Department of Education.

Percentage of the payment period or term completed = hours scheduled to complete divided by the total hours in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Multiply the percent of aid earned times total aid disbursed or could have been disbursed.

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. Subtract aid earned from total aid disbursed.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. Funds are returned to the Federal Government within 45 days.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the institution within 14 days.

LBA institution may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the institution needs the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the

student's best interest to allow the institution to keep the funds to reduce the student's debt at the institution.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (Other Plus Loans)
- Subsidized Direct Stafford Loans
- Direct Plus Loans
- Federal Pell Grants for which a Return of funds is required

**LBA honors the requirement that all monies to be refunded to the student will be remitted within 45 days of notification.*

VII. Student Leaves of Absence, Withdrawals

For financial aid purposes, Louisville Beauty Academy will grant a leave of absence under certain prescribed circumstances, such as family emergency or personal health issues. If the student is out of school for more than 10 days consecutively without an approved leave of absence, the student will need to withdraw from the program. 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, with the same academic progress status as when they withdrew from the program. If the student returns after 180 days, new Title IV funds will need to be established. 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 access to results hours that are accepted must be discussed before enrollment and student contract is signed.

The LBA policy on student leaves of absence is articulated in the Student Catalog (pg. 30). It includes the table of scheduled hours of attendance as required by KY BoC. This table is a tool to guide the student's weekly schedule of attendance and participation based on the hours of operation of the Academy.

VIII. Student Non-discrimination

It is the policy of the Louisville Beauty Academy to be inclusive in the recruitment, admission, enrollment and instruction of students. Students are advised that LBA practices no discrimination on the basis of race, color, age, sex, creed, religion, ethnic origin, financial status or country or area of residence.

(Issues raised by students regarding their treatment based on perceived factors of discrimination are to be referred in writing immediately to the campus director for

investigation, analysis and resolution. Timely encounters with the facts of the incident and timely resolution of the matter are in the best interest of students, faculty, staff and the institution itself.)

IX. Termination of Students

It is the policy of the LBA to strive to retain every student who has enrolled in a program of study to the best of its ability and the ability of its professional associates. The 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.

(Due to the serve consequences of termination, the complete file of a student subject to termination must be assembled and forwarded to the campus director for review before a termination notice is made. The notice will be made in writing and provided to the student in person, to the degree possible. The date of the notification must be captured and included in the student record.)

X. Student Privacy – Federal Education Rights and Privacy Act (FERPA)

LBA is committed to protecting the privacy of students during every phase of their enrollment and instruction. The right to privacy and expectation of confidentiality is a valuable asset to the Academy's students and the institution itself.

The Federal Education Rights and Privacy Act provides important guidance and requirements for protecting the integrity of student records. FERPA 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.

(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. See FERPA Student Release Form, Appendix)

Each student has the right to inform LBA 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 LBA is notified in writing by the student to permit the release of "directory information".

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.

All faculty and staff of LBA must abide by the requirements of FERPA. 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**.

(As an employee of Louisville Beauty Academy, an associate may have access to student education records. Their confidentiality, use, and release are governed by FERPA. 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? These are things that cannot be part of student 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:

- 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 concerning the processing of Title IV aid. This authorization is not also required if student files are subject to institutional, state and federal program review and audit.

Information Release via Telephone. No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.

XI. Campus Security & Crime Reporting

The personal safety and security of LBA student while on campus is a high priority for all associates. The Academy follows the policies and practices of the criminal justice community regarding tracking and reporting criminal activity or incidents.

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.

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.

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.

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.

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.

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.

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.

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.

In 2013, the President of the U.S. signed a bill that strengthened and reauthorized of the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus Save), which amends the Jeanne Clergy Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

XII. Student Grievances

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 to the school's accrediting agency, if applicable.

XIII. APPENDIX

**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 _____

LOUISVILLE BEAUTY ACADEMY

Leave of Absence Form

1049 Bardstown Rd
Louisville, KY 40204
502-625-5531

www.LouisvilleBeautyAcademy.net
LouisvilleBeautyAcademy@gmail.com

STUDENT NAME _____

STUDENT ADDRESS _____

TELEPHONE _____ COURSE _____

ORIGINAL START DATE _____ ORIGINAL END DATE _____

END DATE CHANGED DUE TO: _____ SCHEDULE CHANGE _____ LEAVE OF ABSENCE _____

SCHEDULE CHANGE

FROM _____ TO _____

CONTRACT ENDING DATE CHANGED TO _____

LEAVE OF ABSENCE

For financial aid purposes, Louisville Beauty Academy will grant a leave of absence under certain prescribed circumstances, as follows: 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, new Title IV funds will need to be established. 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.

A student on an approved leave of absence must notify the school in the event that he or she will not return in order to receive any refund of tuition or fees due. If a student is absent 10 school days in Kentucky and was not granted an approved leave of absence, the student will be considered to have withdrawn from the program.

FROM _____ TO _____

CONTRACT ENDING DATE CHANGED TO _____

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN (If applicable) DATE

Louisville Beauty Academy

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name _____

Program _____ Date _____

I have received written information concerning the following topics prior to signing my enrollment agreement:

- _____ School Catalog
- _____ School's Completion Rate
- _____ School's Licensure Rate
- _____ School's Job Placement Rate
- _____ Certification or Licensure Requirements
- _____ State-required Information: _____

Signature

Date

Louisville Beauty Academy

Consumer Information Disclosure Sheet

Students applying for admission to cosmetology, esthetician or nail tech programs should be aware of the pre-requisites for employment in those fields in the Commonwealth of Kentucky. **Failure to meet those pre-requisites could prevent an individual from obtaining employment** in those fields. They include:

1. Obtaining and maintaining professional licensure through the Kentucky Board of Cosmetology;
2. Meeting state requirements for non-criminal activity through the process of a criminal background check;
3. Meeting employer requirements for lifting and carrying minimum materials of a specific weight;
4. Passing drug and alcohol screening thresholds established by the individual employer.

NOTE: Job placement upon completion of a program at Louisville Beauty Academy is NOT guaranteed. LBA, LLC does not guarantee you will get a job.

Louisville Beauty Academy

SATISFACTORY PROGRESS REPORT

Name: _____ Date _____

Start Date: _____ Evaluation Period _____

Scheduled Hours: _____ Actual Hours: _____

Attendance: _____% Cumulative Academic Grade: _____%

Student is making satisfactory progress: _____ Yes _____ No

Notice of Warning/Probation for non-compliance with requirements for Satisfactory Progress:

Reason for Warning/Probation: _____ Attendance _____ Academics

Warning:

You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements. If satisfactory performance is not achieved by the end of the warning period, you must appeal the negative progress determination and may be placed on probation.

Probation:

You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements. If satisfactory performance is not achieved by the end of the probationary period, your financial aid will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

Additional Comments:

Student Signature

Date
