



LOUISVILLE BEAUTY ACADEMY

# CATALOG AND PROCEDURE

NO DISTANCE LEARNING AVAILABLE – ONLY ONSITE

LOCATION 1

1049 Bardstown Rd Louisville, KY 40206

LOCATION 2

2233 Lower Hunters Trace, Louisville, KY 40216

CONTACT

Text/Call: 502-625-5531

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

[Study@LouisvilleBeautyAcademy.Net](mailto:Study@LouisvilleBeautyAcademy.Net)

Version 2.0

2020-2024

Last updated 12-01-2023

By Di Tran

Louisville Beauty Academy CEO





## Table of Contents

OUR MISSION STATEMENT .....	8
FACILITIES.....	9
LOUISVILLE BEAUTY ACADEMY (1 <sup>st</sup> Location 2016).....	9
LOUISVILLE BEAUTY ACADEMY AT HARBOR HOUSE (2 <sup>nd</sup> Location).....	11
OWNERSHIP & HISTORY .....	15
OWNERSHIP, MANAGEMENT, AND INSTRUCTIONAL STAFFS .....	15
Ownership and Historical Overview.....	15
Founders' and Leadership Expertise .....	15
Management and Instructional Team .....	15
Licensing and Affiliations .....	16
Hours of Operation.....	16
Holiday Schedule and School Closures.....	16
Program Overview and Start Dates .....	17
Flexible Enrollment and Class Attendance.....	17
Attendance Policy Overview.....	18
Full-Time Attendance .....	18
Part-Time Attendance .....	18
Attendance Based on Contracted Hours .....	18
Incentives and Scholarships .....	18
Kentucky State Law and School Attendance Policy.....	18
Policy on Unexpected Closures.....	19
Communication of Closures.....	19
Communication Channels at Louisville Beauty Academy .....	19
Vacation Policy Overview .....	20
Student Vacation Choices and Attendance.....	20
Flexible Scheduling and Student Responsibility.....	20
Impact on Scholarships and Incentives.....	20
Overview of Teaching Methodology .....	21



Four-Level Instructional Program .....	21
Emphasis on Theory and Practical Skills .....	21
Practical Studies and Skill Advancement .....	22
ADMISSION REQUIREMENTS .....	22
PHYSICAL REQUIREMENTS FOR ADMISSION .....	23
Admission Health and Physical Criteria .....	23
Health Standards.....	23
Physical and Mental Fitness .....	23
TRANSFER STUDENTS.....	23
Policy on Accepting Transfer Students .....	23
Acceptance of Previous Hours .....	24
Certification and Credit Application .....	24
Maximum Time-Frame and Credit Hours.....	24
Reciprocity and Licensing .....	24
Non-Recruitment Policy .....	24
Kentucky State Board of Cosmetology and Transfer Hours.....	24
HOUSING.....	25
Availability of Housing for Students.....	25
Off-Campus Housing Options .....	25
Public Parking Availability.....	25
JOB COUNSELING SERVICES .....	26
Job Placement Assistance.....	26
Job Opportunities and Notifications.....	26
Counseling and Guidance .....	26
Market Demand and Proactive Approach .....	26
Legal Disclaimer.....	26
GRADUATION REQUIREMENTS .....	27
Cosmetology Program .....	27
Esthetics Program.....	27
Manicuring/Nail Technology Program.....	27
Instructor Program.....	27



COURSES AVAILABLE .....	28
Cosmetology Program Academic Overview .....	28
Grading Scale: .....	29
Manicuring/Nail Technology .....	29
Grading Scale: .....	30
Esthetics .....	30
Instructor .....	32
PROGRAM COSTS .....	33
Payment and Fees: .....	33
Specific Program Costs and Incentives (as of the latest update): .....	33
Payment Plan Policy: .....	34
REFUND POLICY – NOTICE OF CANCELLATION .....	34
Financial Aid .....	35
Financial Aid Services .....	35
Types of Financial Aid .....	35
Disclaimer .....	36
APPLYING FOR FINANCIAL AID .....	36
TRANSCRIPT OF RECORDS .....	36
Transcript of Records Policy .....	36
DISCLOSURE OF EDUCATIONAL RECORDS/STUDENT PRIVACY .....	37
STUDENT INFORMATION RELEASE POLICY .....	37
Academic and Legal Overview: Disclosure of Educational Records/Student Privacy .....	37
Student Information Release Policy: .....	37
Directory Information: .....	38
RULES AND REGULATIONS OF THE SCHOOL .....	38
Academic and Legal Overview: Rules and Regulations of Louisville Beauty Academy .....	38
SATISFACTORY ACADEMIC PROGRESS POLICY .....	39
EVALUATION PERIODS .....	39
Satisfactory Academic Progress Policy .....	39
Evaluation Periods .....	39
Evaluation Criteria .....	39



Attendance Progress Evaluations.....	40
Academic Progress Evaluations.....	40
Quantitative and Qualitative Factors for Satisfactory Academic Progress .....	40
TRANSFER HOURS .....	41
MAXIMUM TIME FRAME.....	41
Esthetics (750 hours).....	41
Manicuring/Nail Technology (450 hours).....	42
Cosmetology (1500 hours) .....	42
Instructors (750 hours).....	42
DETERMINATION OF PROGRESS STATUS .....	42
WARNING .....	42
PROBATION .....	43
APPEAL PROCEDURE .....	43
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS .....	44
LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS .....	44
SUMMER TERMS .....	45
MAJORS, DEGREES, AND SECOND DEGREES .....	45
NONCREDIT, REMEDIAL COURSES, REPETITIONS .....	45
NON-DISCRIMINATION POLICY .....	45
TERMINATION POLICY .....	45
EMPLOYMENT STATISTICS.....	45
HOW ARE STUDENTS ARE DOING .....	46
CAMPUS SECURITY/CRIME REPORTING POLICIES .....	46
FERPA .....	47
Key Points to Remember:.....	48
STUDENT GRIEVANCE POLICY .....	50
End Note from Di Tran,.....	53
Author and CEO of Louisville Beauty Academy .....	53



LOUISVILLE BEAUTY ACADEMY



## OUR MISSION STATEMENT

At Louisville Beauty Academy, our core mission is centered on cultivating work-ready talent, distinguished by our trademark diploma, "I HAVE DONE IT." We are committed to preparing our students for success in a range of state-regulated licensing and specialty permit areas. Our educational offerings encompass:

- **Cosmetology:** Providing comprehensive training for versatile careers in beauty.
- **Esthetician:** Equipping students with skills for both beauty and medical skincare professions.
- **Nail Technology:** Also known as manicurist training in some states, focusing on the art of nail care and design.
- **Blow Dry and Styling:** Tailored for burgeoning careers in dry bar styling.
- **Specialty Permit Certificate for Eyelash Extension:** Offering specialized training in this highly sought-after skill.

Our educational philosophy is rooted in developing each student's unique beauty talent, underscored by a mindset of creating joy and smiles in our customers and the community. We believe in nurturing a profound love and care for human beauty and craftsmanship, ensuring our graduates not only excel in their technical skills but also in their ability to connect and contribute positively to society.





## FACILITIES

### LOUISVILLE BEAUTY ACADEMY (1<sup>st</sup> Location 2016)

1049 Bardstown Rd Louisville, KY 40204

The Louisville Beauty Academy at 1049 Bardstown Road offers a comprehensive educational environment across its two-floor facility.

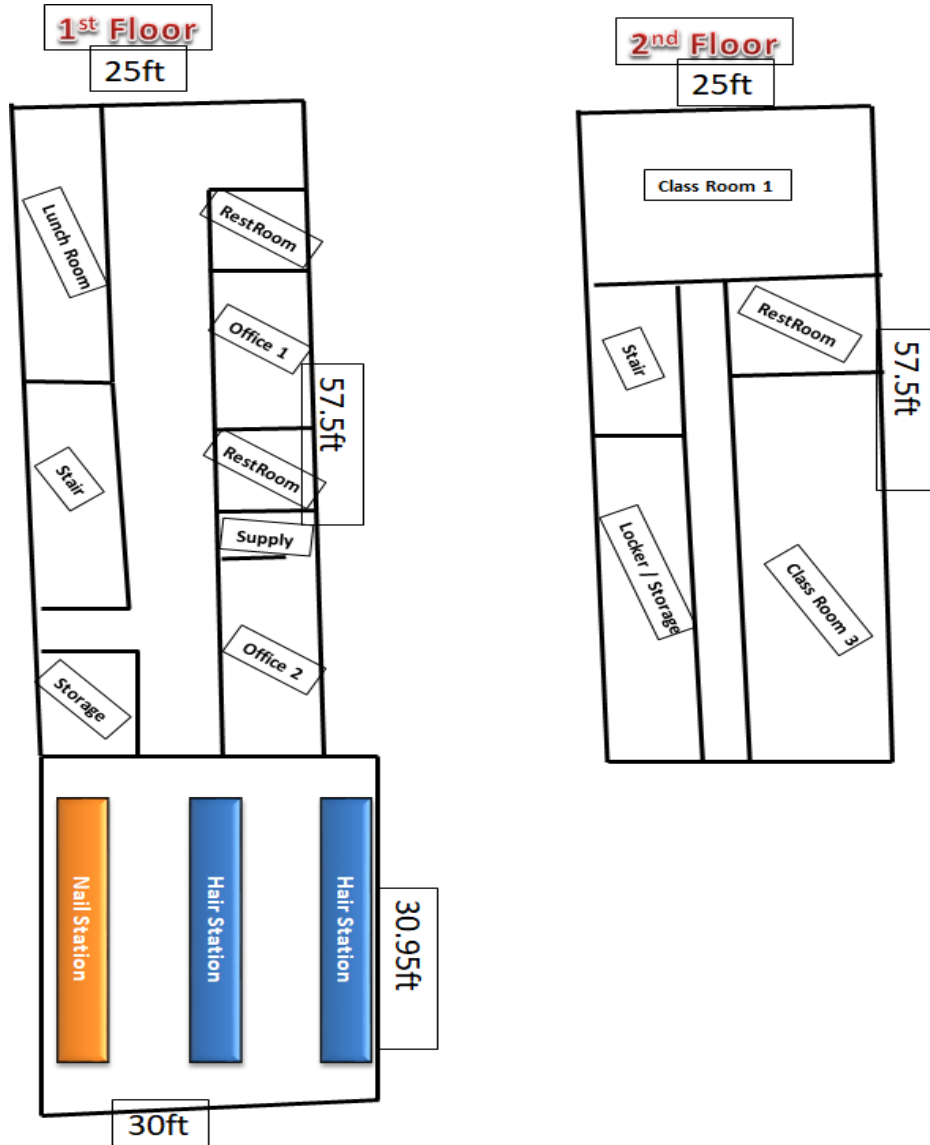
#### First Floor Features:

1. **Nail Station:** A vibrant area dedicated to nail artistry and technique development.
2. **Hair Stations:** Spacious areas equipped for hands-on cosmetology training.
3. **Lunch Room:** For students to take breaks and refresh.
4. **Restrooms:** Conveniently located for easy access.
5. **Offices:** Administrative and instructional offices for faculty and enrollment processes.
6. **Supply:** A storeroom for educational materials and tools.

#### Second Floor Features:

1. **Classrooms:** Designated for theoretical instruction in esthetics and other beauty disciplines.
2. **Additional Restrooms:** Ensuring facilities are available on both levels.
3. **Locker/Storage:** For personal and educational storage.
4. **Staff Area:** For faculty use and preparation.

This layout is strategically designed to optimize the learning experience in practical and theoretical aspects of beauty education.





## **LOUISVILLE BEAUTY ACADEMY AT HARBOR HOUSE (2<sup>nd</sup> Location)**

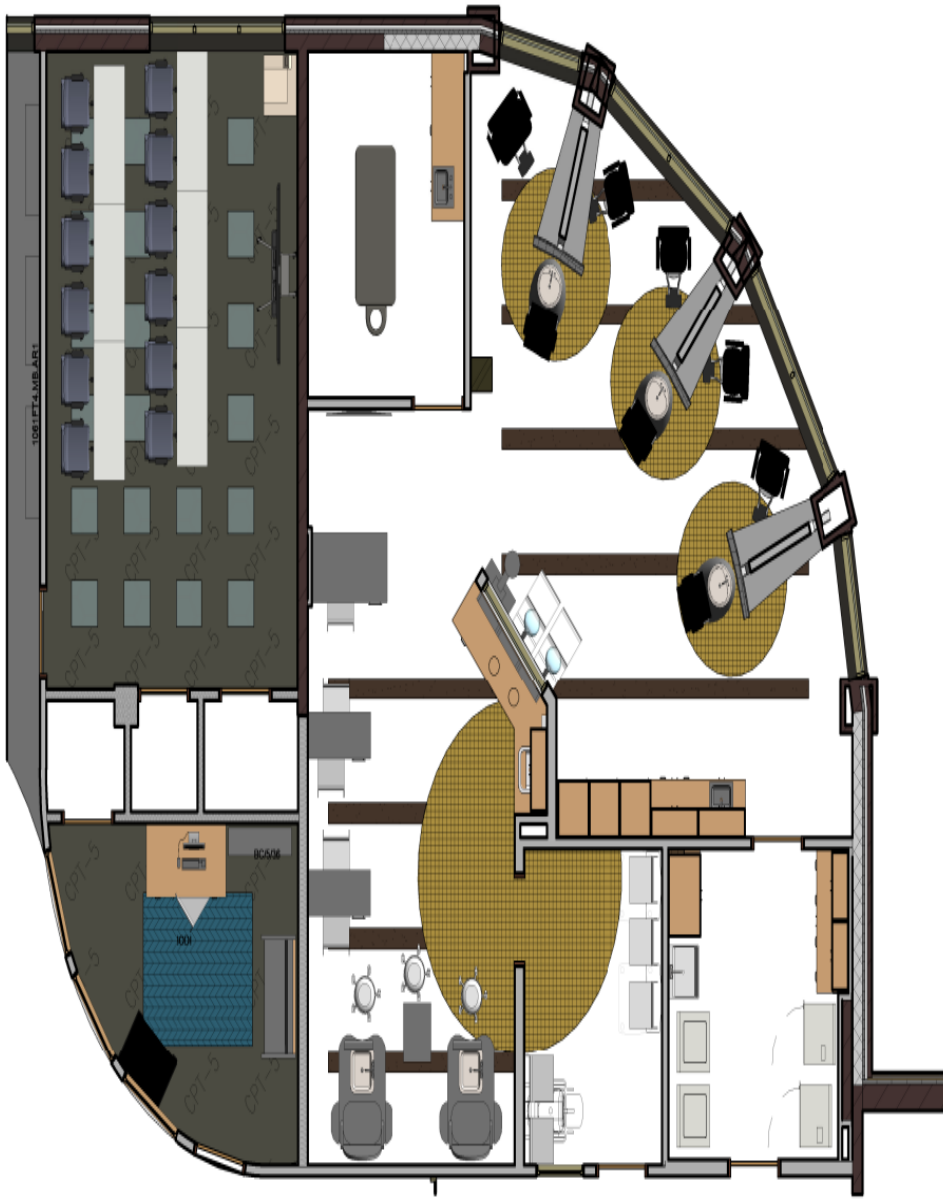
2231 Lower Hunters Trace, Louisville, KY 40216

The Louisville Beauty Academy at Harbor House features a well-designed facility that includes:

1. **Massage Room (104B):** A dedicated space for massage therapies.
2. **Beauty Stations:** Equipped with chairs and hair wash stations for practical hairdressing training.
3. **Bariatric Beauty Station:** Specifically designed for enhanced accessibility.
4. **Nail Stations:** Complete with an ADA-compliant station and a nail technician seat.
5. **Towel Warmer and Nail Polish Display:** Conveniently located for easy access.
6. **Hair Salon Area:** Outfitted with hair dryer chairs, including an ADA-compliant option.
7. **Pedicure Stations:** Both portable and fixed stations for pedicure services.
8. **Waiting Room (104A):** Comfortable area for clients and visitors.
9. **Laundry Room (105):** Facility for maintaining hygiene and cleanliness.
10. **Theory Teaching Area:** Furnished with 12 chair tables for theoretical instruction and learning.

This facility is designed to support a comprehensive educational experience in beauty and cosmetology, with spaces tailored for both practical and theoretical learning.









## 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

### Ownership and Historical Overview

Louisville Beauty Academy, a distinguished institution in cosmetology and beauty training, received its certification and approval from the Kentucky Board of Cosmetology and Hairdressers on January 12, 2017. The foundation of the academy was laid by Di Tran and Vy Truong in early 2016, marking the inception of Louisville Beauty Academy LLC.

### Founders' and Leadership Expertise

- **Di Tran:** Bringing over two decades of experience as a Licensed Nail Technician and Licensed Nail Instructor, Di Tran co-founded the academy. His extensive background in software architecture and education, coupled with a strong commitment to community advocacy, shapes the academy's innovative and inclusive approach.
- **Vy Truong:** As a pharmacist and pharmacy preceptor, Vy Truong's expertise complements the academy's focus on detailed, care-driven education. Her contributions are pivotal in driving the academy's mission to empower community members, particularly those from low-income and immigrant backgrounds.

### Management and Instructional Team

- Di Tran: Stockholder and Chief Executive Officer
- Vy Truong: Stockholder and Chief Operating Officer
- Crystal R. Beeler: With over 20 years of experience as a licensed cosmetologist and cosmetology instructor, Crystal R. Beeler serves as the Academy Manager, bringing a wealth of industry knowledge and educational expertise to the team.



### Licensing and Affiliations

Louisville Beauty Academy operates under the licensure of the Kentucky Board of Hairdressers & Cosmetologists. This affiliation underscores the academy's commitment to maintaining the highest standards in beauty education and regulatory compliance. The board's details are:

Kentucky Board of Hairdressers & Cosmetologists

Address: 1049 US-127, Frankfort, KY 40601

Website: <https://kbc.ky.gov/Pages/index.aspx>

Contact: (502) 564-4262

### Hours of Operation

Louisville Beauty Academy is committed to providing flexible and accessible education to our students. Our hours of operation are designed to accommodate various schedules, ensuring ample time for both instruction and practice. The academy operates according to the following schedule:

- Monday to Friday: 8:00 AM - 9:00 PM
- Saturday: 8:00 AM - 2:00 PM

### Holiday Schedule and School Closures

The academy observes several holidays throughout the year, during which our facilities will be closed. These scheduled closures allow our students and staff to observe important national holidays and spend time with their families. The holidays observed include:

- New Year's Day: January 1st and 2nd
- Memorial Day: The last Monday of May
- Independence Day: July 4th
- Labor Day: The first Monday of September
- Thanksgiving: The last Thursday of November and the following Friday
- Christmas Day: December 25th

Should there be any unplanned closures or changes in our operating schedule, students will be notified in advance. The academy ensures to communicate any such changes promptly to minimize inconvenience and ensure continuity in our students' educational journey.





### Program Overview and Start Dates

At Louisville Beauty Academy, we offer a diverse range of programs to cater to various career paths in the beauty industry. Each program is designed to provide thorough training and practical experience. Our programs and their respective start dates are:

- **Cosmetology Classes:** These classes begin on the first Tuesday of each month or as needed, providing comprehensive training in a broad range of beauty techniques.
- **Esthetics Classes:** Starting on the first Tuesday of each month or as needed, these classes focus on skincare and esthetics, preparing students for careers in both beauty and medical skincare fields.
- **Manicuring/Nail Technology Classes:** Commencing on the first Tuesday of each month or as needed, this program offers specialized training in nail care and design.
- **Instructor Classes:** These classes, beginning on the first Tuesday of each month or as needed, are designed for those aspiring to teach and guide future beauty professionals.
- **Blow Dry and Styling Classes:** Newly introduced, these classes also start on the first Tuesday of each month or as required, focusing on the specialized skills needed for careers in styling and dry bar services.

### Flexible Enrollment and Class Attendance

Understanding the dynamic nature of our students' lives, Louisville Beauty Academy embraces a flexible approach to enrollment and class attendance. This flexibility allows students to:

- **Start Immediately:** Students can begin their program right after enrollment, facilitating a smooth and uninterrupted entry into their educational journey.
- **Customizable Schedules:** We offer adaptable scheduling options to accommodate students with varying commitments, such as working professionals, young parents, or college students. This ensures that education at our academy is accessible and manageable alongside other responsibilities.
- **Collaborative Scheduling:** Class timings are set in agreement between students and instructors, fostering a supportive and accommodating educational environment.



Our dedication to flexible education underscores our commitment to making professional beauty training accessible to everyone, regardless of their life circumstances. We believe in empowering our students by providing an education that adapts to their needs, helping them to succeed both academically and personally.

### **Attendance Policy Overview**

Louisville Beauty Academy's attendance policies are designed to accommodate diverse student needs while aligning with Kentucky State Board regulations. Our policies ensure fairness and consistency in attendance tracking across all programs.

#### **Full-Time Attendance**

- Defined as 30 to 40 hours per week.
- Per Kentucky State Board law, attendance is limited to a maximum of 8 hours per day and 40 hours per week.
- Billing for full-time students is based on the scheduled 40 hours per week, irrespective of actual attendance.

#### **Part-Time Attendance**

- Defined as 20 to 30 hours per week.
- This option accommodates students requiring a more flexible schedule.

#### **Attendance Based on Contracted Hours**

- The school operates on scheduled contracted hours rather than actual attendance.
- For instance, a full-time contracted student is billed for 40 hours per week regardless of actual hours attended.

#### **Incentives and Scholarships**

- The academy offers incentives and scholarships based on attendance categories (full-time, part-time, or fewer hours) as outlined in the student contract.
- These financial aids vary and depend on the student's contracted time and adherence to the attendance policy.

#### **Kentucky State Law and School Attendance Policy**

- According to Kentucky State law, a student must be withdrawn if absent for two consecutive 14-day periods.



- Louisville Beauty Academy enforces a stricter policy, requiring withdrawal for absence of 7 consecutive days without an acceptable excuse.
- This policy is in place to maintain academic integrity and ensure consistent progress for all students.

Our attendance policies reflect our commitment to a structured yet adaptable educational framework, providing clarity and flexibility to support our students' diverse circumstances and educational goals.

### Policy on Unexpected Closures

Louisville Beauty Academy is committed to maintaining a consistent and reliable schedule for our students and staff. However, there are occasions, such as severe weather conditions, when unexpected closures may be necessary for the safety and well-being of our community.

### Communication of Closures

- In the event of an unforeseen closure, we prioritize timely and effective communication with our students.
- Notifications will be disseminated through multiple channels, including:
  - The Louisville Beauty Academy website
  - Our social media platforms, with a focus on our Facebook page
  - Text messages to all enrolled students

### Communication Channels at Louisville Beauty Academy

- **Active Communication:** For immediate or urgent communication, the Louisville Beauty Academy texting number is the most efficient method, ensuring almost instant responses.
- **Passive Information Sources:** For regular updates and general information, our website and Facebook page are the primary sources. These platforms are consistently updated to provide the latest and most accurate information.

We encourage all students and staff to regularly check these channels to stay informed about academy operations, particularly in scenarios that may lead to sudden changes in our schedule. Our commitment to clear and proactive communication is a cornerstone of our operations, ensuring that all members of the Louisville Beauty Academy community remain well-informed and prepared.



### Vacation Policy Overview

At Louisville Beauty Academy, our educational schedule is designed to provide continuous learning opportunities throughout the year. Consequently, the academy does not close for vacations.

### Student Vacation Choices and Attendance

- Students have the discretion to take personal vacations as per their individual needs.
- It is important to note that any hours missed due to personal vacations will be counted towards the student's allowed absences under our attendance policy.
- Students are encouraged to plan their vacations thoughtfully, considering their educational commitments and attendance requirements.

### Flexible Scheduling and Student Responsibility

- Louisville Beauty Academy operates on a flexible schedule, allowing students to tailor their attendance to their personal circumstances.
- Students are responsible for managing their attendance in line with the academy's attendance policies.
- We advise students to be proactive in balancing their educational objectives with personal time off.

### Impact on Scholarships and Incentives

- Our student contracts include detailed guidelines regarding incentives and scholarships, which are often attendance-based.
- Students should be aware that scholarships for specific categories may be impacted by low attendance.
- We strongly recommend that students review their contracts for specific details regarding the relationship between attendance and scholarship eligibility.

This policy is part of our commitment to offering flexible and student-centric education while maintaining academic integrity and program standards. Students are encouraged to make informed decisions regarding vacations, keeping in mind their academic progression and any potential impact on financial incentives.



### Overview of Teaching Methodology

Louisville Beauty Academy prides itself on a teaching methodology that integrates high-quality products and market-recommended, customized techniques. Our approach to education in cosmetology, esthetics, and nail technology is structured into four progressive levels, each designed to build upon the last and ensure comprehensive skill development.

#### *Four-Level Instructional Program*

- Level 1 - Foundations in Skills and Theory: This introductory level focuses on the fundamentals, providing students with a strong theoretical foundation and initial skill development.
- Level 2 - Clinical Application and Specialized Activities: At this stage, students start working with live models in our clinic area under close instructor supervision. This level includes time devoted to specialized activities, allowing students to apply their learning in a practical environment.
- Level 3 - Advanced Clinical Practice: Students continue their clinic work, undertaking more advanced procedures under instructor guidance, further refining their skills and expertise.
- Level 4 - State Board Examination Preparation: The final stage focuses on preparing students for the state board examination process, ensuring they are well-equipped to succeed.

#### *Emphasis on Theory and Practical Skills*

- Our curriculum begins with a strong emphasis on theory, particularly in areas of disinfection, sanitation, and safety techniques.
- Students engage in active theory teaching in class, supplemented by self-guided digital learning, with a focus on preparing for the Kentucky State Board licensing examination.
- After completing specific theory hours, tracked both manually and digitally through systems like Milady CIMA, PSI, and our school's digital platform, students progress to practical studies.



### *Practical Studies and Skill Advancement*

- Practical training involves a structured progression from paper exercises and practice tools to mannequins, followed by in-class practice on real people, and eventually, serving customers.
- This progression is carefully advised and guided by instructors, ensuring a gradual and comprehensive skill development aligned with industry standards.

Our teaching methodology is designed to provide a holistic and thorough educational experience, balancing theoretical knowledge with practical expertise, and preparing students for professional success in the beauty industry.

## 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 have the most updated local address
4. High school diploma or equivalent (GED), Louisville Beauty Academy only accepts 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 accepts 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

### **Admission Health and Physical Criteria**

In compliance with professional and legal standards, Louisville Beauty Academy sets forth specific health and physical requirements for admission into our courses. These criteria are essential to ensure the safety and well-being of all students and clients, and to maintain the integrity of our educational programs.

### **Health Standards**

Applicants must be free from contagious or infectious diseases. This requirement is crucial to prevent the transmission of illnesses and to protect the health of both students and clients within the academy's practical settings.

### **Physical and Mental Fitness**

Prospective students must possess the physical and mental capability to perform the required tasks and duties associated with our beauty and cosmetology programs. This includes, but is not limited to, the ability to:

Engage in necessary physical activities, such as standing for extended periods, performing manual dexterity tasks, and handling beauty and cosmetology equipment.

Demonstrate the mental aptitude required for learning, comprehending, and applying course materials and techniques.

These criteria are established to ensure that all students are able to fully participate in and benefit from the training provided at Louisville Beauty Academy, preparing them for successful careers in the beauty industry. It is the responsibility of the applicant to assess and understand these requirements before enrolling in our programs.

## TRANSFER STUDENTS

### **Policy on Accepting Transfer Students**

- Louisville Beauty Academy adheres to specific guidelines for accepting transfer students, ensuring compliance with state laws and educational standards. Our policies are designed to recognize prior learning while maintaining the integrity of our programs.



### **Acceptance of Previous Hours**

- We may accept hours accrued by a student at another institution, subject to the student's ability to meet the minimum requirements set by the Kentucky State Board of Cosmetology within the prescribed timeframe.
- Transfer students are required to attend and pay for a minimum number of hours, as determined by academy management and in accordance with State Law.

### **Certification and Credit Application**

- Credits for hours accumulated at a former school will be applied only if certification of those hours and the student's progress is received by Louisville Beauty Academy before the student's graduation.
- Students must complete the State Board requirements within the allowed timeframe for their transfer hours to be recognized.

### **Maximum Time-Frame and Credit Hours**

- Transfer hours that are accepted towards a student's educational program are counted as both attempted and completed hours for determining when the maximum allowable time-frame, as detailed on page 15 of the Length of Course section, has been exhausted.

### **Reciprocity and Licensing**

- Reciprocity pertains to the ability of a student licensed in one state to obtain a license in another state.
- Students are advised to obtain specific requirements related to reciprocity for their intended state from the Kentucky Board of Hairdressers & Cosmetologists.

### **Non-Recruitment Policy**

- Louisville Beauty Academy does not engage in the recruitment of students who are currently enrolled at other institutions.

### **Kentucky State Board of Cosmetology and Transfer Hours**

- The Kentucky State Board of Cosmetology's acceptance of transferred hours is a primary criterion for our acceptance of transfer students, whether from within Kentucky or other states.





- The secondary criterion involves Louisville Beauty Academy's assessment of the transferred student's skills and knowledge, especially in relation to passing the Kentucky State Board of Cosmetology licensing exam, both in theory and practical aspects.
- PSI, the state licensing exam agency, sets the standards for these exams. Students transferring from schools that teach to PSI standards are likely to have their hours accepted, pending approval by the Kentucky State Board of Cosmetology.
- Note: All transfer students must provide their academic transcript from the institution they previously attended.

## HOUSING

### Availability of Housing for Students

Louisville Beauty Academy does not provide on-campus housing facilities for its students. However, we understand the importance of convenient and accessible accommodation for our student body.

### Off-Campus Housing Options

- In the vicinity of the academy, there are various off-campus housing options, including rooms and apartments, which are within walking distance of the school. These accommodations provide students with the convenience of proximity to their classes and academy-related activities.

### Public Parking Availability

- For those commuting to the academy, public parking is available nearby. This ensures ease of access for students who prefer to travel to the academy by their own means.

It is recommended that students independently explore these off-campus housing options to find accommodations that best suit their needs and preferences. Louisville Beauty Academy, while not directly affiliated with these housing options, is committed to providing information and assistance to students seeking local accommodation.



## **JOB COUNSELING SERVICES**

### **Job Placement Assistance**

Louisville Beauty Academy actively facilitates placement assistance for our graduates by leveraging our contacts within the local beauty industry, particularly with salons. Our commitment is to support our students in transitioning from education to employment in the beauty field.

### **Job Opportunities and Notifications**

- We regularly post job openings and opportunities as notified by local salons and beauty businesses.
- While we strive to provide current and relevant job market information, it is important to note that we cannot legally guarantee employment.

### **Counseling and Guidance**

- Personalized counseling services are available to students and graduates through the Director upon request.
- These services are designed to offer guidance and advice on career options, job search strategies, and industry trends.

### **Market Demand and Proactive Approach**

- The beauty industry, particularly in the fields of Nail Technology and Esthetics, is currently experiencing high demand for skilled practitioners.
- We encourage our students to proactively engage with local salons and beauty businesses before, during, and after their education at the academy. This approach helps them to better understand the job market, enhancing their job security and career planning.

### **Legal Disclaimer**

- As an educational institution, Louisville Beauty Academy legally cannot guarantee job placement. Our role is to equip students with the necessary skills and knowledge and to provide guidance and resources for their job search.

Louisville Beauty Academy is dedicated to supporting our students in achieving their career aspirations in the beauty industry. We believe that our proactive and comprehensive approach to job counseling and placement assistance greatly benefits our graduates in



navigating the job market.

## **GRADUATION REQUIREMENTS**

### **Cosmetology Program**

Each student must:

1. Complete 1500 clock hours of training in Kentucky.
2. Meet the state's practical requirements.
3. Achieve an average score of 75% or higher across all written tests and practical work.
4. Fulfill all financial obligations to the school.

### **Esthetics Program**

Each student must:

1. Complete 750 clock hours of training in Kentucky.
2. Meet the state's practical requirements.
3. Achieve an average score of 75% or higher across all written tests and practical work.
4. Fulfill all financial obligations to the school.

### **Manicuring/Nail Technology Program**

Each student must:

1. Complete 450 clock hours of training in Kentucky.
2. Meet the state's practical requirements.
3. Achieve an average score of 75% or higher across all written tests and practical work.
4. Fulfill all financial obligations to the school.

### **Instructor Program**

Each student must:

1. Complete 750 clock hours of training in Kentucky.
2. Hold a current license as a Cosmetologist, Esthetician, or Nail Technician for a minimum of one year.
3. Meet the state's practical requirements.



4. Achieve an average score of 75% or higher across all written tests and practical work.
5. Fulfill all financial obligations to the school.

Upon successful completion of their program, graduates of Louisville Beauty Academy will receive a diploma certifying their course completion. This diploma, bearing the graduate's name and date of graduation, will be officially signed and dated by the school administration.

In Kentucky, graduates must take additional steps to become licensed professionals. This includes:

1. Completing an application process for testing, as required by the Kentucky State Board of Cosmetology.
2. Upon approval from the Kentucky State Board of Cosmetology, graduates are then eligible to schedule their licensing examination.

It is important to note that graduation from the academy and receipt of a diploma is a distinct step from obtaining professional licensure, which is governed by state regulations and requires Board approval and successful examination completion.

## COURSES AVAILABLE

### Cosmetology Program Academic Overview

- **Course Title:** Cosmetology KY (1500 Hours)
- **Language:** English
- **Textbook:** Milady's Standard Cosmetology
- **Course Description:** This program encompasses theoretical and practical elements of cosmetology, preparing students for roles such as cosmetologist, hairstylist, and hair designer.
- **Objectives:** To develop skilled, highly competent graduates for diverse opportunities in the beauty industry.
- **Teaching Methods:** Lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.
- **Curriculum Outline (Total 1500 Hours):**



1. Orientation and Haircutting: 275 Hours
2. Sanitation: 40 Hours
3. Statutes & Rules: 10 Hours
4. Salesmanship: 10 Hours
5. Management: 10 Hours
6. Manicuring/Nail Technology: 30 Hours
7. Pedicuring: 20 Hours
8. Hair Removal (Waxing): 15 Hours
9. Anatomy & Physiology: 5 Hours
10. Skin, Hair, Electricity, Chemistry: 20 Hours (5 Hours each)
11. Shampooing: 35 Hours
12. Scalp Treatments: 20 Hours
13. Facials & Makeup: 65 Hours
14. Hair Coloring: 190 Hours
15. Texture Services: 320 Hours
16. Hairstyling: 280 Hours
17. Discretionary Hours: 150 Hours

**Graduation:** Diploma awarded upon completion and passing state board examination.

**Grading Scale:**

A (Excellent): 90-100

B (Good): 80-89

C (Average): 75-79

F (Failing): 0-74

This comprehensive curriculum ensures graduates are well-prepared for licensure and professional practice in the beauty industry.

**Manicuring/Nail Technology**

- **Course Title:** Manicuring/Nail Technology KY (450 Hours)
- **Language:** English



- **Textbook:** Milady's Standard of Nail Technology
- **Course Description:** This course aims to train students in basic skills, safety judgments, proper work habits, and attitudes necessary for licensure and entry-level positions as manicurists or nail technicians.
- **Course Objectives:** To produce competitive graduates with high proficiency, preparing them for various opportunities in the beauty industry.
- **Teaching Methods:** Lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.
- **Curriculum Outline (Total 450 Hours):**
  1. Orientation, Sanitation and Disinfection: 40 Hours
  2. Anatomy & Disorders: 25 Hours
  3. Laws and Regulations: 10 Hours
  4. Nail Techniques (Tips, Sculptures, Overlays, Gels, Wraps, Acrylics, etc.): 200 Hours
  5. Manicuring/Nail Technology: 60 Hours
  6. Pedicuring: 35 Hours
  7. Chemistry: 10 Hours
  8. Salesmanship: 15 Hours
  9. Electric Drill Use: 120 Hours
  10. Discretionary Hours: 35 Hours

**Grading Scale:**

A (Excellent): 90-100

B (Good): 80-89

C (Average): 75-79

F (Failing): 0-74

Graduates receive a diploma and official transcripts, preparing them for salon employment as manicurists or nail technicians.

**Esthetics**

- **Course Title:** Esthetics KY (750 Hours)
- **Language:** English



- **Textbook:** Milady's Standard Esthetics
- **Course Description:** This 750-hour course, as mandated by the Kentucky Board of Cosmetology, provides comprehensive training in esthetics, preparing students for roles as estheticians and makeup artists.
- **Course Objectives:** To equip students with practical and theoretical knowledge in esthetics, fostering high-level skills and a solid foundation for various opportunities in the beauty industry.
- **Teaching Methods:** Lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.
- **Curriculum Outline (Total 750 Hours):**
  1. Orientation and Chemistry: 45 Hours
  2. Physiology & Histology: 60 Hours
  3. Bacteriology & Sanitation: 40 Hours
  4. Skin Care Machinery: 50 Hours
  5. Skin Care: 160 Hours
  6. Makeup: 60 Hours
  7. Hair Removal: 70 Hours
  8. Advanced Spa Techniques: 35 Hours
  9. Safety Precautions: 25 Hours
  10. Professional Development: 25 Hours
  11. Salesmanship and Salon Management: 50 Hours
  12. State Statutes & Rules: 10 Hours
  13. Discretionary Hours: 70 Hours

**Grading Scale:**

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

Graduates receive a diploma and official transcripts, certifying their readiness for professional practice as estheticians and makeup artists.



## **Instructor**

- **Academic Overview:** Instructor Training Program
- **Course Title:** Instructor Training KY (750 Hours)
- **Language:** English
- **Textbook:** Milady's Master Educator
- **Course Description:** This 750-hour course, mandated by the Kentucky Board of Cosmetology, is designed for licensed professionals in Cosmetology, Esthetics, or Nail Technology. It focuses on teaching methodologies and educational practices to prepare students for instructional roles in the beauty industry.
- **Course Objectives:** To produce well-trained educators with expertise in teaching techniques, lesson planning, and classroom management, contributing to the development of future professionals in the beauty industry.
- **Teaching Methods:** Includes lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.
- **Curriculum Outline (Total 750 Hours):**
  1. Orientation and Curriculum Review: 150 Hours
  2. Introduction to Teaching: 50 Hours
  3. Course Outline and Development: 200 Hours
  4. School Administration: 50 Hours
  5. Clinical and Theory Classroom Assistance: 100 Hours
  6. Practice Teaching: 200 Hours

**Curriculum Details:** Includes psychology of student training, grooming, personality development, lesson planning, teaching methods, audio-visual techniques, examination techniques, and more.

### **Grading Scale:**

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





Graduates receive a diploma and official transcripts, certifying their readiness for teaching roles in the beauty industry.

### PROGRAM COSTS

**Program Cost Summary:** The latest information on costs, scholarships, and payment plans for Louisville Beauty Academy programs is available on their official [website](https://louisvillebeautyacademy.net/louisville-beauty-academy-louisvillebeautyschoolcost-education-programs-courses-package-cost-scholarship-payment-plan-with-no-interest/).

<https://louisvillebeautyacademy.net/louisville-beauty-academy-louisvillebeautyschoolcost-education-programs-courses-package-cost-scholarship-payment-plan-with-no-interest/>

Prospective and current students are advised to refer to this source for the most current information.

**Scholarship Eligibility:** Scholarships are primarily reserved for students who have exhausted other funding options such as federal aid, military benefits, and vocational rehabilitation assistance. Enrollment in a program automatically qualifies a student for the maximum scholarship available, based on attendance.

**Payment and Fees:**

- Registration fees, books, and equipment costs are non-refundable and non-returnable upon receipt.
- Payment methods include cash, money orders, credit cards, and non-federal agency loan programs.
- A 7% processing fee is added to credit/debit card payments.

**Specific Program Costs and Incentives (as of the latest update):**

- Nail Technology Program: \$8,325.50 total package price, with various incentives and a monthly payment plan available.
- Esthetician Program: \$14,174.00 total package price, with incentives and a monthly payment plan.
- Cosmetology Program: \$27,025.50 total package price, offering significant incentives and a payment plan.
- Beauty Instructor Program: \$12,675.50 total package price, with incentives for full payment and a monthly payment plan.
- Blow Dry & Style Program: \$7,490.50 total package price, with incentives for full payment and a monthly plan.



**Payment Plan Policy:**

- Monthly payments can be any amount above \$100, with applicable fees based on the payment amount.
- The total package price must be paid off, subtracting any incentives/discounts, before graduation.

**Scholarships/Incentives/Discounts Policy:** Scholarships are awarded to incentivize attendance and are subject to conditions related to student conduct and attendance.

**Attendance Policy:** Consistent attendance is required as per Kentucky State Board of Cosmetology regulations. Louisville Beauty Academy offers flexible scheduling within these requirements.

**Transferred Students:** Transferred students must purchase specific course materials and are not eligible for full scholarship and discount benefits.

This overview provides a summary of the costs, scholarships, and payment plans for various programs at Louisville Beauty Academy, reflecting the institution's commitment to transparent and accessible education.

## REFUND POLICY – NOTICE OF CANCELLATION

1. **Application:** For all terminations including student withdrawal, course cancellation, or school closure.
2. **Refund Timeline:** Refunds issued within 45 days of official cancellation or withdrawal.
3. **Pro-rated Refund Schedule:** Based on the percentage of scheduled time enrolled to the total course/program:
  - 0.01% to 4.9% - 20% of tuition retained by the school.
  - 5% to 9.9% - 30% retained.
  - 10% to 14.9% - 40% retained.
  - 15% to 24.9% - 45% retained.
  - 25% to 49.9% - 70% retained.
  - 50% and over - 100% retained.
4. **Additional Charges:** Separate calculation for non-refundable items like kit materials and books at withdrawal.



### 5. Financing Options

- **Cash Payment:** Full or installment payments.
- **VA Contract Billing Program:** For eligible veterans.
- **Financial Aid Programs:** Pell Grants and loans for qualified students.

This policy ensures clarity on financial responsibilities and options for students at Louisville Beauty Academy, adhering to legal and academic standards.

## Financial Aid

### Financial Aid Services

The Financial Aid Office at Louisville Beauty Academy assists students in accessing financial aid, ensuring compliance with federal, state, and institutional regulations. This includes providing access to necessary financial aid forms, disclosures, and a school catalog that outlines the financial aid process.

### Types of Financial Aid

1. **Federal Pell Grant:** Need-based grant for undergraduates, does not require repayment.
2. **William D. Ford Direct Loan Program:** Includes subsidized and unsubsidized Stafford Loans, PLUS Loans, and Consolidation Loans.
3. **Direct Subsidized and Unsubsidized Stafford Loans:** Offer based on need, with varying interest rates and repayment conditions.
4. **Direct Parent Loans (PLUS):** Credit-based loans for dependent students' parents.
5. **Cash Payment Options**
  - The school encourages Cash Payment for the maximum incentives/discounts/scholarships.
  - Payment plans also offer discounts based on attendance and payment amounts. Details are available in the student contract and on the school's website. The school's zero-interest, debt-free payment plan has successfully graduated over 1,000 students.
  - This option is favorable compared to federal aid, which may incur additional costs from third-party agencies.



- **Note on Cash Payment Option:** Students opting for the Cash Payment method must ensure that their program costs are fully paid off, subtracting any incentives, before graduation or at the time of graduation to be eligible to graduate. This requirement is crucial to fulfill financial obligations and complete the program successfully at Louisville Beauty Academy.

### **Disclaimer**

Financial aid availability is subject to qualification. Students should consult with the Financial Aid Office to determine their eligibility.

## **APPLYING FOR FINANCIAL AID**

Students interested in Federal Financial Aid must follow these steps:

1. **Obtain FSA ID:** Apply for an FSA ID at [fsaid.ed.gov](https://fsaid.ed.gov).
2. **Complete FAFSA:** Fill out the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](https://fafsa.ed.gov).
3. **Loan Counseling and Promissory Note:** Undertake a Federal Student Loan Entrance Counseling Session and complete the Direct Loan Master Promissory Note at [studentloans.gov](https://studentloans.gov).
4. **Additional Documentation:** Submit any other forms or documentation as requested by the school's Financial Aid Office.

Timely submission of all documents is crucial for the Financial Aid Office to process applications efficiently.

## **TRANSCRIPT OF RECORDS**

### **Transcript of Records Policy**

Students can request their academic transcript by submitting a written request and ensuring all financial obligations to the school are fulfilled. A transcript fee of \$25.00 is required. To request a transcript, please use the following link: [Transcript Request Form](#).



## 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

### **Academic and Legal Overview: Disclosure of Educational Records/Student Privacy**

Louisville Beauty Academy adheres to student privacy laws, allowing students, parents/guardians of dependent minors, and authorized school and government entities to inspect, review, and challenge the educational records of students. These records include personal and academic information.

### **Student Information Release Policy:**

- Requests for student information must be in writing or verified by telephone.
- All requests should specify the information needed and be signed and dated.
- The Director will consult with the student/parent for consent to release information.



- Students/parents have the right to access their records, under supervision, during normal business hours.
- Educational records are maintained for seven years post-enrollment.
- Financial records are stored securely and accessed only by authorized personnel.
- Transcript requests incur a fee of \$25.00.

**Directory Information:**

Before releasing directory information, students/guardians may opt out of publishing certain items.

**Note:** Written authorization from the student is required for releasing information to third parties, including text messages and emails.

## **RULES AND REGULATIONS OF THE SCHOOL**

**Academic and Legal Overview: Rules and Regulations of Louisville Beauty Academy**

1. **Timeliness:** Students must clock in and be in class at the start of each session. Late arrival over 30 minutes disallows entry to theory sessions.
2. **Absence Notification:** Notify the office by 10:00 am for absences. Extended absences (over 3 days) require a written explanation.
3. **Make-Up Time and Charges:** Time lost must be made up. Additional charges apply for training beyond contract date.
4. **On-Site Presence:** Students must clock out when leaving and clock in upon return.
5. **Lunch Break:** 30-minute lunch break is allotted.
6. **Time Clock Policy:** Self-check-in and out only.
7. **Uniform Requirements:** Specific dress code including black attire, closed-toe shoes, and name tag.
8. **Hygiene and Sanitation:** Adherence to personal hygiene and sanitation rules is mandatory.
9. **Personal Property:** Responsibility for personal belongings and equipment.
10. **Availability of Kits and Books:** Must be ready for use and inspection.
11. **Telephone and Cell Phone Policy:** Restricted use of school and personal phones.
12. **Professional Behavior:** Required at all times; non-compliance may lead to dismissal.



13. **Food and Gum:** Not allowed in classrooms or clinic floor.

14. **Academic Progress:** Retesting for unsatisfactory scores, with specific time frames for retests and make-ups.

15. **Amendments to Rules:** The Owner/Director may change rules, with changes posted for student awareness.

**Professional and Respectful Conduct:** The school emphasizes professional and respectful behavior, ensuring inclusivity, safety, and an optimal learning environment. Aggressive or unsafe behavior, whether physical, verbal, or via social media, is unacceptable and may result in immediate class withdrawal, determined by the school enrollment director.

## **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**

### **Satisfactory Academic Progress Policy**

Louisville Beauty Academy implements a Satisfactory Academic Progress Policy that applies to all enrolled students. This policy, detailed in the school catalog, is provided to students before enrollment.

### **Evaluation Periods**

Students' progress is evaluated based on actual hours acquired:

- **Cosmetology** (1500 hours): Evaluations at 150, 450, 900, and 1500 hours.
- **Esthetics** (750 hours): Evaluations at 150 and 375 hours.
- **Manicuring/Nail Technology** (450 hours): Evaluations at 150 and 300 hours.
- **Instructor** (750 hours): Evaluations at 150 and 375 hours.

**Transfer Students:** Midpoint of contracted hours or established evaluation periods, whichever is earlier.

### **Evaluation Criteria**

Evaluations assess minimum requirements for satisfactory academic progress and attendance. Students are evaluated monthly for Kentucky State Board hours and academic



progress, ensuring they meet both attendance and academic standards by the course midpoint.

## Attendance Progress Evaluations

At Louisville Beauty Academy, students must maintain a minimum attendance rate of 80% of the hours possible based on their attendance schedule to be considered in satisfactory attendance progress. Attendance progress is evaluated at the end of each evaluation period. The attendance percentage is calculated by dividing the total hours attended by the total hours scheduled. These evaluations ensure that students maintain at least 80% cumulative attendance from the start of the course, projecting timely graduation within the maximum timeframe allowed.

## Academic Progress Evaluations

Louisville Beauty Academy uses a systematic grading approach for academic progress evaluations. Academic learning is evaluated after each unit of study, while practical assignments are rated upon completion and must achieve a satisfactory level (reflected as 100% in the computer system) to count towards course completion. Students are required to repeat unsatisfactory performances. At least two comprehensive practical skills evaluations are conducted during the course. Practical skills are assessed based on the school's criteria. Students must maintain a minimum written grade average of 75% and pass final written and practical exams to graduate. The grading scale is as follows:

- 93-100: Excellent
- 85-92: Very Good
- 75-84: Satisfactory
- 74 and below: Unsatisfactory

Missed tests and incomplete assignments must be made up.

## Quantitative and Qualitative Factors for Satisfactory Academic Progress

To measure student progress towards satisfactory completion of the program, the following criteria are applied:





1. **Cumulative Theory Grade:** Students must maintain a minimum cumulative theory grade level of 75% or higher.
2. **Practical Worksheet Completion:** A minimum cumulative academic level of 75% or higher is required for practical worksheet completion. For state practical graduation requirements, practical worksheets must eventually be completed with 100% accuracy.
3. **Cumulative Academic Grade:** Theory and practical grades are averaged to achieve a cumulative academic grade of 75% or higher.
4. **Attendance Requirement:** Students must attend a minimum of 80% of their scheduled hours. Hours are updated on the 1st and 15th of each month.

For graduation, the measurement of success includes an average grade of 75% or more across the entire course, encompassing both quantitative and qualitative aspects.

## TRANSFER HOURS

In the context of Satisfactory Academic Progress (SAP) at Louisville Beauty Academy, transfer hours are considered both attempted and completed. These hours are factored into the calculation of the maximum allowable timeframe for program completion. Additionally, if a student switches programs, the accepted hours from the initial program or other institutions are also counted towards SAP in the new program. This ensures a consistent and fair approach to measuring academic progress for all students, including those with transfer credits.

## MAXIMUM TIME FRAME

Louisville Beauty Academy sets a maximum time frame for course completion, not exceeding 125% of the course length, as follows:

### Esthetics (750 hours)

- 35 hours/week: 27 weeks (Max 938 hours)
- 28 hours/week: 34 weeks (Max 938 hours)
- 20 hours/week: 38 weeks (Max 938 hours)



### **Manicuring/Nail Technology (450 hours)**

- 35 hours/week: 13 weeks (Max 600 hours)
- 28 hours/week: 17 weeks (Max 600 hours)
- 20 hours/week: 23 weeks (Max 600 hours)

### **Cosmetology (1500 hours)**

- 35 hours/week: 54 weeks (Max 1875 hours)
- 28 hours/week: 67 weeks (Max 1875 hours)
- 20 hours/week: 94 weeks (Max 1875 hours)

### **Instructors (750 hours)**

- 35 hours/week: 36 weeks (Max 938 hours)
- 28 hours/week: 45 weeks (Max 938 hours)
- 20 hours/week: 63 weeks (Max 938 hours)

For transfer students, the maximum time is 80% of scheduled contracted hours. Students who exceed the maximum time frame may continue on a cash pay basis, with full payment required before graduation paperwork is issued.

## **DETERMINATION OF PROGRESS STATUS**

At Louisville Beauty Academy, students who meet the minimum academic and attendance requirements at each evaluation point are deemed to be making satisfactory academic progress until the next evaluation. Students will receive a digital copy of their Satisfactory Academic Progress Determination via email, text messaging, or other digital messaging platforms like CRM system messages, following each evaluation. This process ensures continuous monitoring and communication of students' academic standings in compliance with academic standards.

## **WARNING**

Students at Louisville Beauty Academy who fail to meet the minimum requirements for attendance, academic progress, or financial monthly payments are placed on a warning period but are still considered to be making satisfactory academic progress during this time. Written advice is provided to students on the necessary actions to achieve satisfactory academic progress by the next evaluation. If a student does not meet the attendance,



academic, and financial requirements by the end of the warning period, they may be placed on probation. This process ensures that students are given fair opportunities to meet all program criteria.

## PROBATION

Students at Louisville Beauty Academy who fail to meet minimum requirements for attendance, academic progress, or financial obligations after a warning period are placed on probation. During probation, they are considered to be making satisfactory academic progress if they appeal the decision and the appeal is successful. Probation eligibility requires the potential to meet Satisfactory Academic Progress standards by the end of the evaluation period. Students on an academic plan must meet its requirements by the next evaluation to be deemed making satisfactory progress. Failure to meet attendance, academic, or financial requirements by the end of probation will result in a status of not making satisfactory academic progress.

## APPEAL PROCEDURE

Students not making satisfactory academic progress may appeal within ten days. Grounds for appeal include:

- Death of a relative.
- Injury or illness of the student.
- Other special or mitigating circumstances.

The appeal process involves:

- Submitting a written appeal on a designated form.
- Explaining the failure to meet standards and providing supporting documentation.
- Describing changes in the student's situation enabling future academic progress.

The school reviews appeals and communicates decisions within 30 days. Successful appeals lead to the reversal of progress determinations and reinstatement of financial aid, where applicable. Documentation is retained in the student file.



## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students at Louisville Beauty Academy can re-establish satisfactory academic progress by fulfilling the following criteria by the end of their warning or probationary period:

- Meeting the minimum attendance requirements.
- Achieving the academic standards set forth.
- Maintaining up-to-date monthly financial payments as agreed upon.

Successfully meeting these conditions will allow students to regain their status of satisfactory academic progress within the program.

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

Louisville Beauty Academy's policy for course incompletes and withdrawals is aligned with financial aid requirements:

- **Leave of Absence:** Not accepted under any circumstances.
- **Withdrawal Requirements:** Students absent for over 10 consecutive days must withdraw, stopping all financial aid and hours.
- **Re-enrollment:**
  - **Within 180 days of withdrawal:** Re-enrollment with the same financial aid is possible.
  - **After 180 days:** Different terms may apply.
- **Hour Reporting:** Student hours are reported monthly and valid for 5 years. All transfer hours must be discussed and agreed upon before enrollment.
- **Kentucky State Law Compliance:** Maximum of 8 hours of study per day and 40 hours per week. Students must complete a minimum of 1 hour per week, but the school's policy requires a minimum of 1 hour per week.
- **Student Schedule:**
  - Monday-Friday: 10-6:30 (8 hours)
  - Saturday: 8:00-2:00 (5.5 hours)

This policy ensures compliance with state law and financial aid regulations, emphasizing the importance of consistent attendance and engagement in the program.



## SUMMER TERMS

Louisville Beauty Academy operates with continuous course offerings throughout the year and does not have a distinct summer term. The school maintains an open enrollment policy, allowing students to enroll and commence their studies immediately at any time of the year. This approach facilitates flexible and ongoing access to educational programs.

## 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

These do not apply to our institution and have no impact on the school's satisfactory academic progress standards.

## NON-DISCRIMINATION POLICY

The Academy practices no discrimination in admission, instruction, financial, and graduation policies based on race, color, age, sex, creed, religion, ethnic origin, financial status, or geographic location.

## TERMINATION POLICY

The Academy may terminate or suspend students for behaviors such as substance influence, consistent failing grades, poor attendance, physical altercations, theft, rule violations, disruption, disrespect, or behaviors deemed unfit for the beauty industry. This includes any unsafe or unprofessional actions that create a hostile environment.

## EMPLOYMENT STATISTICS

While many graduates of Louisville Beauty Academy find employment in the beauty industry, largely due to the skills and education received at the Academy, it is important to note that the Academy cannot guarantee employment. This aligns with legal regulations prohibiting educational institutions from promising or guaranteeing job placement. The beauty industry's growth does offer excellent opportunities, and the Academy often



receives inquiries from employers about graduates, but employment cannot be assured.

## HOW ARE STUDENTS ARE DOING

According to the annual report spanning 2017-2023, with over 1000 graduates from Louisville Beauty Academy, the following statistics highlight student success:

- Over 90% of students scheduled to graduate within this timeframe successfully completed their programs.
- More than 90% of graduates secured employment in the relevant year.
- Above 90% of graduates who took the state board exam passed it.

These figures represent the achievements of students at the Academy, reflecting both the quality of education provided and the dedication of the students.

## CAMPUS SECURITY/CRIME REPORTING POLICIES

Louisville Beauty Academy adheres to the following policies:

- **Timely Warnings:** Issued for potential threats, with reports made via text/call at 502-625-5531 or email to [Study@LouisvilleBeautyAcademy.net](mailto:Study@LouisvilleBeautyAcademy.net).
- **Crime Statistics Disclosure:** Annual report in compliance with the Jeanne Clery Act.
- **Crime Reporting:** Immediate reporting of security breaches to the Owner/Manager.
- **Security Monitoring:** Continuous monitoring by the Owner/Manager.
- **Security Personnel:** The Academy has no security force and reports crimes to civil authorities.
- **Voluntary Confidential Reporting Policies:** The Academy has no specific policies on voluntary confidential reporting.
- **Security and Access:** School premises are monitored, with restricted access outside business hours.
- **Campus Police:** There is no campus police.
- **Counseling Services:** Referral to professional services for personal crises.
- **Security Awareness and Crime Prevention:** Regular updates and orientation discussions on crime reports and prevention.



- **Off-Campus Criminal Activity:** No off-campus facilities; emergencies should be reported to local police.
- **Alcoholic Beverages and Illegal Drugs Policies:** Strict reporting and enforcement of laws against illicit alcohol and drug activities.
- **Substance Abuse Education:** Drug-Free School program with detailed policy coverage during orientation and mandatory counseling for financial aid recipients.

These policies demonstrate the Academy's commitment to safety, legal compliance, and the well-being of its community.

### FERPA

FERPA is a federal law ensuring the confidentiality of student education records. Annually, Louisville Beauty Academy informs students about:

- **Student Rights:** These include the right to review and amend their education records, consent to disclosures of identifiable information, and file complaints with the Department of Education.
- **Review and Amendment Procedures:** How to access and request changes to their education records.
- **Disclosure Policy:** Disclosures to school officials with legitimate educational interests.

**Directory Information:** Certain information, like attendance dates and graduation details, may be released. More sensitive data requires written student consent for release.

**Student Consent:** Students have the right to refuse the release of any directory information, which is upheld until the school receives written permission to release it.

**Parental Access to Education Records:** At the postsecondary level, parents do not have inherent rights to access their child's education records. Release of these records to parents is permissible only with the student's written consent or under a subpoena.

**Posting of Grades:** Public posting of grades using identifiable information without student consent violates FERPA.

**Staff Responsibilities:** Employees with access to student education records must comply with FERPA. Unauthorized disclosure, improper use of sign-on credentials, or misuse of student information is prohibited and may result in disciplinary action or legal consequences.



**Key Points to Remember:**

- Always verify identification and consent before releasing educational records.
- Confidential conversations about a student's record should be restricted to those with legitimate educational interest.
- Removal of documents from the office or sharing confidential information without authorization violates FERPA.
- Social security numbers, citizenship, gender, ethnicity, religious preference, grades, GPA, and daily class schedules are strictly confidential and require written student consent for disclosure.

**Authorization Consent Form:** Not required when transmitting information to state and federal agencies, or for institutional, state, and federal program review and audit purposes.

Louisville Beauty Academy emphasizes strict adherence to FERPA regulations to protect the privacy and confidentiality of student records.





**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

A Grievance Policy is a formalized procedure designed to address and resolve complaints or issues raised by students regarding their educational experience. This policy at Louisville Beauty Academy includes:

1. **Submission:** Students must submit grievances in writing within 60 days of the incident.
2. **Review Process:** The complaint is reviewed by school management, with an initial response issued within 30 days.
3. **Further Action:** Complex issues may require referral to appropriate external agencies.
4. **Comprehensive Investigation:** Involves interviews and, if necessary, an informal hearing with an unbiased committee.
5. **Resolution and Reporting:** The committee makes recommendations, with a final decision by school management. Outcomes are documented to identify patterns or areas for improvement.
6. This policy ensures systematic, fair, and transparent handling of student grievances.

Louisville Beauty Academy's Student Grievance Policy aligns with its mission statement.

1. **Initial Complaint Submission:** Students must submit written grievances within



- 60 days of the incident on a designated form provided by the institution.
2. **Review and Response:** Management reviews the complaint, responding within 30 days. This may not resolve the issue but will outline further investigation or actions.
  3. **External Referral:** If necessary, unresolved complaints may be referred to relevant agencies.
  4. **Investigation Process:** May include interviews with staff and students.
  5. **Informal Hearing:** For complex issues, a hearing committee is formed, including unbiased members. The hearing should occur within 90 days of the committee's formation, with recommendations issued within 15 days of the hearing.
  6. **Final Decision:** School management reviews the committee's report and makes a final decision.
  7. **Exhaustion of Internal Processes:** Students must complete the institution's internal grievance process before escalating the complaint externally.

This policy ensures a fair and systematic approach to addressing student grievances, maintaining compliance with accreditation and federal financial aid guidelines.



# THE END

LOUISVILLE BEAUTY ACADEMY



## End Note from Di Tran,

### Author and CEO of Louisville Beauty Academy

As we reach the conclusion of this catalog, I am reminded of the core mission that drives us at Louisville Beauty Academy - "Let's create more smiles in our community together." This isn't just a slogan; it's a commitment that permeates every aspect of our academy.

From the moment I embarked on the journey to establish the Louisville Beauty Academy, my vision was clear: to build a community where every student, regardless of their background, feels empowered to turn their passion for beauty into a meaningful career. Our academy is more than just a place of learning; it's a space where dreams are nurtured, skills are honed, and futures are brightened.

Each page of this catalog not only outlines our courses and facilities but also embodies the spirit of inclusivity, innovation, and inspiration. We believe that education is the key to unlocking potential and that by sharing our knowledge, we can spread joy and positivity in the community we serve.

As you step forward into your journey in the beauty industry, remember that you are not just pursuing a career; you are becoming a beacon of confidence and happiness for others. Every hairstyle crafted, every skin treatment applied, and every nail designed contributes to someone's smile. That's the beauty of our profession – the ability to touch lives, one appointment at a time.

Together, let's continue to uplift, inspire, and create more smiles in our community. Your success is our success, and your journey is a testament to the power of perseverance and passion.

Thank you for choosing Louisville Beauty Academy as your partner in this exciting journey. Here's to creating more smiles, more beauty, and a brighter future for all.



With Warm Regards,

Di Tran

Author and CEO of Louisville Beauty Academy

