



# Luckes Beauty Academy

"Committed to Your Success"

## 2021-2022 CATALOG

REVISED AS OF March 2022

[www.luckesbeautyacademy.com](http://www.luckesbeautyacademy.com)

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(This catalog is true and correct in content and policy)

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State Council of  
Higher Education for Virginia

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## **DIRECTOR'S MESSAGE**

*It is with great pride and enthusiasm that I welcome you to Luckes Beauty Academy. This catalog is a letter of introduction to the rewards and challenges of an excellent education at Luckes Beauty Academy.*

*With focus and determination, the future belongs to those who strive to be different, who insist on perfection, who long for knowledge, and who have a passion for the art of hair, skin, nails and fashion. At Luckes Beauty Academy, we take pride in the fact that we have trained successful salon owners, managers and stylists.*

*If you are one of these unique individuals, I invite you through this catalog to consider Luckes Beauty Academy as the road to a successful future for you.*



## **ACCREDITING AND LICENSING AGENCIES**

Luckes Beauty Academy is accredited by: The National Accrediting Commission of Career Arts and Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for cosmetology schools. We are also licensed by the Commonwealth of Virginia.

### **THE ACADEMY IS LICENSED BY**

Dept. of Professional  
Occupational Regulations  
Commonwealth of VA.  
9960 Maryland Drive, Suite 402  
Richmond VA. 23233  
Phone 804-367-8500

### **THE ACADEMY IS ACCREDITED BY**

National Accrediting Commission of  
Career Arts and Sciences Inc.  
3015 Colvin Street  
Alexandria, Virginia 22314  
Phone 703-600-7600

Luckes Beauty Academy has current eligibility Program Participation Agreements (PPA) with:

- The U.S. Department of Education
- The Department of Veterans Affairs

Memberships:

- American Association of Cosmetology Schools (AACCS)
- Cosmetology Educators Association (CEA)
- Skills USA

## **CERTIFICATIONS**

Luckes Beauty Academy is “Certified to Operate” as a postsecondary institution in the State of Virginia by the State Council of Higher Education for Virginia (SCHEV)

### **THE ACADEMY IS CERTIFIED BY**

State Council of Higher Education for Virginia (SCHEV)  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219  
Phone 804-225-2600

## **ADMINISTRATION**

Ms. Clarice Thomas, President/Director  
Jan Mar Beauty Academy, 1987  
Licensed Cosmetologist  
Licensed Cosmetology Instructor  
16 years President and Director, Luckes Beauty Academy  
9 years Owner/Operator, Luckes Hairweaving & Beauty Salon

Ms. Jennifer Dent ,Financial Aid Administrator/Admissions  
Associate's Degree in Science, Centura College 2008

## **INSTRUCTING STAFF**

Luckes Beauty Academy instructors are licensed by the Commonwealth of Virginia Board of Cosmetology. Instructional staff members meet all requirements of Virginia state law.

Ms. Clarice Thomas  
Jan Mar Beauty Academy, 1987  
Licensed Cosmetologist/Instructor  
21 years, Luckes Beauty Academy

Full-Time Instructor  
Senior Classroom/Clinic

Ms. Jennifer Dent  
Luckes Beauty Academy graduate, 2017  
Licensed Cosmetologist/Instructor

Part-Time Instructor  
Clinic Floor

Ms. Arnette Winston  
Licensed Cosmetologist/Instructor  
Salon owner –Uniquely You Hair Weaving  
And Design, Hampton, VA

Part-Time Instructor  
Evening Classroom/Clinic

Ms. Rena Timpson  
Licensed Cosmetologist/Instructor  
Luckes Beauty Academy Graduate  
Stylist/Hair Cuttery, Hampton, VA

Full-Time Instructor  
Freshman Classroom

## **SUBSTITUTE INSTRUCTORS**

Ms. Lakeisha Waters  
Licensed Cosmetologist/Instructor  
Salon owner –Salon Allore, Lancaster, VA

Ms. Lillie Martin  
Licensed Cosmetologist/Instructor

# **GENERAL OVERVIEW AND ENROLLMENT PROCESS**

## **LUCKES BEAUTY ACADEMY**

### **HISTORY OF LUCKES BEAUTY ACADEMY**

Luckes Beauty Academy was established to help prepare individuals for a successful career in Cosmetology. In 1992, Bernice Luckes and Clarice Luckes Thomas searched the Hampton Roads market for credible schools that prepared students to become successful in the industry of beauty. The results of their research determined that there was a need to establish a school with small classes that would teach students the fundamentals of hair, skin, and nail care, in a salon-like environment that was professional and supportive for producing the very best. With over 50 years of combined experience as well-respected cosmetologists, together they developed Luckes Beauty Academy, which was founded in 1998. Current owner, Clarice Luckes Thomas is committed to the success of future cosmetologists.

### **LOCATION AND FACILITY**

Luckes Beauty Academy is located at 888 J. Clyde Morris Blvd., Newport News, Va. 23601 in the Newport Square Shopping Center at the intersection of Diligence and J. Clyde Morris just south of City Center and Oyster Point Park.

Luckes Beauty Academy is located within a major shopping center, served by major access roads, and on the bus line. Luckes Beauty Academy is housed in a 3100 square foot space including ample work stations, a major clinic area, theory classroom, designated nail area and a pedicure spa area, student lounge, dispensary, office, supply room, two restrooms, front desk, lounge and ample parking area. The Academy has a library equipped with videos, reference materials and computers for student on-line research. Luckes Beauty Academy is blessed with a stable, diverse clientele and is designed to serve all types of clients.

### **HOUSING**

Luckes Beauty Academy does not provide housing facilities for attending students.

## **EDUCATIONAL OBJECTIVES**

### **MISSION STATEMENT**

Our mission at Luckes Beauty Academy is to provide a quality professional education by creating a caring and supportive environment in which students can receive a high standard of education in their chosen fields. By supporting our students in this manner, we prepare our students for licensing and employment.

### **OUR OBJECTIVE**

Our objective at Luckes Beauty Academy is to assist the student in cosmetology skills and knowledge beyond the requirements to acquire a license, to analyze and solve problems in typical hair, skin and nail services, and develop professional work habits and attitudes necessary to acquire

and maintain employment in the cosmetology field. With the use of small class sizes, communication is encouraged, allowing for student to student and student to teacher interactions.

The institution constantly updates programs so graduates can remain competitive in their chosen field and promotes the continuing educational growth of the faculty, utilizing current teaching methods and techniques.

Community service is at the forefront of the Academy's mission. The Academy has developed relationships with various organizations from Women's shelters, military spouses, and organizations for the homeless.

## **THE COSMETOLOGY PROFESSION**

Today, the professional salon industry continues to offer terrific new employment opportunities to qualified job seekers – whether it is to launch a new career or to begin a mid-life career change. Your goals can guide you to a lifetime career working in a variety of professional job roles. Luckes Beauty Academy's comprehensive training will give you a solid foundation upon which you may specialize in many fields, such as:

- |                  |                           |
|------------------|---------------------------|
| -Hair Stylist    | -Pedicurist               |
| -Manicurist      | -Salon Owner              |
| -Make-up Artist  | -Hair Coloring Specialist |
| -Platform Artist | -Manufacturer's Rep.      |
|                  | -Theatrical Artist        |

## **COSMETOLOGY FACTS**

- Is virtually recession proof
- Offers a wide variety of full and part time positions
- In most cases allows you to set your own hours
- Affords you the flexibility of NATIONWIDE employment opportunities with better than average income
- Offers a multitude of continuing education, travel, and networking opportunities
- Gives you great personal satisfaction by helping others look better and feel great

## **COSMETOLOGY CAREER CONSIDERATIONS**

A person who wishes to become a successful Cosmetologist must:

- Have finger dexterity
- Enjoy dealing with the public
- Be willing to keep up with the latest trends and techniques
- Learn business skills
- Be willing to go the extra mile to build a loyal clientele
- Complete all licensing requirements

Cosmetology work can be physically demanding due to long hours standing and working with arms outstretched. There is potential of allergic reactions to various chemicals and fumes. Practice of safety and sanitation is essential for effective and successful performance. A personal investment may be required for advertising and promotion, such as your free time and cost of business cards.

## **COURSE DETAILS AND SCHEDULES**

Luckes Beauty Academy has an open enrollment policy which new classes start every six to eight weeks. The Academy reserves the right to change the schools start dates and calendar as necessary, as well as the right to limit the maximum class enrollment.

### **COSMETOLOGY START DATES 2021-2022**

<b>EVENING</b>	<b>DAY</b>
August 9, 2021	August 10,2021
September 20, 2021	September 21,2021
November 1, 2021	November 2,2021
December 13,2021	December 14,2021
January 24, 2022	January 25, 2022
March 7, 2022	March 8, 2022
April 18, 2022	April 19, 2022
May 30, 2022	May 31, 2022

### **COSMETOLOGY COURSE SCHEDULES**

Full-time students attend classes Tuesday through Friday from 9:00am to 4:30pm

Part-time day students attend classes Tuesday through Friday from 9:00am to 1:00pm

Part-time evening students attend classes Monday through Thursday from 5:30pm to 9:30pm

All three course schedules attend Saturdays from 8:00am to 3:00pm.

Full time students and Saturday classes will have a ½ hour lunch break.

**Administrative offices are open 9am to 6:00pm Tuesday through Thursday and by appointment on Fridays.**

## **COSMETOLOGY COURSE CURRICULUM OUTLINE**

### **COURSE DESCRIPTION**

The Cosmetology Course offers a study of the practices and principles of skills needed to be successful in cosmetology and related fields. Knowledge of the structure and chemistry of hair, scalp, skin and nails are provided. Students will gain skills in the proper use of products and techniques in providing cosmetology related services. Practical classes are taught to all beginning students, covering sanitation, shampooing, hair shaping, hair coloring, hairstyling, manicures, pedicures, hair removal, permanent waving, chemical hair relaxing and facials. During this portion, freshman students work on mannequins and each other. The objective of the Cosmetology Course is to develop in the students the practical skills, theoretical knowledge, and professional attitude necessary for success in the Cosmetology profession. The goal of this course is to qualify and equip the student to pass the Virginia State Board of Cosmetology Licensing Examination.

After graduates have successfully passed their state board exam, they are qualified to work as licensed Cosmetologist in the state of Virginia. They may cut hair, perform all phases of manicuring, apply make-up, and perform hairstyling and give skin care for profit. The cosmetology course is 1500 clock hours in length, which can be completed in not less than one year of full-time attendance. The course is a combination of theoretical and practical instruction. Training includes completion of basic curriculum and tests. After completing the basic procedures, students begin practicing on clients. Students are able to develop and practice cosmetology skills under the supervision of licensed instructors in actual working conditions in the schools' busy clinic. Upon completion of the full program, students are awarded diplomas.

### **COURSE FORMAT**

This course will be taught utilizing lectures, demonstrations, clinical practice, classroom participation and audio-visual presentations. Theory class consists of lectures, practical demonstrations, audiovisuals, and participation.

Theory classes for Freshman students are taught every day and Tuesday through Friday from 9:00am to 10:15am for all other students.

### **COURSE LENGTH**

Students must acquire 1500 hours to complete the course.

### **GRADING PROCEDURE**

**Excellent**= 90-100, **Good**= 80-89, **Satisfactory** = 75-79, **Unsatisfactory** = below 75

### **UNITS OF INSTRUCTION**

	<u>Theory</u>	<u>Practical</u>	<u>Total</u>
<b>Orientation/</b> History and Opportunities	05	00	05
Life Skills	20	00	20
Your Professional Image	10	00	10
Communicating for Success	15	00	15
Infection Control	15	50	65
Anatomy and Physiology	15	00	15
Basics of Electricity/Chemistry	10	00	10
Properties of the Hair and Scalp	25	40	65
Principles of Hair Design	15	10	25
Shampooing, Rinsing, Conditioning	15	40	55
Haircutting	30	125	155
Hairstyling	15	60	75
Braiding and Braid Extensions	25	95	120
Wigs and Hair Enhancements	15	40	55
Chemical Texture Services	25	150	175
Hair Coloring	40	150	190
Histology of the Skin	10	00	10
Hair Removal	10	50	60
Facials	10	50	60
Facial Make-up	15	30	45
Nail Structure and Growth	10	50	60
Manicures and Pedicures	20	85	105

Advanced Nail Techniques	10	50	60
Salon Business	10	00	10
Seeking Employment	15	00	15
On – The – Job	15	00	15
State Law	05	00	05
<i>Total Hours</i>	<i>425</i>	<i>1075</i>	<i>1500</i>

## **SERVICE REQUIREMENTS**

Hair and scalp treatments	10
Shampooing and hair styling	320
Tinting	15
Bleaching and frosting	10
Temporary rinses	10
Semi-permanent color	10
Permanent waving/chemical relaxing	25
Hair shaping	50
Wig care, styling	5
Finger waving/thermal waving	30
Manicures/pedicures	15
Facials	5
Sculptured nails/tips/wraps	20

## **COURSE CONTENT**

Throughout the Cosmetology School Program, students will cover the following topics in varying levels of depth and detail, giving the students an exceptional foundation for their professional careers:

- **CHEMISTRY**  
Scalp and hair analysis, bacteriology, infection control, sanitation/sterilization, and ingredient analysis.
- **ANATOMY & PHYSIOLOGY**  
Cells, tissue and organs, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiratory system, digestive system, nutrition.
- **SHAMPOOING/CONDITIONING**  
Product analysis, procedures, techniques, draping for wet and dry service, selecting correct shampoo/conditioner.
- **HAIRSTYLING**  
Wet styling, finger waving, pin curl techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, and electric thermal irons, blow-dry styling, artistry of artificial hair.
- **HAIR CUTTING**  
Implements and techniques, sectioning, scissors, clippers, razors, client consultation.



- **PERMANENT RESTRUCTURING**  
History of permanent waving, chemistry of solutions, pre-perm analysis, rod selection, perm techniques, custom per design and wrapping.
- **CHEMICAL HAIR RELAXING/RESTRUCTURING**  
Product analysis, client hair analysis, application techniques, equipment implements, and materials.
- **HAIR COLORING**  
Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional and multi-dimensional foils, and bleach/tone.
- **SKIN CARE**  
Histology, disorders, facials, cleansing, facial massage, moisturizing.
- **MAKE-UP**  
Tools, color theory, different looks, types of applications, corrective make-up.
- **NAIL CARE**  
Manicures/pedicures nail design and artistry, nail extensions, and massage techniques for hands, arms and feet.
- **STATE RULES AND REGULATIONS**  
The current Virginia state laws and rules, safety and sanitation requirements.
- **PERSONAL/CAREER DEVELOPMENT**  
Business, time management, goal-setting, team building, communication, leadership, cover letter, resume writing, interview techniques, job requirements, employee benefits and wages, retail merchandising, and salon entrepreneurship.

Upon completion of the Cosmetology Course, the student will be qualified to work in all phases of the cosmetology industry. The students will know the importance of projecting a professional image and will have knowledge of Virginia law pertaining to cosmetology. Further, the students will be fully equipped to pass the Virginia State Board Examination and receive a cosmetology operator's license.

### **COSMETOLOGY KIT CONTENTS**

Mannequin	4 each		
Mannequin holder	1 each	Carry bag	1 each
Shears	1 each	Black smock	1 each
Razor and box of blades	1 each	Hand Mirror	1 each
Thinning Shears	1 each	Sterilizing jar	1 each
Clippers & 4 guards	1 each	Neck duster	1 each
Trimmers	1 each	Butterfly clips	1 pack
Blow dryer	1 each	All-purpose clips	1 box
Marcel Iron	1 each	Color bowl and Brush kit	1 each
Flat Iron	1 each	Tint Bottle	1 each

Manicure Kit	1 each	Spray bottle	1 each
Round Brush	1 each	Shampoo cape	1 each
Detangling comb	1 each	Rattail combs	12 each
Paddle brush	1 each	Hair cutting combs	12 each
Vent brush	1 each	Milady Practical Workbook	1 each
Milady Standard Textbook	1 each	Milady Standard Exam Review	1 each
		Milady Standard Theory Workbook	1 each

## **LEARNING RESOURCES**

Supplementary instructional resources are available to the students through Trade Magazines, Industry Periodicals, CD/DVD Instructional materials and Industry related websites available for student use in the Computer Lab. Resources are available to students at any time during school hours. Items are only intended for on-site usage due to limited supplies.

### **COURSE TEXTBOOKS**

The following Milady official textbooks are currently being used for the Cosmetology program and provide by the school:

- Milady Standard Cosmetology 13th edition, ISBN-13:9781285769417
- Milady Standard 13<sup>th</sup> edition, Theory Workbook, ISBN-13:9781285769455
- Milady Standard 13<sup>th</sup> edition, Practical Workbook, ISBN-13:9781285769479
- Milady Standard 13<sup>th</sup> edition, Exam Review, ISBN-13:9781285769554

### **MEDIA SERVICES**

The media center is located next to the pedicure room. Books, magazines, videos and additional support materials maybe check out on the media sign out sheet. Students must sign any of these items out and return them to the instructor who will then find them back in. Also, there are two computers for students to use for writing essays, additional testing and viewing DVDs.

### **FIELD TRIPS**

To reinforce classroom information and training, field trips are provided. Field trips also provide the opportunity for students to get a feel for where they may want to be employed as well as enhance their public relations skills.

### **GUEST SPEAKERS**

Guest lecturers are invited to Luckes Beauty Academy periodically to introduce students to the latest innovations in their field. Luckes Beauty Academy students receive different perspectives and are motivated when given the opportunity to meet people who have succeeded in the cosmetology industry.

### **RECOGNITION AWARDS**

Luckes Beauty Academy will award the Student of the Month, the Student with the Highest Attendance, the Most Helpful Student, the Student with the Best Overall Look, and the Student

with the Most Improved Attendance. These students will be recognized at the Academy's Success Rallies held once a month.

### **TUTORING SERVICES**

Upon request, one-on-one instruction is provided or arranged by the Director of Education. Also Mock State Board Examinations are practiced periodically to provide students with the confidence in higher level test taking. There is no charge for tutorial services for Luckes Beauty Academy students.

### **COPYRIGHT INFORMATION**

The Academy expects that all students and employees adhere to the United States Copyright Act (title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, and Sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and Federal Trade Commission (FTC) at [www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm](http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm) .

It is against school policy for students to copy or share copyrighted material. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use the school's information technology systems for these activities.

## **HOLIDAYS AND CLOSINGS**

### **HOLIDAYS**

Luckes Beauty Academy is closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and Black Friday
- Christmas Eve and Christmas Day

The Academy may be closed for the Holidays listed above or the day following, depending upon what day of the week the Holiday falls on. All scheduled holidays are included in student's contracted graduation date. Additional closings for Holidays will be announced to the entire student body and posted at the discretion of the Director.

## **CONSTITUTION DAY**

Constitution Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and to recognize “all who, by coming of age or by naturalization, have become citizens. Each educational institution that receives Federal funds is required by law to hold an educational program on the United States Constitution for Constitution Day.

## **INCLEMENT WEATHER POLICY**

In case of inclement weather, Luckes Beauty Academy will announce school closings or delayed opening through the media and by changing the voicemail recording at the school. Staff members and students may call Luckes Beauty Academy at (757) 599-0534 in most cases after 6:30 am to check for closings or delays. If leaving at a later time and the weather changes after 6:30 am, the student is encouraged to call again, call the director directly and always use good judgment.

In the event the weather will allow for late openings, the recording will state the time the school is open to the public. All staff and students are expected to arrive 30 minutes prior to that time stated. Should road conditions in the student’s area are hazardous; please do not attempt to come to the Academy. Call the Academy or your instructor to inform of your situation and leave it on a voicemail (it is not necessary to call the Director directly). Weather delays and/or closings will be excused absences and will not contribute to over-contract fees, as long as the roads in the student’s area were found to be hazardous.

## **ENROLLMENT REQUIREMENTS AND PROCESS**

### **ADMISSION REQUIREMENTS**

To be admitted into the Luckes Beauty Academy, each applicant must be 17 years of age, and have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of state approved GED certificate, copy of a transcript showing high school completion, or a certificate of attainment. Applicants may provide evidence of completion of home schooling that state law treats as a home or private school. The Academy does not discriminate on the basis of sex, race, creed, religion, color, age or ethnic origin. All candidates with a foreign high school diploma, must provide evidence that verification of the a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

### **ADMISSION PROCEDURE**

- Schedule a personal interview with school administrator
- All applicants are interviewed and evaluated based on their motivation and academic ability
- Complete application form
- Pay a non-refundable application fee of \$25 and a non-refundable registration fee of \$75.

- Submit all admissions documentation (driver's license or birth certificate, proof of education, and social security card)
- Before enrollment each applicant for admission will be given a copy of Luckes Beauty Academy's catalog
- Each applicant acknowledges the current catalog and the Gainful Employment statement.

***Luckes Beauty Academy does not accept students under the Ability to Benefit Criteria.***

## **ADMISSION RECORDS**

Admission records will be maintained by the Academy for a minimum of three years after the student's last date of attendance. All academic or course work transcripts shall be retained permanently. A record of students' academic or course progress at the Academy will be retained permanently. A record of all financial transactions between each individual student and the Academy shall be maintained for a minimum of three years after the students' last date of attendance. Luckes Beauty Academy will make the above-mentioned documents available to the student upon request. Academic transcripts will be provided upon request if the student is in good financial standing

## **VETERANS EDUCATION BENEFITS**

Luckes Beauty Academy is honored to be in a position to support Veterans transitioning into civilian careers and to assist the members of veterans and families as they pursue their futures. We proudly welcome veterans, military spouses, and family members.

Luckes Beauty Academy is approved for Veterans Education Benefits. Military Benefits that qualify for our programs include:

- Chapter 30 (Montgomery GI Bill®)
- Chapter 33 (Post 9/11 GI Bill®)
- Chapter 35 (Dependents Education Assistance)
- My CAA (Military Spouse Career Advancement Accounts provide financial assistance for educational purposes for qualified military spouses).

If you would like to use VA Educational benefits – please let our Admissions/Financial Aid Administrator know as soon as possible to assist you with the enrollment certification procedures. Please contact the Department of Veterans Affairs (1-888-442-4551) to find out what chapter you are claiming. A veteran student DOES need to meet Luckes Beauty Academy's enrollment criteria and be accepted.

Steps to using your VA Education Benefits:

1. If you are eligible for VA education benefits, you will need to complete and submit an application (VA form 22-1990) to the regional Veterans Administration Office. Begin the application process on the GI Bill® website.
2. After submitting the application, you will receive written notification explaining the VA's decision regarding your eligibility for the benefit program you applied for. If you are eligible, you will receive a certificate of eligibility (COE) that specifies your eligible program, benefit rate and length of eligibility. Once you receive your COE and are deemed eligible, you will need to submit a copy of your COE to the Financial Aid office.
3. Once you are enrolled at Luckes Beauty Academy, a Certification application must be turned in for certification. Benefits will not pay unless this form is completed.

### **INFORMATION SECURITY PROGRAM**

Student records with Financial Aid and all other private student information are kept in the Director's Office and the Financial Aid Administrator's Office which is locked at all times. Electronic records are maintained through GENESIS software with passwords that only the School Director and Financial Aid Administrator have access to.

### **VACCINATIONS**

The Academy requires no information regarding vaccinations from prospective students to enroll in its cosmetology program. Therefore, no health and safety exemption is required.

### **ORIENTATION**

The admissions orientation is held during the first interview with a potential student. The catalog is reviewed along with consumer information, financing options, and policies of the Academy, There is a first day of class orientation. During this time the Catalog, policies, rules and regulations of the Academy are reviewed again. Other information regarding safety, parking, student responsibilities, and fire procedures are discussed.

### **DENIAL OF ADMISSIONS**

Luckes Beauty Academy reserves the right to deny admission to any person for the following reasons:

- The applicant does not meet the stated entrance requirements.
- The applicant has health problems which interfere with duties as a student.
- The applicant lacks the physical capabilities to perform practical requirements needed for graduation.
- The applicant is unable to meet financial obligations to the school.

*All decisions are final and may not be appealed. Students are notified of acceptance at the conclusion of the interview*

## TRANSFER STUDENTS

Students may transfer into the Academy based on a personal interview with the Director. Acceptance of hours from other approved schools is at the sole discretion of Luckes Beauty Academy. Proof of the number of hours of prior training must be provided to the Academy. Transfer students will be tested on written and practical procedures to see where they fit into the program and hours that will be credited. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. The Academy will grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the students' file. The Academy will accept no more than 750 hours gained from another institution.

The transferability of hours earned at Luckes Beauty Academy is at the sole discretion of an institution to which you may seek to transfer. You may be required to repeat some or all of your coursework at that institution. Make certain that your attendance at this institution will meet your educational goals and you may want to contact an institution to which you may seek to transfer after attending Luckes Beauty Academy to determine if your credits will transfer.

**All Luckes Beauty Academy officials are required to accurately represent the transferability of any course, program diploma and certificate offered by Luckes Beauty Academy.**

*Luckes Beauty Academy does not award credit for prior work/life experience.*

## CONDITIONAL ACCEPTANCE

Students failing to complete satisfactory arrangements regarding expected payment of tuition and fees or students who do not qualify for financial aid must make satisfactory arrangements for payment, or they will not be admitted (this includes failure to secure financial aid related paperwork, if applicable).

Students may be admitted under conditional or provisional acceptance of providing further documentation. If further documentation has not been provided within 14 calendar days, he/she may be suspended or terminated from the school until the student meets the necessary conditions.

## TUITION AND SCHEDULES

Luckes Beauty Academy offers three program schedules for our student's convenience.

Full-time consist of 34.5 hours per week for approximately 44 weeks. Hours are Tuesday-Friday from 9am to 4:30 pm with a 30 minute lunch break.

- Part-time Day consist of 22.5 hours per week for approximately 67 weeks. Hours are Tuesday-Friday from 9am to 1pm.
- Part-time Evenings consist of 22.5 hours per week for approximately 67 weeks. Hours are Monday-Thursday from 5:30pm to 9:30pm.
- All three schedules attend Saturdays from 8am to 3pm.

## COSMETOLOGY COURSE

Tuition	\$ 17,000.00
Registration Fee*	\$75.00
Application Fee*	\$25.00
Books /Kit	\$ 1,250.00
Misc fees	\$ 90.00
(*Non-refundable)	
<b>TOTAL COST</b>	<b>\$18,440.00</b>

**STUDENT BUDGET EXAMPLE**

Below is a sample of a 12 month budget to help you determine your financial responsibilities to attend school:

• Tuition .....	\$ 17,000.00
• Application Fee.....	\$ 75.00
• Registration Fee.....	\$ 25.00
• Book/Kits/Misc.....	\$ 1,340.00
• Personal Expenses.....	\$ 3,240.00
• Room and Board.....	\$ 14,460.00
<b>TOTAL.....</b>	<b>\$ 36,140.00</b>

*See addendum 1 and 2 for current monthly Cost of Attendance (COA) budgets.*

**ANNUAL REPORT OUTCOME RATES**

To help you in your decision to enroll as a student at the Luckes Beauty Academy, we wish to inform you of the following statistical information regarding completion, licensure, and employment rates for the years 2017, 2018 and 2019.

The National Accrediting Commission of Career Arts and Sciences requires the following:

Completion rate: 50%, Pass rate on certification or state licensing examinations: 70%, Placement rate of graduates: 60%

**Luckes Beauty Academy’s most recent annual reports:**

Completion: 50% (2019)  
 Placement: 71.43%  
 Licensure: 100%

Completion: 52.94% (2018)  
 Placement: 66.67%  
 Licensure: 100%

Completion: 58% (2017)  
 Placement: 66%  
 Licensure: 92%



## FINANCIAL AID

Luckes Beauty Academy offers the following Financial Aid Programs to help you finance your education and training:

- Pell Grants
- Stafford Subsidized and Unsubsidized Loans
- Veterans Administration Benefits
- G.I. Bill: <http://www.gibill.va.gov>
- MyCAA: <https://aiportal.acc.af.mil/mycaa/default.aspx>

### **APPLICATION PROCESS**

- **Pell Grant**  
The student must complete the free application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. Luckes Beauty Academy's code is 042147.
- **Stafford Subsidized and Unsubsidized Loans**  
The student must complete the FAFSA for Federal Student Aid, as well as the Entrance Counseling and Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov). The MPN collects identifying information for the borrower, including name, permanent address, date of birth, social security number, driver's license number, and two references with U.S. addresses. The borrower must read, sign and date the MPN.
- **Parent PLUS Loan**  
The student's parents must complete the free application for Federal Student Aid (FAFSA) and the Plus Loan Master Promissory Note (MPN).

### **AWARDING OF AID**

The criteria to determine awards are based on cost of attendance, EFC in the student's record, and the maximum awards allowed by statute.

- **Pell Grant**  
A distinguished feature of the PELL GRANT program is its control concept "entitlement" which guarantees that a student who demonstrates a need will receive a grant. The Pell Grant does not have to be repaid (unless, for example, you withdraw from school and owe a refund.) This gift grant is based on need and the cost of education at the school. The most a student can receive in an award year, if eligible, is \$6345. If attending less than 900 hours in an academic year, the amount awarded will be pro-rated.
- **Stafford Subsidized Loan**  
The subsidized loan program enables students to borrow money from a bank at a low interest rate to meet educational expenses. As an undergraduate, he/she may borrow up to \$3,500 for the first year and \$4,500 for the second year. However, a student cannot borrow more than the cost of attendance at his/her school less any other financial aid he/she may

receive. If attending less than 900 hours in an academic year, the amount awarded will be pro-rated. Interest rates are variable and the student *must repay* the loan. Payments will begin 6 months after graduation.

- **Stafford Unsubsidized Loan**

The unsubsidized loan for students is an educational loan that must be repaid. Independent undergraduates may borrow up to \$6,000 per academic year and dependent students may borrow up to \$2,000 per academic year. If attending less than 900 hours in an academic year, the amount awarded will be pro-rated. Interest rates are variable, and the student *must repay* the loan. Students may pay interest while attending school, but the principle is not due until 6 months after graduation.

- **Parent PLUS Loan**

The Plus Loan is an educational loan that must also be repaid. Parents of dependent students can receive a Parent PLUS Loan. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half-time. Payments are due sixty (60) days after the final disbursement. If parents are denied a Plus Loan the Dependent student may borrow up to \$6,000 in an unsubsidized loan.

- **VA Benefits**

At least one of the parents of the student must be a Veteran of the United States Armed Services.

## **TITLE IV REQUIREMENTS**

Students must meet the following requirements to be eligible for federal financial aid:

- You are enrolled at least half-time in an accredited academic program.
- You are a U.S. citizen or an eligible non-citizen.
- You demonstrate that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay). Need is determined by the information that is supplied on the free application for student aid.
- You maintain satisfactory progress towards completing your course of studies.
- You are not in default on a federal student loan.
- You have a High School Diploma or General Education Development (GED) certificate, or have completed a High School education in a home school setting approved under state law.
- You do not owe a refund on a Pell Grant or SEOG at any school.
- Must be enrolled as a regular student working toward a degree or certificate in an eligible program.
- Have a valid Social Security Number.
- Sign a statement of updated information.
- Register with the Selective Service, if required by law.

## **DISBURSEMENT PROCESS**

No Pell or Loan disbursements can be made unless the student is making satisfactory progress in both his/her attendance and academic studies.

- **Pell Disbursement**

Once the school receives the student's ISIR, all documentation has been received by the Financial Aid Department and the student has started classes, the school will receive half of the student's first Pell Award. Once the student reaches their midway point and the student is making satisfactory progress, the school will receive the balance of the student's first award year. The second award year is pro-rated and is disbursed the same as the first award year.

- **Student Loan Disbursement**

Loans are disbursed on two separate occasions. The first half of the loan will be disbursed approximately 30-45 days after the first day of class and the other half at midpoint of the loan period. There is a 1.069% loan fee on all Direct Subsidized Loans and Direct Unsubsidized Loans. The loan fee will be proportionately deducted from each loan disbursement.

### **NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by authorized agencies, lenders, and institutions determined to be authorized users of the data system.

### **TERMINATION OF STUDENT FINANCIAL AID**

A student will lose all financial aid awards for the following reasons:

- Not making satisfactory progress in his/her attendance and academic studies.
- A drug conviction charge while receiving Financial Aid.

A student will be withdrawn and a R2T4 calculation will be performed to calculate earned/unearned funds for:

- Absences that exceed 14 days without written permission
- Failure to return from a scheduled Leave of Absence.

### **RE-INSTATING OF FINANCIAL AID**

A student may be reinstated for aid after:

- Student achieves satisfactory progress.
- Re-entering after being dropped or withdrawn from the school

### **VERIFICATION PROCESS**

The federal government, through legislation, has created an application review process called "verification." The following questions and answers are designed to assist you in understanding the process and its possible effect on your Financial Aid for the award year.

## **WHAT IS VERIFICATION?**

The review process called “Verification” is to ensure that all data provided on the federal application upon which you applied for financial aid is correct and complete. Students and their families may be asked to provide additional documentation or to update their data by the school. Documentation will be requested, if necessary, in order to complete the verification process. Federal law requires us to complete this procedure before we can process your Stafford Loan Application or disburse/credit your student account with any funds. An outline of the policies and procedures that govern the verification process is provided in this material. Your responsibilities and the deadlines you must meet are also provided. If you do not submit this information, you will not receive your aid. If you have any questions regarding the verification process, please contact the school.

## **WHY WAS I SELECTED?**

The selection of an application for verification review could happen because of one of the following conditions:

- The school elects to verify the applicant’s information on the application.
- Through the process, randomly number of applicants are selected (this does not mean that your information is incorrect).
- Due to inconsistent data being used by the applicant, an application will be flagged for verification.

## **I WILL BE APPLYING FOR A LOAN, WILL VERIFICATION EFFECT ME?**

Yes, a loan is a federally subsidized program. Consequently, not only must your application be verified (if selected), but each student’s loan application must first be certified by the school before payment can be requested.

## **HOW DO I BECOME CERTIFIED FOR A LOAN?**

All students applying for student loans must complete an application for Federal Student Aid. The application will be processed to determine a student’s need and eligibility.

## **IF SELECTED FOR VERIFICATION**

- You must complete a “Verification Worksheet” which will be given to you by the school. This form collects income and asset information from both the student and/or parents. In addition, students must submit all of their own tax forms as well as those of their parents (if dependent).
- If the information is verified, the school will certify the loan and process for payment.
- If there is conflicting data, the school will contact the student for further clarification before the loan can be certified and processed for payment.

## **BORROWER'S RIGHTS AND RESPONSIBILITY**

### **BORROWER'S RIGHTS**

- You have the right to receive a copy of your promissory note either before or at the time your loan is made.
- You are entitled to receive a disclosure statement before your loan repayment begins which includes information about interest rates, fees, loan balance, monthly payment amount, and the number of payments.
- If you qualify, you have the right to request a deferment of your loan payments for a specified period of time.
- If you qualify, you have the right to request a forbearance if you are unable to make payments and don't qualify for a deferment.
- You have the right to a grace period before your loan repayment period begins. However, your parents do not receive a grace period for a PLUS Loan. Your grace period begins when you leave school or drop below half-time status.
- You have the right to prepay all or any part of your loan(s) at any time without penalty.
- You must be notified in writing if your loan is sold to another lender or secondary market or transferred to another financial company for servicing. You must be informed regarding the identity of the new lender or loan holder, the address to which you must make payments and the telephone numbers of both the purchasing and selling lenders and servicers.
- You have a right to receive documentation that your loan(s) is/are paid in full.

### **BORROWER'S RESPONSIBILITY**

- You must repay your student loan(s) including accrued interest and fees even if you do not complete your education, are not satisfied with your education, or are not able to find employment.
- You must make your payments on time, even if you do not receive any notices from your lender or servicer.
- You must immediately notify the lender or servicer if you are unable to make a scheduled payment.
- If you apply for a deferment or forbearance, you must continue making loan payments until you are notified that your request has been granted.
- You must notify the lender regarding any reasons that might change your eligibility for a deferment.
- You must participate in exit counseling before you leave school.
- You must notify the Loan Servicer in writing within 10 days if any of the following personal information changes:
  - Name
  - Address
  - Telephone Number
  - Social Security Number
  - References
  - Graduation Date
  - Less than half-time enrollment
  - Withdrawal from school
  - Transfer to another school

The Financial Aid Administrator is available during regular school hours to help students with any questions they might have pertaining to financial aid. You may make an appointment if you have further questions.

### **GRADUATION REQUIREMENTS**

To graduate from the Luckes Beauty Academy the student must

- complete the required 1500 hours (COSMETOLOGY),
- pass a final exam with at least a 75% or better grade
- complete and pass all test with a grade of at least 75%
- complete all practical requirements of the State of Virginia
- pay all financial obligations or make arrangements to pay

Students who meet all graduation requirements will be issued a diploma attesting to the student's completion of the course.

### **LICENSING REQUIREMENTS**

All applicants shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, or nail care. The board shall have the authority to determine, based upon all the information available, including the applicant's record of prior convictions, if the applicant is unfit or unsuited to engage in the profession of barbering, cosmetology, or nail care.

To be licensed in the State of Virginia the student must complete all Virginia State requirements, complete the required 1500 hours, pay the exam fee of \$172.00, and pass the Virginia State Board exams.

### **PLACEMENT ASSISTANCE**

Luckes Beauty Academy cannot guarantee employment for its graduates; we are, however, contacted frequently by businesses needing our graduates. An up to date list of job opportunities is posted on the job bulletin board in the school and the school also keeps a database of employers who have previously hired our graduates. During your training, you will learn about the different salons and spas that are available, how to complete a job application, interviewing procedures, resume preparation and other points you will need to know to help you land a great job after you are licensed. Job placement assistance is offered even if you have been out of school for a while. Graduates are encouraged to keep in touch with the Academy and to provide updates on employment. Graduates are always welcome to call for any information the Academy can assist with.

### **EXIT COUNSELING POLICY**

Prior to graduating or leaving the Academy, borrowers are required to complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov). This online exit counseling session has been created to make sure that you understand your rights and responsibilities as a Direct Loan borrower.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

All students attending the Luckes Beauty Academy will receive a Satisfactory Academic Progress Evaluation at least twice during the program. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students receive Satisfactory Academic Progress Reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress.

Students are tested in theory after each chapter and practical work as they are performed. Grading scale and satisfactory academic progress standards:

**Excellent**= 90-100, **Good**= 80-89, **Satisfactory** = 75-79, **Unsatisfactory** = below 75

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

The school realizes that not all student's progress at the same rate. All students are, however, expected to show a measurable rate of progress and development relative to their individual abilities. The school has therefore, adopted the following policy statement to uniformly apply to all students.

The standards set forth by the school as minimum requirements for maintaining satisfactory progress are:

- For all students to maintain a passing grade average of 75% or better in theory sciences and practical work throughout the course.
- For each student to proceed through the program at a pace leading to completion of the course within the maximum time frame of 150%, which is a 67% attendance average.
- Students who exceed the maximum time frame will lose their eligibility for Federal Student Aid, however, the student may still stay enrolled as a student at the institution if they can obtain other funding sources should Title IV funds cease.
- If the student does not graduate by the anticipated graduation date, the student will be charged \$5.00 per hour to complete the course. All overtime charges must be paid, or arrangements made to pay before the final test can be taken.

**Example:**

*The minimum number of hours for a full-time student to complete the Cosmetology program is 1500 clock hours in 44 weeks and the maximum number of hours scheduled to complete the program is 2250 clock hours in 66 weeks.*

To determine Satisfactory Academic Progress (SAP), all students attending the Academy and enrolled in the Cosmetology course will be evaluated at 450, 900 and 1200 actual hours.

If making satisfactory academic progress at evaluation time, the said student is considered to be making satisfactory progress until the next evaluation period.

If a student is NOT making satisfactory academic progress at evaluation time, the said student will be placed on warning.

### **STUDENT ADVISING**

All students will be provided with advising on academic/attendance issues. Students will receive progress reports monthly. The Director has an “open door” policy and will discuss any problems students’ may have concerning their education, career goals, as well as personal and social problems. The staff is willing to help with any of your educational or professional concerns whenever they can. Staff is usually available 30 minutes before and after class. All discussions are confidential. The Academy will also provide professional and personal referrals as needed.

### **SATISFACTORY ACADEMIC PROGRESS WARNING**

Students who do not achieve satisfactory academic progress at an evaluation period in academics and attendance will be placed on warning status until the next scheduled evaluation period. While in warning status, the student will be eligible for Financial Aid. At the end of the warning period, if the student has not regained satisfactory academic progress, the student may be placed on probation and financial aid will be terminated.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **APPEALS**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will



allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NON-CREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **STUDENTS RECEIVING TITLE IV FUNDS**

Students that do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal of the determination that has resulted in the status of *probation*. If the student is granted an appeal Title IV funds will continue. If the appeal has been denied Title IV funds will be terminated and the balance of the tuition owed is the responsibility of the student.

### **STUDENTS RE-ENTERING**

Any student re-entering the Institution will re-enter in the same Progress Status as when they left. A leave of absence granted to students will extend the students contract period and maximum time frame by the same number of days taken in the leave of absence.

### **WITHDRAWAL/TERMINATION**

Withdrawing from the school means that a student drops all courses for the enrollment period. All withdrawals are processed by the Administration Department. Formal withdrawal is required in order for the student to return to the Academy. To establish an official withdrawal date, students who wish to withdraw from school prior to graduation must do so in writing. Students who do not officially withdraw in writing will be terminated when the school determines that the student is no longer attending (missed 14 consecutive days without prior approval). A "Termination Notification" letter will be prepared and forwarded to the student. This letter will begin the refund calculation process.

### **REFUND POLICY**

If a student's enrollment is terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- **CANCELLATION**

must be made in writing. In order for a student, or in the case of a dependent minor, the parents or legal guardian, to cancel his/her enrollment and withdraw from school, the student must notify the Institute in writing.

1. All monies will be refunded if the applicant is not accepted by the Institute or if the student cancels within three (3) business days after signing the enrollment agreement except the \$75.00 registration fee and the \$25.00 non-refundable application fee. The postmark will determine the cancellation date on the written notification, or the date written notification is delivered to the school

administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

2. An applicant requesting cancellation after the third (3<sup>rd</sup>) business day, but prior to the first day of class is entitled to a refund of all monies paid less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.
3. Student's kit is non-refundable after the student begins class unless within three days of enrollment.
4. For students who enroll in and begin classes, the following schedule of refunds are authorized:

Proportion of Total Program Taught By Withdrawal Date	Tuition Refund
• Less than 25%	75% of program cost
• 25% up to but less than 50%	50% of program cost
• 50% up to but less than 75%	25% of program cost
• 75% or more	No Refund

“% of Scheduled Clock Hours Completed” is calculated based on the total number of Clock Hours that were scheduled between the Student's actual starting date and the Student's Last Attendance Date, **whether or not the Student actually attended the scheduled Clock Hours.**

- **Student terminated by the school:** if a student is terminated by the school, the refund schedule above will be used to calculate the refund.

- **STUDENT'S LAST ATTENDANCE DATE**

is the last physical date of attendance by the Student

1. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of attendance in school.
2. Termination Date: The Student's "Termination Date" will be deemed to be the date on which the Student or the Academy gives notice of termination. The Termination Date shall be the date on which the Academy determines that a Deemed Withdrawal has occurred or when a student fails to return. In the event that the student is on an approved leave of absence and notifies the school in writing that he or she will not be returning the Termination Date shall be the earlier of the date of expiration of the leave of absence or the date on which the student gives notice. The termination date for refunds and computational purposes is the last date of actual attendance by the student. Refunds will be made within 45 days of termination or receipt of written cancellation.
3. For purposes of calculating the date of withdrawal, attendance is monitored on a monthly basis to determine unofficial withdrawals. If a student is absent 14 consecutive calendar days and was not granted an approved leave of absence, the student will be considered withdrawn. The determination date will be the date that attendance was reviewed.

- **Program or Cancellation Policy**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program or course has begun, the Academy shall at its option:

- a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or

- b. Provide completion of the course and/or program; or
  - c. Participate in a teach-out agreement; or
  - d. Provide a full refund of all monies paid
- **School Closure**

If the school should close prior to graduation of all students currently enrolled, the Academy shall:

    - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
    - b. Participate in a teach-out agreement

### **RETURN OF UNEARNED FUNDS FROM TITLE IV PROGRAMS**

The Financial Aid Office will recalculate Federal Financial Aid eligibility for students', who are dismissed, withdraw, dropout, or take a leave of absence prior to completing 60% of a payment period or term. Students who fail to complete 60% of a payment period are 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. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

**Percentage of payment period or term completed = the number of scheduled hours as of the withdrawal date divided by the total of scheduled hours in the payment period.**

Refunds are allocated in the following order:

- Unsubsidized Loans
- Subsidized Loans
- Plus Loans
- Pell Grants

### **REQUEST FOR OFFICIAL TRANSCRIPTS**

Upon request, official transcripts can be provided to the student. However, an official copy of the student's transcript can only be provided if all outstanding debt to the Academy has been paid in full. Until all debt has been paid, only an unofficial transcript will be available to the student.

# **STUDENT GUIDELINES AND POLICIES**

## STUDENT RULES AND REGULATIONS

### **RULES AND REGULATIONS**

Luckes Beauty Academy's training experience is designed to be both educational and enjoyable. Rules and Regulations are intended to maintain a satisfactory teaching and learning environment for all participants. Following these rules and regulations are important to a student's self-respect and enjoyment at Luckes Beauty Academy. Failure to abide by these Rules will result in probation, suspension or dismissal. Repeated infractions may result in immediate termination of enrollment.

1. Students are to report to school in accordance with their student contracts and should be clocked in and prepared to start the day at that time.
2. Any student clocking in later than ten minutes will be considered tardy. Please see attendance policy.
3. No one will be allowed to clock you in or out under any circumstances.
4. You must clock in and out for your scheduled hours. Lunch breaks are automatically deducted. All overtime worked outside of your set schedule must be approved by the Director or an Instructor.
5. Students are not permitted to loiter anywhere in the school. You are expected to be working while you are in the school building.
6. Students must use their time constructively by doing practical work on mannequins, completing book assignments when not in class or working in the clinic.
7. Students are expected to eat breakfast before coming to school or clocking in. No eating in class.
8. Students' stations are to be set up and ready to accept customers immediately after class or at the start of the day.
9. Do not use the school phone for any reason. The school phone will not take messages for students.
10. Do not borrow or loan equipment to others. You will have to replace your own equipment if someone does not return it. If you have lost equipment and do not have the proper equipment to do a service, you will be sent home for the day. There is some school equipment on site that you may be able to sign out. In that case, you are responsible to see that it gets signed back in.

11. You must follow and keep up the studies and schedules outlined by your instructor. Exams must be taken on schedule. Students getting behind in their work may be sanctioned to not get personal service until their work is on schedule and up to date.
12. Students must have the permission of their instructor to work on other students.
13. Students are to perform only services stated on the ticket.
14. The front desk will assign clients to you. Sometimes you may not like the assignment but refusal to do the client will result in a two-day suspension. You may not re-assign a client to another student.
15. When you are called to the reception area for a client, please respond promptly and cheerfully.
16. Students should limit their conversations with one another while working on clients.
17. Gossip and discussion of personal problems do not belong at school. If you have a problem as it pertains to your education you may discuss it with an instructor or Manager.
18. Students are to wear their designated lab coats at all times. No hats, caps, mini-skirts, shorts or bandannas in the school. Students are also not allowed to wear any denim. Any student in violation of the dress code will be required to clock out and leave the premises.
19. Hair should be clean and well groomed at all times and make-up is expected on females upon walking in the door.
20. Students may not have visitors in the classroom or on the clinic floor.
21. Lunch breaks will be taken during designated periods unless you have special permission from an instructor.
22. Eating and drinking is permitted in the students' lounge only.
23. Students are to stay from behind the front desk unless assigned to desk duty.
24. Those students assigned to the front desk must be patient and courteous to clients as they sign in and when answering the telephone.
25. Students are to return and clean all chemical bowls, bottles, and brushes to the dispensary after each use as well as dirty towels to the laundry facility.
26. You will be assigned to a cleanup duty. This is part of your sterilization and sanitation grade. Please do this promptly and thoroughly and have it checked daily before you leave for the day.
27. All instruments must be sanitized before use. You are responsible for keeping your chair, station, mirror, drawers, kit and floor around your station clean.
28. Students must clean up hair as soon as a haircut is finished and before proceeding to other services the client may be receiving.
29. Any student found stealing supplies or equipment from the school or from another student will be expelled immediately.
30. We reserve the right to suspend or expel any student from school for insubordination, refusal to cooperate with staff, not following directions and instructions, not following assigned schedules and duties, or in any case where the staff feels the student is not adapting to our training. Suspensions can last from one to seven days depending on the severity of the offense.

31. Profanity is prohibited and not only unprofessional, but a reflection of your character and personality.
32. No smoking or use of tobacco products inside the school or near the building. There is a designated smoking area outside the school for those who smoke.
33. Any student who is found to be in possession or under the influence of alcohol or any controlled substances on school property will be terminated.

### **GROUND FOR IMMEDIATE TERMINATION**

At times it becomes necessary to terminate some students. Grounds for immediate termination include:

- Failure to attend for 14 consecutive days without prior written notice
- Verbal threats to harm staff or other students
- Flagrant disregard of the rules and regulations
- Use of unlawful controlled substances while attending school
- Creating a safety hazard
- Falsifying records
- Cheating
- Unsatisfactory progress
- Sexual harassment
- Unprofessional conduct
- Carrying a concealed or potentially dangerous weapon
- Failure to pay tuition
- Disobedient or disrespectful behavior to faculty or other students

### **APPEALS POLICY**

Should a student feel that an exception should be made with regards to a rule or policy that resulted in disciplinary action or termination of the student, they may file an appeal. The student must submit an appeal form, a statement about their situation and what caused them to be unable to comply with existent policies or procedures, what has changed (or will change in the near future) about their situation to allow them to comply in the future, and any applicable documentation. The appeal will be reviewed by an appeal committee, and the student will be notified of any approval or disapproval of the appeal.

### **GRIEVANCE POLICY**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflicts directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the academy Director. Students will not be subject to any adverse actions by any school officials as a result of initiating a complaint.

## **GRIEVANCE PROCESS**

1. Complaints against students or Institute employees shall first be directed to the individual. Complaints must be made within six months of the issue.
2. If the complaint cannot be resolved informally, then the student shall write up the details and submit them to the Institute Director who will research the issue and respond with a resolution within 10 working days.
3. If there has been no satisfactory resolution, then the student may send a written statement of the grievance to the grievance committee. The grievance committee will respond to the student within 30 days of the committee's resolution.
4. All communications must be in writing and on file.
5. If the complaint cannot be resolved after exhausting the institution's grievance procedures, the student may contact:

Dept. of Professional and Occupational  
Regulations Commonwealth of VA.  
9960 Maryland Drive, Suite 402  
Richmond VA. 23233  
Phone 804-367-8500

National Accrediting Commission of  
Career Arts and Sciences. Inc  
3015 Colvin Street  
Alexandria, Virginia  
Phone 703-600-7600

And as a last resort:

State Council of Higher Education for Virginia  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219  
Phone 804-225-2600

### **VA Students Grievance Contact Information**

“The Virginia State Approving Agency (SAA) approves education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow school grievance policy, if the situation cannot be resolved at the school, beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)”

Faculty and staff are encouraged to address any disagreements or conflicts directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment to see the Institute Director and then the Corporate Officers. This must be documented in writing via mail, fax, or email. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the employee's file. Every attempt for a satisfactory resolution will be made.

## **STUDENT'S RESPONSIBILITIES**

### **STUDENT'S RESPONSIBILITY**

- To respect himself or herself
- To respect the dignity, feelings, worth and values of others
- To respect the rights and property of others and to discourage vandalism and theft



- To practice personal, professional, and academic integrity and to discourage all forms of dishonesty, plagiarism, and disloyalty
- To prohibit discrimination while striving to learn from differences in people, ideas, and opinions
- To foster a personal, professional work ethic within the Luckes Beauty Academy

### **PERSONAL PROPERTY**

If a student is terminated, drops, or takes a leave of absence, it is required that the student take all personal belongings and kit supplies with them immediately. Stations must be cleaned out immediately.

Luckes Beauty Academy is not responsible for the loss, theft or destruction of students' personal belongings or kit supplies. The Academy is not responsible for the replacement of personal belongings or kit supplies.

### **VOTER REGISTRATION**

Voter registration forms are available upon request in the administrative office. For voter registration information, visit

<http://www.eac.gov/assets/1/Page/National%20Mail%20Voter%20Registration%20Form%20-%20English.pdf>

### **SOCIAL MEDIA**

Students shall not make any express or implied reference to Luckes Beauty Academy, its owner, Director, Instructors, staff, officers and/or curriculum on any social media network, including, without limitation: Instagram, Twitter, LinkedIn, YouTube and/or Facebook, without first receiving written permission of Luckes Beauty Academy. By way of example and not limitation, any reference to Luckes Beauty Academy, its policies, its owner, instructors, staff, officers and/or curriculum posted to a student's internet webpage (i.e. "wall" or "home" page) by a student or a third party will be attributed to the student without regard to who actually authored the offending message.

Failure to comply with this policy and any mention of Luckes Beauty Academy, its policies, its owner, director, instructors, staff, officers and/or curriculum for any reason without first obtaining Luckes Beauty Academy's consent shall subject the offending student to disciplinary action as set forth in the Luckes Beauty Academy's student handbook at the Academy's sole discretion.

### **DRESS CODE/ PERSONAL IMAGE**

All students are required to wear a clean Academy black smock, (provided by Luckes Beauty Academy) at all times and black or white slacks/pants, dresses or skirts no shorter than the bottom of the fingertips. All uniforms and shoes must be kept clean and neat at all times in order that we present a professional appearance. Hair should be clean and well groomed and make-up on females is expected. No hats, do-rags, or scarves on the head will be permitted.

## **SCHOOL HOURS**

Any day student arriving after 9:10 am will be considered tardy. Any evening student arriving after 5:40 pm will be considered tardy. Excessive tardiness is subject to disciplinary action including suspension and possible termination.

## **LEAVING SCHOOL**

Students are not to leave school without permission and knowledge of an instructor or management. Students should only leave on scheduled breaks or when released for the day.

## **DOWN TIME**

When not scheduled with a client, students are expected to contribute in the cleanliness of the Academy and any other duty that may be assigned by the instructor

## **ATTENDANCE**

All students contract for specific enrollment dates. If the period of enrollment is exceeded, an additional fee of \$5.00 per hour will be assessed to complete the course. Students must maintain a minimum 67% attendance. Students should notify their instructor or call the school prior to the beginning of their scheduled shift if they are going to be late or absent. Failure to attend classes for 10 consecutive school days will result in termination from the program.

The attendance policy at Luckes Beauty Academy is 67%. Students must attend according to their schedule listed on the student's enrollment agreement. All students must complete the course with at least a 67% or above attendance average to avoid overtime charges. The student's graduation date is figured on completing the 1500 hour course (COSMETOLOGY) at a 67% attendance rate. If the student does not, however, graduate by the anticipated graduation date, the student will be charged \$5.00 per hour to complete the course. Student's completion date will be extended by the total number of days a student was granted an approved leave of absence and the hours that are excused. All excused absences must be documented. All overtime charges must be paid or arrangements made to pay before any student is allowed to take his/her final exams.

## **SATURDAY ATTENDANCE POLICY**

Luckes Beauty Academy strives to prepare our students for the expectations of the salons, spas, and other professional places of business that will hire our graduates. Consistent attendance is a crucial criteria of professionalism. As a professional in the Cosmetology industry, Saturdays will be one of your busiest days and your employers will expect you to be in attendance on those days especially. Luckes Beauty Academy has the same expectation. Attendance on Saturdays is mandatory. Students missing excessive mandatory days will be subject to disciplinary action including suspension and possible termination.

## **ATTENDANCE PROGRESS**

Students are expected to attend classes as per their enrollment agreement. Students are required to swipe in and out appropriately to document their hours, which when used properly records a period of attendance and applied effort on a daily basis. Students must notify the School Director or Financial Aid Administrator immediately when an Attendance card is misplaced or lost. A new card must be purchased if the card cannot be found within 24 hours. Replacement Attendance

cards are \$15.00. Failure to swipe in and out may result in loss of attendance hours for that period if time cannot be verified.

### **FRESHMAN ATTENDANCE POLICY**

Students are encouraged not to miss any days during their scheduled “Freshman Phase”.

We have found that a thorough and complete Freshman Training Period is vital in the overall success of our students.

- Full-time Day students can miss no more than 5 days or 35 hours of their 300 hour Freshman Training period.
- Part-Time Day and Part-Time Evening students can miss no more than 8 days or 32 hours of their Freshman Training period.

Any student who exceeds the number of absent hours allowed during the Freshman Training Period will be subject to disciplinary action and may be required to meet with the School Director.

### **TARDY POLICY**

Students will be given a 10-minute emergency grace period. Late arrivals may enter school up to 10 minutes after class/scheduled shift begins. Tardiness is considered unexcused time, as it is deemed unprofessional behavior. All tardy hours are calculated into the total allowable absence hours. Students who are habitually tardy may be subject to disciplinary action including suspension and possible termination. Students should notify their instructor or call the school prior to the beginning of their scheduled shift if they are going to be late for school.

### **ABSENTEESIM**

Students who are going to be absent are expected to notify their instructor or call the school prior to the beginning of their scheduled shift. Excused absences include illness, court appearances, funeral services for family members, and other circumstances deemed valid by the Director or the student received prior approval to be absent. Immediately upon returning to school after an absence, the student will deliver any excuse documents to the Financial Aid Coordinator or instructor. Failure to attend classes for 14 consecutive days will result in termination from the program.

### **LEAVE OF ABSENCE (LOA) POLICY**

Upon written request, a student may be granted a leave of absence up to 30 days for personal reasons and up to 6 months for a prolonged illness or other extenuating circumstances. The request must be made prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. Students must request the leave of absence in writing with the reason the leave is requested and must sign the document.

The exception to this is when a student is not physically able to do so due to unforeseen circumstances.

Ex: car accident, hospitalization, emergency travel

In these situations, students must complete the required written request as soon as they are able to physically do so. The beginning date of the LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstance.

There must be a reasonable expectation that the student will return from the LOA, and the Academy will not assess the student any additional institutional charges as a result of the LOA.

A student may be granted more than one leave of absence in any 12-month period per year as long as the total leave time combined does not exceed 180 days. The leave must be approved by the

institute Director. The leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. If a student does not return at the expiration of an approved LOA, the student will be considered to have withdrawn from the Academy and a refund calculation will be performed. The withdrawal date for the purpose of calculating a refund is always the students last day of attendance (Refer to the Academy's Refund Policy).

### **DETERMINATION DATE/WITHDRAWAL DATE/OFFICIAL/UNOFFICIAL WITHDRAWAL**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the schools administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 consecutive calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **RE-ENTRY POLICY**

A student who withdraws or has been terminated from the Academy may re-enroll one time only (if deemed eligible) within 180 days and will not incur additional charges, however students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. A student must be withdrawn for at least 30 days to be eligible for re-enrollment. Any student, who would like to re-enroll after 180 days have lapsed, must sign a new enrollment agreement, and take a skills assessment test. The Academy will follow the Transfer policy in this case. A student who is not in good standing may be accepted on a probationary basis dependent on an interview with the Academy's Director. Students who re-enter must do so through the admissions department.

### **MAKE-UP HOURS/ MAKE-UP WORK**

Students wishing to graduate on their contracted graduation must make up missed hours by graduation day. Students may make-up hours on nonscheduled times. Students are allowed to make up hours missed towards their contract time upon approval of the Director. If a student fails to take his/her test on the scheduled test date, the student has one week to make up missed tests and projects. If the test or projects are not made up in that time period, he/she will receive a grade of zero. Students who fail two tests on the same subject will be required to have tutorial assistance before another test can be taken. A minimum score of 75% must be achieved.

### **SCHOOL APPEARANCE**

The objective of the school is to operate a pleasant clean school. This can be insured by each student participating in regular sanitation practices in all areas of the Academy. Each student is assignment the chores that must be checked off daily.

### **PERSONAL PHONE CALLS**

Student may not use the school phone. Please inform your family and friends that they cannot call and speak to you, however they may leave a message for you.

## **SAFETY AND HEALTH**

It is each student's duty to report any accidents in management immediately. Students are to abide by prescribed health and safety precautions.

### **SAFETY AND HEALTH RULES**

- Keep equipment in safe, sanitary working order. Report broken salon equipment immediately.
- Promptly dispose of garbage, chemicals and or damaged materials.
- Keep floors clean of debris, hair, and chemicals to guard against tripping and slipping.
- Respect electricity. Do not touch unknown breakers, outlets, or wires.
- Note where all fire exits are in case of fire.

### **EMERGENCY PROCEDURES**

- Call EMS or 911 requested by a student or client.
- Check student or employee file for "In case of Emergency" form and notify person indicated on form.
- No staff member may transport any student or client to the hospital. The individual must be transported by family member, friend, or EMS.
- Complete an accident/incident report.

### **FIRE DRILL PROCEDURE**

- All staff, students and clients evacuate the building according to the posted evacuation routes. Leave all personal items in the school.
- Students are responsible for assisting the client and the evacuation to the parking lot.
- A staff member will perform "roll call" to ensure all students have evacuated.

## **EXIT INTERVIEW**

Students graduating or being terminated must complete an exit procedure with the Instructor and Financial Aid Administrator. No exceptions.

## **ABSENTEE / DROP POLICY**

It is the student's responsibility to contact the school within two days of being absent. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 consecutive calendar days) from their last date of physical attendance without notifying the school's administrative office.

## **MOCK STATE BOARD TEST**

Mock State Board examinations (written and practical) must be completed on the assigned day. In the event a student is not prepared to take the examination, he/she will be sent home.

## **CHANGE OF NAME AND ADDRESS**

All students are responsible for notifying the Administrative Office on when there has been a change in their name or address. Also, the Administrative Office should be notified immediately if there is a change in the student's emergency contact person.

## **STUDENT PARKING**

The student parking area is located in front of the building. In order to provide adequate parking for patrons and guest, students and staff are not allowed to park in the first row of the parking spaces closest to the building. Students and staff are to park in the second and third parking rows.

## **STUDENT'S STANDARDS OF CONDUCT AND CHARACTER**

Students are required to conduct themselves in a professional manner. High standards of integrity and character are expected. A student will be asked to leave if their conduct is unbecoming or in discord with any rules of the school.

Students must treat each other, the staff, and customers with respect. Rudeness, gossip, and troublemaking will not be tolerated.

## **DEFINITIONS/DESCRIPTIONS**

- **Sexual harassment:** Propositions, Flirtations or Advances either physically or verbally
- **Gross neglect:** Carelessness, which results in distraction of, classmate or schools' property
- **Vandalism or Theft:** Purposely destroying or removing school property from the premises.
- **School Property, Records, or Information:** Stealing, destruction, miss use, or unauthorized access to restricted property, information, or records.
- **Discourtesy to Clients:** Verbal abuse, physical harassment, or neglect in service.
- **Services to Clients:** Students cannot refuse to serve any clinic patron at any time for any reason.
- **Fighting or Threats:** Verbal or physical threats or acts of violence against any person in school.
- **Insubordination:** Disrespectful language, actions or refusal to follow direction from staff personnel.

- **Drug and alcohol use:** No possession or use of drugs, including alcohol on the school premises before or during scheduled school times.
- **Missed time:** Missed hours must be approved by the president of the school to be made up.

## **STUDENT SERVICES & SERVICES ON FAMILY**

Students receiving chemical services and specialized treatment must pay student prices (half of what a client pays). Students performing services or receiving services must first have a ticket approved by an instructor and pay the service cost. Students may receive services only on Wednesdays. Immediate family members receive student prices only.

## **SCHOOL APPEARANCE AND ATMOSPHERE**

The schools appearance and atmosphere are important in the client's first impression and important in our effectiveness in serving the client by allowing them to feel comfortable. The school can get quite busy and it is fairly easy for it to become untidy. The school expects every student to use their downtime to maintain our good public image.

## **MUSIC**

School music should be kept in a comfortable listening level and only music that is conducted to that mess here shall be played (R&B, jazz, country, light rock)

## **RECEPTION**

All seating, floors, windows, retail areas and pictures should be kept clean and free of degrees at all times.

## **CLEANING DUTIES**

Cleaning duties should be done to illuminate downtime and before the end of each shift. Personal items such as family pictures, posters or items not related to cosmetology are not allowed in the work area, on the student's station or on their mirror.

## **STUDENT DISCIPLINE AND CORRECTIVE ACTION**

### **CORRECTIVE ACTION CONSEQUENCES**

1. Verbal Warning. Verbal warnings are first time offenders of minor infractions. Two verbal warnings warrant a written warning.
2. Written Warning. A corrective action form accompanies written warnings. The student will be made aware of the infraction and ways to correct deficiency will be discussed and implemented.
3. Probation. Probations are given after the second written warning. Probation last for 30 days. In this time the student must implement corrective action, if the infraction occurs while on probation, the student is put on suspension.

4. Suspension. Suspension is the last resort. This time is designated for the student to either seek outside help for continuing problem or to allow enough time for the student to contemplate and change recurring behavior.
5. Termination. Termination is the result of three warnings that have resulted in probation or suspension. Serious offenses such as stealing shall result in immediate termination.

# **CONSUMER INFORMATION & DISCLOSURES**





## **NON- DISCRIMINATION**

The Academy and its management personnel recognize and offer equal opportunities in all activities of recruitment, employment, promotions, transfers, and termination. All employees are in accordance that no person shall be discriminated against because of race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

## **STUDENT RECORDS POLICY/PRIVACY/RELEASE OF INFORMATION (FERPA)**

The Luckes Beauty Academy complies with the Family Educational Rights and Privacy Act (FERPA) of the 1974 Buckley Amendment; Public Law 93-380, section 438. All student records are confidential unless otherwise required by law or through an accreditation process. Luckes Beauty Academy requires written authorization from a student or parent/guardian (in the case of dependant minor) to release information to any third party. A student or parent/guardian (of a dependant minor) has the right to review and inspect a student's educational, financial and attendance records. The student or parent/guardian of a dependant minor student may deny authority to publish directory information such as name, address, phone number, etc. The student's records are maintained in a fireproof file cabinet.

Students or parent/guardian of dependant minor students must make an appointment with the Director to view records of the student. The Director must be present at all times during the review and will provide any and all interpretations that may be necessary.

## **SEXUAL HARASSMENT AND ANTI-HAZING POLICY**

The Academy regards sexual harassment as a severe infraction of policy. Acts of sexual harassment, such as propositions, advances, and sexual flirtations or any other sexually graphic language or activity displayed at school is prohibited and will result in disciplinary action or expulsion. Complaints should be directed to your instructor or another member of the staff. All complaints should be submitted in writing and appropriate action will be taken.

The Luckes Beauty Academy is committed to ensuring an educational environment that is free of sexual harassment, sexual violence, or harassment based on sexual orientation.

- **DEFINITION OF SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the Institute.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the Institute.
3. Such conduct has the purpose or effect of threatening an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.Cs 2000e, ec, Sequa). This is punishable under both federal and state laws.

- **DEFINITION OF SEXUAL VIOLENCE OR ASSAULT**

Acts of sexual violence, such as rape, acquaintance rape or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the Institute as such acts are inappropriate and create an environment contrary to the goals and mission of the Academy. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

## **RESPONSIBILITIES**

It is the responsibility of all persons within the Academy to work to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the Institute (students and staff) are expected to report incidents of sexual harassment, sexual violence or assault, and harassment based on sexual orientation. The Director is the designated Sexual Harassment Officer.

The Director is responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation and alleged sexual harassment which has not resulted in a complaint. Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainant shall be protected to the extent possible, from retaliation. Appropriate and immediate attention must be given to complaints. Students may pursue redress of sexual harassment also through the Virginia Department of Human Rights, the Federal Equal Opportunity Commission or through the criminal justice system.

For all formal complaints of sexual harassment and/or sexual violence based on sexual orientation, the Director shall determine the action and notify both parties of the action. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from the Luckes Beauty Academy.

## **DRUG POLICY**

It is the policy of Luckes Beauty Academy to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on the Luckes Beauty Academy owned or controlled property.

Luckes Beauty Academy is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and drugs. To strengthen that commitment, Luckes Beauty Academy has adopted and implemented a program that seeks to prevent the abuse of alcohol and drugs by the Academy, which includes its employees and students.

The Academy's policies concerning the use of alcohol and drugs can be found in the Academy's Consumer Information & Disclosure handbook. This statement is provided in response to the

federal **DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989** (Public Law 101-226).

### **STANDARDS OF CONDUCT**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (drugs) and the unlawful possession, use, or both, of alcohol are prohibited in and on property owned or controlled by Luckes Beauty Academy.

No employee or student is to report for work, attend class, or participate in a Luckes Beauty Academy activity while under the influence of one or more illegal drugs or alcohol or prescription drugs that would affect his/her performance.

The possession and use of alcoholic beverages by members of Luckes Beauty Academy are at all times subject to the alcoholic beverage laws of the State of Virginia, as well as city ordinances within our service area and the Academy's policy. Under Virginia law, 18.2-250 – it is illegal for anyone to knowingly possess a controlled substance unless it was obtained with a valid prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

### **INSTITUTIONAL SANCTIONS**

A student or employee will face an immediate 30-day suspension from school for use, distribution, or possession of illicit drugs and/or alcohol. The student will not be allowed to continue attending school/classes while under the influence of a prescribed drug that impairs his/her ability to perform the required skills or tasks of his/her educational program. The student may also return to school with a physician's statement stating that the student is no longer taking any medicine that would impair his/her performance or skill. If the student is unable to return within 30 days, he/she will be terminated. If the student wishes to re-enter the school, he/she must follow the re-entry policy/procedure.

Any student who returns to school after being suspended or terminated and violates the policy a second time will be terminated from the school and will not be allowed to re-enter.

The Academy will notify the student in writing if the institution becomes aware of any violation of this policy. The student may request a formal hearing within 3 business days after receiving said notice. If a student requests a hearing, a board of 3 members of the school's staff will notify the student of the date scheduled for the hearing. The student has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The Academy's administration will notify the student of the board's decision. In all cases, the hearing board's decision will be final. If the student is found to have violated the institution's Drug and Alcohol Abuse Prevention Policy, the suspension will stand.

## **OTHER SANCTIONS**

State law prohibits the possession of alcoholic beverages by persons under the age of 21. It is illegal for anyone under the age of 21 to purchase or possess any alcoholic beverage (except in the performance or employment). This is a Class 1 misdemeanor, and is punishable by a \$500 fine, a minimum 50 hours of community service, or the suspension of driver's license.

State law prohibits the fraudulent use of a driver's license or DMV ID card to buy alcohol. It is illegal for anyone under the age of 21 to possess or attempt to use any false or altered license, birth certificate or student ID card (or any of the above IDs that belong to another person) to purchase or attempt to purchase alcohol. This is a Class 3 misdemeanor—the court will revoke the person's driver's license for 30 days to 1 year.

State law prohibits the sale, distribution, and possession of marijuana. It is illegal for anyone to sell, give, distribute, or possess with intent to sell, give or distribute marijuana. Being found guilty of this can result in 12 months – 30 years in jail, depending on the amount of marijuana.

State law prohibits the sale of drugs on or near certain properties. It is illegal to knowingly manufacture, sell, give, distribute or possess with the intent to sell, give or distribute any controlled substance while on any public or private elementary, middle, high school, any 2- or 4-year college or university or any public property open to public use. This is punishable by 1 to 5 years in jail and a fine up to \$100,000.

## **HEALTH RISKS ASSOCIATED WITH THE SUBSTANCE ABUSE**

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increase the likelihood of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide and may also be associated with the abuse of other drugs. Very high doses can cause respiratory problems, depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the greater effects described above for very high doses.

Long-term heavy use of alcohol can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol consumption is likely to produce withdrawal symptoms, including severe anxiety,

tremors, hallucinations and convulsions which can be life-threatening. The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to one's health. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension and ability to perform tasks requiring concentration. The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder; sexual assaults and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and, unusual or inappropriate risk taking which may result in physical or emotional injury or death.

**AVAILABLE DRUG AND ALCOHOL COUNSELING AND REHABILITATION IS AVAILABLE THROUGH THE DRUG AND ALCOHOL REHABILITATION CENTER. CALL 1-800-559-9503.**

## **FEDERAL DRUG-FREE WORKPLACE ACT REQUIREMENTS**

The following are required of Luckes Beauty Academy and its employees and students:

- An employee or student shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- The Academy shall notify any federal contacting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.
- The Academy will take appropriate personnel action against any student or employee who is convicted of a violation occurring in the workplace and will require his/her satisfactory participation in a drug abuse assistance or rehabilitation program.

## **LUCKES BEAUTY ACADEMY'S CAMPUS CRIME AND SECURITY**

To assist students and prospective students to be aware of crime on the campus of Luckes Beauty Academy, the U.S. Department of Education requires that we furnish you with the following polices and statistics for the period of January 1, 2019 to December 31, 2019.

1. Any person witnessing some form of criminal action or emergency should report it to the School Director or Instructor in Charge. The person in charge shall investigate the incident and report it to the local police department. The person in charge shall prepare a written memorandum regarding the incident.
2. All facilities are locked during non-business hours. During non-business hours, only authorized personnel are permitted on campus.
3. The school does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the local police agency.
4. During orientation, school meetings and staff meetings, students and employees are informed about the importance of secure premises. Students and staff are encouraged to walk together when walking to their cars or public transportation.
5. During orientation, students are reminded that they can assist in crime prevention by ensuring that their cars are locked, personal belongings such as purses, wallets, and equipment are safeguarded, and that they report any suspicious activity to the School Director.
6. Whenever any of the following crimes occur on campus, the information is reported to the local police and recorded in a memorandum. These statistics are disclosed to the students and employees every year on or about the first of October.
  - a. Murder
  - b. Rape
  - c. Robbery
  - d. Aggravated Assault
  - e. Burglary
  - f. Auto Theft
  - g. Arson
7. Whenever an arrest is made for the violations stated below, this school records the incident and reports the statistics to students and employees.
  - a. Liquor Violations
  - b. Drug Abuse Violations
  - c. Weapons Possessions
8. The sale and use of alcohol and illegal drugs are not permitted in this school or its adjacent parking area. Anyone observed using illegal drugs and/or alcohol will be referred to the local authorities. The school has in place a Drug and Alcohol Abuse Prevention Program required under public law

During the period of January 1, 2019 to December 31, 2019 the following are the statistics as per the above Federal Regulations:

- Murders (0)
- Robbery (0)
- Aggravated Assault (0)
- Motor Vehicle Theft (0)
- Arson (0)
- Liquor Violations (0)
- Drug Violations (0)

None of the crimes listed can be categorized as a Hate Crime. No on-campus crime was reported in 2017, 2018 or 2019. A full Campus Crime and Security can be provided upon request.

### **THE CLERY ACT**

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies.

### **TIMELY EMERGENCY/WARNING**

The Administrative staff will be responsible to issue a warning to the Academy. The warning will be issued through a meeting with staff and students. This warning will also be posted on our information bulletin board in our student break room. Anyone with information warranting a timely warning should report the circumstances to Luckes Beauty Academy at 757-599-0534. In the event an emergency warning should occur, students and staff will be notified immediately through verbal communication, text messaging, website and posting at the front desk to ensure that all students and staff are aware of the warning.

### **EMERGENCY RESPONSE**

The school makes an emergency notification to staff and students on campus if a significant emergency or dangerous situation occurs. Instructors are notified either to lock the doors or begin an orderly evacuation through the front or back exits as stated. After students are evacuated (or the premises secured- depending on whether the threat is internal or external and as appropriate), police and or the fire department will be in transit to the school and a closed school announcement shall be broadcast on the website, as well as an attempt to call, text, or otherwise notify the incoming students.



# **ADDENDUMS**

# Addendum

## **VETERANS BENEFITS AND TRANSITION ACT of 2018 - Section 103**

***Any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.***

### **Luckes Beauty Academy will not:**

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

### **However, to qualify for this provision, such students may be required to:**

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### **Veterans Standards of Progress**

Students who are receiving VA Education Benefits are required to meet Veterans Standards of Progress at evaluation time. The purposes of these standards are to comply with VA requirements and to serve the students by giving adequate warning if they are in danger of benefit termination by the VA.

### **Academic Progress Policy**

Academic progress will be evaluated as stated on page 24. The student will be placed on probation if academic progress falls below 75% upon formal evaluation. The student's VA benefits will be terminated if the student's cumulative academic progress does not meet 75% at the end of the probation period. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

### **Attendance Policy**

Attendance will be evaluated as stated on page 24. The student will be placed on probation if the student's cumulative attendance does not meet 67% upon formal

evaluation. The student's VA benefits will be terminated if the student's cumulative attendance does not meet 67% at the end of the probation period. Student's will not be terminated if the student provides documentation for absences that result from extenuating circumstances deemed valid by the Director. Alternate arrangements for continuing attendance without termination may be made to makeup hours at the discretion of the Director. Veterans may not be certified to the VA for benefits during this period of make-up and VA will be notified within 30 days of the change in student status. Students who have been terminated from the Academy for unsatisfactory attendance may be re-admitted at the discretion of the Director.

Excused absences include illness, court appearance, funeral services for family members and other circumstances deemed valid by the Director or the student received prior approval to be absent. Unexcused absences are time away from school with no notification to the school. Ex; just wanting to stay home, tired, didn't feel good. Students are notified of attendance policies during the personal interview, orientation and within the school catalog. Disciplinary action for violation of attendance is stated on pages 36 and 37.

### **Reinstatement**

A student whose service in the uniform has required their sudden withdrawal or prolonged absence from their enrollment will be eligible to re-enroll by consulting with the Director.

### **Refund Policy**

Per ,38 CFR 21.4254(c)(13) and 4255, the pro-rata policy will be applied to the entire period of time unless the schools refund policy is more favorable to the Student. 10.00 of the registration fee is non-refundable. The amount in excess of 10.00 will be subject to proration. Refunds will be issued within 40 days of the change in status.

### **Conduct Policy**

Disruptive or inappropriate behavior will result in possible termination of Veterans educational benefits, and possible dismissal from Luckes Beauty Academy. Students must conduct themselves in a professional manner at all times. Re-admittance after conduct dismissal requires re-application to the school.

### **Prior Credit Policy**

Per, 38CFR 21.4254 (c)(4), VA eligible students must provide a copy of any post-secondary transcripts (not just those for cosmetology schools). The Academy will grant credit when appropriate, reduce the length of the program proportionately and keep records in the student file.

## **DISTANCE EDUCATION**

Luckes Beauty Academy has been approved by NAACAS and the State Council of Higher Education for Virginia to utilize Distance Education during Covid-19. Distance Education will continue until the Virginia Board of Cosmetology and/or the State of VA approves to lift the COVID-19 closure mandate and the staff and students can return to on-site education. Each active student will be notified by Google Classroom and Cengage MindTap learning applications. Students will be given internet access assistance if requested and initial training and distance learning expectations will be provided. Students will accumulate daily clock hours through Bongo Meetings, instructor tutorials, approved online training videos and within the MindTap learning application. All assignments must be completed within the set time frame.

## **DISTANCE EDUCATION REQUIREMENTS**

### **MINIMUM STUDENT SKILLS**

Students are expected to have at least the following skills prior to taking distance education courses:

- Basic keyboarding competence
- Elementary knowledge of their computer operating system

### **BASIC KNOWLEDGE OF:**

- Word Processing
- Sending and receiving e-mails with attachments
- Using an internet browser and a search engine

Must have a stable internet connection

Training is provided by staff member.

Addendum 1: 0-900 hours

## Luckes Beauty Academy Award Year 2022 Localized COA Budget

Program Name: Cosmetology AY1 \$11,064 Eff. 4/2021  
 Total Hours: 1500                      Academic Year Length: 900  
 Total: 44                                      Weeks In Academic Year: 26  
 Period: Weeks

Survey Items Per Month		
	Living With Parents 0 Dependents	All Others
Room And Board:	\$383.00	\$1,446.00
Personal:	\$249.00	\$324.00
Transportation:	\$92.00	\$272.00
<b>Total</b>	<b>\$724.00</b>	<b>\$2,042.00</b>

Living With Parents 0 Dependents					
	Full Time 6 Months	3/4 Time	Half Time 9 Months	< Half	Pell COA 6 Months
Tuition:	\$10,200.00		\$10,200.00		\$10,200.00
Fees:	\$114.00		\$114.00		\$114.00
Books / Supplies:	\$750.00		\$750.00		\$750.00
Other Costs:	\$0.00		\$0.00		\$0.00
Loan Fees:	\$56.00		\$56.00		\$56.00
Allowance:					\$0.00
Room And Board:	\$2,298.00		\$3,447.00		\$2,298.00
Personal:	\$1,494.00		\$2,241.00		\$1,494.00
Transportation:	\$552.00		\$828.00		\$552.00
<b>Total</b>	<b>\$15,464.00</b>	<b>\$0.00</b>	<b>\$17,636.00</b>	<b>\$0.00</b>	<b>\$15,464.00</b>

All Others					
	Full Time 6 Months	3/4 Time	Half Time 9 Months	< Half	Pell COA 6 Months
Tuition:	\$10,200.00		\$10,200.00		\$10,200.00
Fees:	\$114.00		\$114.00		\$114.00
Books / Supplies:	\$750.00		\$750.00		\$750.00
Other Costs:	\$0.00		\$0.00		\$0.00
Loan Fees:	\$98.00		\$98.00		\$98.00
Allowance:					\$0.00
Room And Board:	\$8,676.00		\$13,014.00		\$8,676.00
Personal:	\$1,944.00		\$2,916.00		\$1,944.00
Transportation:	\$1,632.00		\$2,448.00		\$1,632.00
<b>Total</b>	<b>\$23,414.00</b>	<b>\$0.00</b>	<b>\$29,540.00</b>	<b>\$0.00</b>	<b>\$23,414.00</b>

Addendum 2: 901-1500 hours

## Luckes Beauty Academy Award Year 2022 Localized COA Budget

Program Name: Cosmetology AY2 \$7, 376 Eff. 4/2021

Total Hours: 1500

Academic Year Length: 900

Total: 44

Weeks in Academic Year: 26

Period: Weeks

**Survey Items Per Month**

	Living With Parents 0 Dependents	All Others
<b>Room And Board:</b>	\$383.00	\$1,446.00
<b>Personal:</b>	\$249.00	\$324.00
<b>Transportation:</b>	\$92.00	\$272.00
<b>Total</b>	<b>\$724.00</b>	<b>\$2,042.00</b>

**Living With Parents 0 Dependents**

	Full Time 4 Months	3/4 Time	Half Time 6 Months	< Half	Pell COA 4 Months
<b>Tuition:</b>	\$6,800.00		\$6,800.00		\$10,200.00
<b>Fees:</b>	\$76.00		\$76.00		\$114.00
<b>Books / Supplies:</b>	\$500.00		\$500.00		\$750.00
<b>Other Costs:</b>	\$0.00		\$0.00		\$0.00
<b>Loan Fees:</b>	\$44.00		\$44.00		\$66.00
<b>Allowance:</b>					\$0.00
<b>Room And Board:</b>	\$1,532.00		\$2,298.00		\$2,212.89
<b>Personal:</b>	\$996.00		\$1,494.00		\$1,438.67
<b>Transportation:</b>	\$368.00		\$552.00		\$531.56
<b>Total</b>	<b>\$10,316.00</b>	<b>\$0.00</b>	<b>\$11,764.00</b>	<b>\$0.00</b>	<b>\$15,313.12</b>

**All Others**

	Full Time 4 Months	3/4 Time	Half Time 6 Months	< Half	Pell COA 4 Months
<b>Tuition:</b>	\$6,800.00		\$6,800.00		\$10,200.00
<b>Fees:</b>	\$76.00		\$76.00		\$114.00
<b>Books / Supplies:</b>	\$500.00		\$500.00		\$750.00
<b>Other Costs:</b>	\$0.00		\$0.00		\$0.00
<b>Loan Fees:</b>	\$72.00		\$72.00		\$108.00
<b>Allowance:</b>					\$0.00
<b>Room And Board:</b>	\$5,784.00		\$8,676.00		\$8,354.67
<b>Personal:</b>	\$1,296.00		\$1,944.00		\$1,872.00
<b>Transportation:</b>	\$1,088.00		\$1,632.00		\$1,571.56
<b>Total</b>	<b>\$15,616.00</b>	<b>\$0.00</b>	<b>\$19,700.00</b>	<b>\$0.00</b>	<b>\$22,970.23</b>

**STUDENT HANDBOOK RECEIPT**

I have received a copy of the Luckes Beauty Academy Handbook, which outlines client handling procedures, student policies and standards of conduct. I will comply and commit myself to memorizing and implementing these guidelines in my daily activities while enrolled at Luckes Beauty Academy.

I realize that the school policies may change from time to time and will accept new policy as being as equally important as the initial policies of the school.

The student handbook is an extension or addendum to the student contract and it is under these conditions I will begin my enrollment at Luckes Beauty Academy. I agree that at any time I have difficulties understanding or implementing policies I will ask for clarification from management personnel.

\_\_\_\_\_  
Student Printed Name

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

\_\_\_\_\_  
Date

## **GAINFUL EMPLOYMENT DISCLOSURE ACKNOWLEDGEMENT RECEIPT**

Legislation enacted July 1, 2011 governs the disclosure of gainful employment and other statistics in relation to certificate programs at an institution. In order to be eligible for funding under the Title IV programs, an educational certificate program must prepare students for "gainful employment in a recognized occupation." Information that must be disclosed by an institution for each of its GE Programs includes:

- The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O\*NET Web site or its successor site.
- The on-time graduation rate for students completing the program.
- The tuition and fees the institution charges a student for completing the program within normal time.
- The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.
- The job placement rate for students completing the program.
- The median loan debt incurred by students who completed the program.

I received a copy of the Luckes Beauty Academy Handbook, which provides the current Gainful Employment statistics as required by the federal government.

The student handbook is an extension or addendum to the student contract, and it is under these conditions I will begin my enrollment at Luckes Beauty Academy. I agree that at any time I wish for an update in the GE results, I will ask that management personnel provide me with the information.

\_\_\_\_\_  
Student Printed Name

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

\_\_\_\_\_  
Date