

**Beau Monde  
College of Hair Design**

**Institutional Catalogue  
and Student Handbook**

1026 SW Salmon Street  
Portland, Oregon 97205  
Telephone 503.226.7355 503.226.1427 1.888.212.7355  
Fax 503.226.6512  
Admissions E-Mail Address: [beaumontadmissions@juno.com](mailto:beaumontadmissions@juno.com)

Publication Date: January 1, 2004  
Revision Date: March 1, 2004

# **Beau Monde College of Hair Design**

## **MISSION STATEMENT AND PHILOSOPHY**

Beau Monde College of Hair Design's mission is to serve the needs of private, vocational education; emphasizing a personal concern for its students. The mission of this Institution is to maintain a personalized vocational learning environment, which stimulates individual growth, training, and confidence, the development of professional ethics and decorum, and academic excellence.

In fulfilling its mission, all faculty and staff members are committed to provision of a learning environment which fosters creativity, encourages the development of mature ethic values, and development of the skills and knowledge needed for the Graduate to lead a satisfying, productive professional career.

Each staff and faculty member of Beau Monde College of Hair Design is convinced that all persons are created equal, with potential skills and artistic abilities! These intrinsic skills and abilities need the proper guidance and training for disciplined development and transformation into a marketable skill. Based upon this philosophy the curriculums at Beau Monde College of Hair Design have been developed and refined to facilitate the growth of skill, knowledge and confidence which allows each student the opportunity to create a fulfilling and rewarding career within the Cosmetology Industry!

## **WELCOME TO BEAU MONDE COLLEGE OF HAIR DESIGN**

Thank you for your inquiry regarding our School! Beau Monde College of Hair Design has created and published this Institutional Catalogue to provide all students with information regarding our School. As you read through this Catalogue, you will find information regarding Institutional Policies and Procedures, School Rules and Regulations, Training Program Information, all required Disclosures, the Institutional Refund Policy, and General School Information. Our staff and faculty are hopeful the provision of this information will assist you in making an informed and good decision regarding your training. It is also our intent that this Catalogue will explain our Institutional Responsibilities to YOU, and YOUR responsibilities while enrolled at this Institution.

It is very important that you read this Institutional Catalogue, become familiar with its content, and retain your copy for future reference. You will find that many questions which you should have, will be answered in various sections of this Catalogue.

Beau Monde College of Hair Design was first established in 1960, by its former owner, Norma Loucks. Ms. Loucks was a Licensed cosmetologist, educator and teacher. Her concern was NOT the quantity of students, but the PROFESSIONAL QUALITY AND SKILL LEVEL of ALL completing students! In 1973, Dianna Martin-Peterson began her Cadet Instructor Training with Ms. Loucks, and worked to purchase Beau Monde College of Hair Design in order to continue the standards and philosophy articulated and espoused by Ms. Loucks. In 1975 Ms. Martin-Peterson acquired Beau Monde College of Hair Design; continuing the progressive ideas and techniques firmly established within the Institution; and advancing in the areas of Hair Design, Facial Technology, and Nail Technology for both men and women.

Ms. Martin-Peterson has endeavored to maintain a professional training and learning environment. Beau Monde College of Hair Design offers the most current training methods and technology in the rapidly changing Cosmetology Industry. The Institution's Clinic Areas are designed to mimic the actual work environment, which a student should anticipate after completion, and during their subsequent employment.

Student professional development is stressed and promoted; in terms of skill, application and knowledge; and in the areas of professional decorum, responsibility, and presentation. The Staff and Faculty of Beau Monde College of Hair Design ask that all students be prepared to invest 100% of their effort and focus to learn and maintain good attendance at this Institution! We have a demonstrated record of achievement in training and providing our graduates with the skills and knowledge required to pass the State Licensing Examination, and secure employment in a field directly related to their training!

Our recommendation to all students is to maintain good attendance during training! This is a habit which will prepare you for the workplace! Plan on arriving each day, slightly ahead of schedule – allow yourself time to relax, prepare your station, review your academic notes, and otherwise make yourself ready for the day!

Good luck to you! Study hard, maintain good attendance, pay attention in class, and practice!

Sincerely,

The Staff & Faculty of Beau Monde College of Hair Design

# Beau Monde College of Hair Design Table of Contents

<b>ACADEMIC PROGRESS POLICY</b>	<b>26 - 27</b>
<b>ANTI-DRUG, CONTROLLED SUBSTANCE AND ALCOHOL ABUSE POLICY</b>	<b>35 - 36</b>
<b>CAMPUS SECURITY POLICY AND PROCEDURE</b>	<b>38 - 39</b>
<b>COLLEGE INFORMATION</b>	<b>30 - 32</b>
<b>CONDUCT RULES AND REGULATIONS</b>	<b>36 - 37</b>
<b>COSMETOLOGY PROFESSION, ADMISSIONS AND ENROLLMENT</b>	<b>5 - 6</b>
<b>COURSE DESCRIPTIONS</b>	<b>17 - 25</b>
<b>DISCIPLINARY ACTIONS</b>	<b>40</b>
<b>DO YOU HAVE ANY QUESTIONS?</b>	<b>44</b>
<b>FUNDING YOUR TRAINING</b>	<b>7 - 8</b>
<b>GENERAL COURSE AND TRAINING INFORMATION</b>	<b>13 - 16</b>
<b>MISSION STATEMENT AND PHILOSOPHY</b>	<b>2</b>
<b>POLICIES AND PROCEDURES</b>	<b>32 - 34</b>
<b>REFUND POLICY</b>	<b>41 - 43</b>
<b>SCHEDULES, ROUTINES, AND ATTENDANCE</b>	<b>10 - 12</b>
<b>STUDENT ADVISEMENT, RIGHTS, SURVEYS, APPEALS, AND REPORTING</b>	<b>28 - 29</b>
<b>STUDENT RECORDS, PERSONAL INFORMATION AND TRANSCRIPTS</b>	<b>26</b>
<b>STUDENT WITHDRAWALS</b>	<b>41</b>
<b>TRANSFERING AND RE-ENTERING STUDENTS</b>	<b>9</b>
<b>WELCOME TO BEAU MONDE COLLEGE OF HAIR DESIGN</b>	<b>3</b>

# COSMETOLOGY PROFESSION, ADMISSIONS AND ENROLLMENT

The training that is provided by this Institution is CAREER ORIENTATED! We believe that the professional success of each student is directly related, and may be traced to their training! A part of this training includes the development of each student's professionalism, confidence and skill level. One of the most positive attributes, which a student can provide to a future employer, is a POSITIVE AND RESPONSIBLE ATTITUDE, which is based upon acquired skill and confidence. The training, which this Institution provides, mimics the conditions which a student will encounter in the workplace! Therefore GOOD WORK HABITS and RESPONSIBILITY are required!

At Beau Monde College of Hair Design, we are proud of the level of professional skills, academic achievement and responsibility which our students demonstrate through their attendance, graduation, State Board Examination Pass and Professional Placement Rates! Deciding to enroll in a Cosmetology Program, and to pursue a career in the profession is an IMPORTANT DECISION! In addition to the time and dedication you must devote to your training, there are additional considerations.

## SAFETY AND HEALTH CONSIDERATIONS

On a daily basis students and cosmetology professionals handle HAZARDOUS CHEMICAL SOLUTIONS and PRODUCTS, Which COULD cause allergic reactions, burn the skin and scalp. Damage hair or nails, or produce dangerous fumes if not properly mixed and stored. Electrical appliances are used near sink and water areas. These electrical appliances must be properly cared for and maintained so that an electrical shock is not produced to the Cosmetologist or Patron.

Cosmetology Professionals are exposed to human skin, scalp, nails and sometimes blood! A Cosmetologist MAY encounter contagious diseases or parasites, while working on clients. Sanitation must be practiced at all times. In general terms, Cosmetologists work on tile or linoleum floors, which REQUIRE closed toes and safety non-slip soles on their footwear, to prevent slipping and accidents. At all times Cosmetology Professionals should wear smocks or lab jackets, and provide a protective "apron" or cape to each client to prevent the possibility of chemical splashing, spills, and general cleanliness purposes.

## THE DEMANDS OF THE COSMETOLOGY PROFESSION

BEFORE a student enrolls, fully completed their Program of Study, passed their State Board Examination, received their license and obtained a job; they owe it to themselves to realistically consider the PHYSICAL AND MENTAL DEMANDS of the Cosmetology Professional's Work Day! Professional Cosmetologists are on their feet for extended periods of time. A work day does NOT end, until all scheduled appointments are complete! Politeness and Professionalism are required in all dealings with patrons and business contacts. A Cosmetologist must BE ON TIME FOR WORK, RELIABLE and PREPARED for their daily schedule! Cosmetologists are asked to perform services for non-scheduled appointments – and to perform those services with a smile on their face! The employer is always represented by the Cosmetologist in a manner, which is appropriate for a true professional. Although many of these items will not be listed on a "Job Description" – they are an intrinsic part of each Cosmetologist's job, and the criteria by which a true Professional separates himself or herself from an unprofessional employee! Additionally, due to the quickly changing nature of fashion, introduction of new products, and technological changes; all cosmetology professionals must plan to attend Continuing Education Training and Seminars, after they have received their license, in order to better serve their patrons! Some of the traits which an individual must have to be a success in the Cosmetology Industry, are:

- Enjoy dealing with the public and be able to follow a client's directions
- Keep abreast of the latest fashions and beauty techniques
- Have finger dexterity and a sense of form and artistry
- The ability to make a strong commitment to the educational process and completing their program of study
- A willingness to work long hours while building a clientele
- A willingness to learn business skills, in addition to artistic and technical skills

Training and employment work can be arduous and physically demanding due to long hours standing with hands at shoulder level, or sitting over a manicuring table, and methods of compensation within the industry vary and may include straight salary, salary plus commission, sliding scale commission, or self employment.

## COLLEGE TOURS

Prospective students may contact the Academy to arrange a tour of the facility.

## ENROLLMENT AND ADMISSIONS REQUIREMENTS

All students seeking admission to this Institution are advised of the following requirements:

1. The applicant **MUST** have earned a High School Diploma, or its recognized equivalent, a General Equivalence Diploma (GED), or be in possession of an Associate's Degree (Two-Year) from an accredited, degree granting institution; and **PROVIDE** a copy of the academic credential, or a complete copy of academic transcripts indicating the date of graduation; to this Institution for retention in the student's permanent record. If the student **CANNOT** provide the an **ENGLISH VERSION** of the Diploma, a copy of the diploma must be provided, attached to a **NOTARIZED** statement from an interpreter, which clearly acknowledges and states that the Non-English Document indeed verifies the completion of a secondary educational program, and the date of its completion.
2. The applicant must be beyond the age of compulsory education in this state, which is at least 16.5 years of age.
3. The applicant must provide proof of identity and age in the form of a copy of their Social Security Card, and a current State-issued Driver's License or State-issued Identity Card; for retention in the student's permanent record.
4. The applicant must provide satisfactory arrangements for payment of all tuition and Institutional charges.
5. If the applicant is anticipating the receipt of Agency Sponsorship; a Letter or Voucher which guarantees payment **MUST** be provided to this Institution, or
6. If the applicant is anticipating the receipt of Federal or State Student Financial Assistance Funding; they must complete all forms, applications and submit all requested documentation to this Institution in a complete and timely manner.
7. The applicant must provide or make arrangements for the provision of the \$100.00 Registration Fee.
8. If the applicant is **NOT** a citizen of the United States, the applicant must provide a copy of **BOTH** the **FRONT AND BACK** of their Alien Registration Card, for verification with the United States Department of Justice, Immigration and Naturalization Service.

## APPLICATION FOR ENROLLMENT/ ADMISSION

Prospective students are required to complete the Enrollment/Admissions Process **PRIOR** to their scheduled Start Date. **BE CAREFUL! YOU** are responsible for the accuracy of choosing your Program of Study, and your Scheduled Hours! Student mistakes, or "changing your mind" can be costly! **STUDENTS** are responsible for the provision of written notification to the Registrar in order to change their Program of Study, and/or their Scheduled Hours! Recognizing that students "do" change their minds, Beau Monde Academy of Cosmetology offers all students a **FIVE-DAY GRACE PERIOD**, based upon their Actual Start Date, in which to notify the Administrative Office, in writing, without financial penalty. The student must complete, sign and date a "Drop/Add/Change Form".

## ADDITIONAL FEES ASSOCIATED WITH COURSE CHANGES AFTER FIVE (5) DAYS HAVE ELAPSED

### Program Transfer Fee

After five (5) days have elapsed, from the student's actual Start Date; a \$100.00 **TRANSFER FEE** is incurred and charged to the student's account – at the time of **EACH** program change. At the time of **PROGRAM TRANSFER** the student will be required to execute a new Enrollment Agreement/Contract. Any student requesting a Program Transfer is herein advised that **STUDENT FINANCIAL ASSISTANCE** will be subject to recalculation. Awards and eligibility **MAY** be affected. The student's anticipated completion date will also be recalculated and may be subject to change, due to Program Transfer.

### Schedule Change Fee

After five (5) days have elapsed from the student's actual Start Date, a \$25.00 **SCHEDULE CHANGE FEE** is incurred and charged to the student's account – at the time of **EACH** scheduled hour change. Any student requesting a **SCHEDULE CHANGE** is herein advised that **STUDENT FINANCIAL ASSISTANCE** will be subject to recalculation. Awards and eligibility **MAY** be affected. The student's anticipated completion date will also be recalculated and may be subject to change, due to Schedule Changes. **PROGRAM TRANSFERS AND SCHEDULE CHANGES** are **NOT AUTOMATIC!** Each change must be **REQUESTED IN WRITING**, and the changes approved by the College Director!

## COURSE COSTS, STUDENT KITS AND TEXTBOOKS

See addendum to catalogue.

# FUNDING YOUR TRAINING

## STUDENT PAYMENT ARRANGEMENTS

Students who need to make cash payment arrangements with the College will receive a detailed schedule of the amount, number and due dates of all cash payments - as a part of their Enrollment Agreement/Contract. There is "no" or "zero" interest charged by the Institution, in its "Payment Arrangement" with a student Default on the student's part, to maintain the Payment Schedule, constitutes grounds for separation from the College!

## COLLEGE SCHOLARSHIPS

Scholarships are available for Beau Monde College of Hair Design. Please contact the Admissions Office for detailed information, and ask for an application.

## FEDERAL STUDENT FINANCIAL ASSISTANCE

Beau Monde College of Hair Design participates in several types of FEDERAL TITLE IV Student Financial Assistance Programs. which are administered by the United States Department of Education. These programs are the Federal Pell Grant Program, the Federal Family Educational Loan Program and the National Direct Student Loan Program. Award amounts for these programs are determined by availability of funds, student eligibility, and demonstrated student need.

The FEDERAL PELL GRANT is a form of Financial Aid that the student does not have to pay back, under most circumstances. If, however, a student withdraws from their course of study prior to completing 60% of a payment period, all or a part of the Federal Pell Grant may need to be repaid. The withdrawing student may be liable for all or a portion of this repayment.

Federal Family Education LOANS and National Direct Loans are forms of student aid that must always be repaid. Repayment includes origination fees, interest charges and accrued interest. In the case of a subsidized Stafford Loan, the federal government pays the interest while the student is in school and during a six-month grace period after the student leaves training.

APPLICATION for Federal Student Assistance is made by completing the Free Application for Federal Student Aid (FAFSA) Form. This form is submitted to the United States Department of Education. Eligibility is determined by the Federal government using a special needs analysis formula. After eligibility is determined, the College provides each applicant who applies with a Financial Aid Award Notice informing them of the maximum amounts of Financial Aid they are awarded. If the student qualifies for Student Loan Funds, they are required to complete a loan application in addition to the FAFSA. A CLEAR UNDERSTANDING of the Financial Assistance Process and requirements is provided to each student. In order to accomplish this, a financial aid. interview is conducted during which time eligibility requirements, programs, forms, and required documentation are discussed.

Other types of financial assistance such as the State of Oregon Barber's and Hairdresser's Grant and the Alaska Student Loan Program require completion of the FAFSA Application. Agency assistance is based upon separate sets of Agency requirements.

## METHOD OF DELIVERING AND APPLYING PAYMENTS

ALL payments, regardless of origin are FIRST credited against the student's outstanding financial obligations to the College. This policy applies to all payment sources, inclusive of Federal Loans and Grants. Remaining or "credit balance" funds are available for the student's "Cost of Living" while attending training. However, in order to be considered eligible for "Cost of Living" repayment funds a student must satisfy institutional Satisfactory Progress Standards, and must have completed 60% or more of the payment period. If these conditions are satisfied the College will "repay" the credit balance amount to the student within 14 days of posting the credit balance to the student's account. This Institution does NOT provide "budgeted" repayments of credit balance amounts. If the amount of student assistance received does NOT fully cover the student's institutional costs, the student is obligated to pay the difference as outlined in their Enrollment Agreement/Contract for Training.

ALL STUDENTS TAKE NOTICE. The States of OREGON, WASHINGTON and CALIFORNIA have passed legislation which DENIES or REVOKES a State License to practice to anyone who defaults on a Federal Student Loan!

## INSTITUTIONAL VERIFICATION POLICY FOR PURPOSES OF STUDENT FINANCIAL ASSISTANCE

This Institution has adopted a policy of the VERIFICATION of each student seeking participation in the Federal Student Financial Assistance Programs, whose Institutional Student Information Report (ISIR) is "FLAGGED" or selected for Verification Edit by the United States Department of Education. This means that each student making application, who receives a "FLAGGED" ISIR will be REQUIRED to submit a signed copy of their Federal Income Tax Return and their Parents' Federal Income Tax Return, if applicable. This Institution will also verify and resolve all "CONFLICTING INFORMATION", submitted by a student. Delivery of ALL Student Financial Assistance is DENIED, until such time as Verification is complete and all conflicting information is resolved!!

Can't find a copy of your tax return? Telephone the Internal Revenue Service (IRS) and request a "SUMMARY", Form # 1722. The summary will be mailed to you within seven days. The summary is FREE! You may also contact the IRS if you worked, and did NOT file a return. The IRS will provide a summary of your non-taxed earnings. Telephone the IRS at 503-221-3960 or 1-800-TAX-1040. The mailing address is:

Internal Revenue Service / Federal Building / 1220 SW 3rd Avenue / Portland, Oregon 97204

## SOCIAL SECURITY NUMBER "MATCHES"

2018-2019 OAR 581-41-460 authorizes this Institution to ask you to provide your Social Security Number. For any student applying for Student Financial Assistance, provision of your Social Security Number is MANDATORY. Student Social Security Numbers are used by the College for record keeping, reporting, and research. Your Social Security Number is reported to the United States Department of Education, IF you participate in ANY of the Federal Student Financial Assistance Programs, the Selective Service Administration, the Social Security Administration, Veterans Administration, the United States Department of Justice, or if you are a non-citizen. As of January 01, 1999, your Social Security Number will be matched with the United States Department of Treasury, Internal Revenue Service for the purpose of reporting tuition and related fees in compliance with the Tax Relief Act of 1997.

## STUDENT AID PROVISIONS OF THE HIGHER EDUCATION AMENDMENTS OF 1998 [Pub.L.105-244] [Section 483(E)] VERIFICATION OF INCOME DATA

This Amendment to the Higher Education act allows the United States Department of Education to confirm with the Internal Revenue Service (IRS), the adjusted gross income, Federal Income taxes paid, filing status, and exemptions reported by all Title IV applicants and their parents on their Federal Income Tax Returns! All students, and their parents, if applicable, completing a Free Application for Federal Student Aid (FAFSA) will be subject to such verification of their tax records. This amendment became effective 07 October 1998.

## TAX CREDITS FOR EDUCATION

The Taxpayer Relief Act of 1997 (TRA) created a number of options to assist families in meeting the cost of postsecondary education. Among the tax and savings options are two educational tax credits: the Hope Scholarship tax credit and the lifetime learning Tax Credit.

A Form 1098-T will be mailed by January 31st to each student who was billed in the previous calendar year, and who had a valid Social Security Number on file at the end of the year. The form will indicate enrollment status and the total of Institutional charges that may qualify for an educational tax credit. INSTITUTIONAL CHARGES PAID BY GRANTS - are NOT eligible, nor considered on Form 1098-T!

IF YOU NEED MORE INFORMATION REGARDING THESE TAX CREDITS – please consult the Internal Revenue Service (IRS), your tax advisor, or accountant. You can telephone the IRS at 1-800-829-1040, or you may visit the IRS website at: [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

## **TRANSFERRING AND RE-ENTERING STUDENTS**

NOTE: TRANSFER AND RE-STARTING STUDENTS may begin attending training immediately AFTER they have completed the Admissions and Financial Aid Processes. A TRANSFER student's Admission Requirements are INCLUSIVE of this Institution's receipt of OFFICIAL ACADEMIC TRANSCRIPTS from ALL applicable previous institutions.

### TRANSFER STUDENT - PREVIOUSLY ENROLLED AT ANOTHER POSTSECONDARY INSTITUTION

Any student seeking enrollment at this Institution, who has PREVIOUSLY ATTENDED another postsecondary Cosmetology School; and who desires to RECEIVE CREDIT FOR PREVIOUSLY EARNED CLOCK HOURS, must request and present OFFICIAL ACADEMIC TRANSCRIPTS to this Institution, from all previously attended Schools. Previously earned Clock Hours accepted for credit and institutional charge adjustments are SOLELY AT THE DISCRETION of this Institution.

If previously earned clock hours are to be credited to the student's account, based upon the receipt of Official Academic Transcripts; institutional charge adjustments shall be based upon the NUMBER of clock hours accepted by this Institution, DIVIDED by the full amount of scheduled hours in the program, to equal the percentage remaining for the student to complete, in order to qualify for State Board Examinations. The resulting percentage shall be MULTIPLIED against the full tuition charge, to formulate the tuition and all other applicable charges due to this Institution.

### RE-ENTERING - RESTARTING STUDENT

Any student who PREVIOUSLY attended this institution, who is Re-Entering/Restarting their Program of Study must fully re-execute a NEW Enrollment Agreement/Contract. The new Contract will be based upon the charges in effect and assessed at the actual date of re-entry. If previously earned hours are credited to the account, all prorated adjustments will be based upon the NUMBER of hours previously and actually earned, DIVIDED by the full amount of scheduled hours in the program, to equal the percentage remaining for the student to complete in order to qualify for the State Board Examination. The resulting percentage will be MULTIPLIED against CURRENT prorated charges to formulate the amount due to the school. At the time the Enrollment Agreement/Contract is completed and signed, a \$100.00 Registration Fee is charged!

### TRANSFERABILITY OF CLOCK HOURS EARNED AT BEAU MONDE COLLEGE OF HAIR DESIGN

This institution makes no guarantee of the transferability of the clock hours earned at this school, to another postsecondary institution.

# SCHEDULES AND ATTENDANCE

## ORIENTATION DAY REQUIREMENT

All students are required to attend an Orientation Day prior to beginning training. There are NO EXCEPTIONS to this requirement. During Orientation Day the Institutional Catalogue, and Policies and Procedures are reviewed, and all Program Curriculums and Requirements are explained.

## CLASS START DATES

For class start dates, see addendum to catalogue.

## HOURS OF DAILY OPERATION

Beau Monde College of Hair Design is open for operations from 8:30 a.m. until 9:30 p.m., Tuesday through Friday. And from 8:30 a.m. until 5:00 p.m. on Saturday. Student schedules are adjusted and set within this time frame. All students are expected to utilize their time wisely. If the Clinic Floor is slow students are REQUIRED to study and practice, breaks and lunch are the ONLY exceptions. The Administrative Office is open on Monday from 8:30 a.m. until 5:00 p.m. Students requiring "Make-up" Hours MAY be scheduled for supervised instruction and training on Mondays!

## DAILY SCHEDULE AND ROUTINE

(Example based upon a Schedule of 40 Clock Hours Per Week)

8:30 a.m. – 9:45 a.m. – Related Studies and Academic

10:00 a.m. – 4:00 p.m. – Class, Pre Clinic, Operations

4:30 pm. – 5:00 p.m. – Sanitations

LUNCH PERIODS: One Half-Hour Lunch Period may be taken between 11:30 a.m. and 1:00 p.m.

BREAK PERIODS: Two 15-minute Break Periods are taken daily.

## EVENING SCHEDULE AND ROUTINE

(Example based upon a schedule of 24 clock hours per week)

Tuesday, Wednesday and Thursday

5:30 pm. – 9:00 p.m. – Class, Pre Clinic and Academic

9:00 pm. – 9:30 p.m. – Sanitations

Friday 5:30 pm. – 7:00 p.m. – Clinic

7:00 pm. – 9:00 p.m. – Career Development and Related Studies

9:00 pm. – 9:30 p.m. – Sanitations

Saturday: 8:30 a.m. – 5:00 pm. – Follow Normal Daily Schedule

## ATTENDANCE ON SATURDAY

Saturday attendance is mandatory for all students unless a Monday schedule has been approved!

## PUNCHING IN AND OUT ON THE TIME CLOCK

All students are required to "Punch In" upon arrival for training, and to "Punch Out" whenever they leave the school. Should a student forget to "Punch In" or "Punch Out" their entry and/or leave times MUST be annotated by a Staff Member. Students are NOT allowed to "Punch In" or "Punch Out" for each other. Any student handling another student's time card is subject to immediate termination, with cause.

## STUDENT LUNCH PERIOD

The student Lunch Period may not be credited towards accrued training hours. Students are NOT allowed to Intentionally "skip" a lunch, in order to receive clock hours. Students are REQUIRED to "CLOCK OUT" when beginning their lunch period, and to "clock in" upon return. Should a student forget to "clock in" or "clock out", the time card must be signed off by a staff member.

## COLLEGE HOLIDAYS

Beau Monde College of Hair Design is CLOSED in observance of the following holidays:

- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

The College reserves the right to determine "early closure" on both Christmas Eve and New Year's Eve.

## SNOW DAYS AND INCLEMENT WEATHER CONDITIONS – "EMERGENCY" CLOSURE

Snow and inclement weather conditions – during which time the SAFETY of our students, staff and patrons could be endangered – force "Emergency Closure" of the school. Closure is announced over all local radio and television stations PRIOR to 8:30 a.m. Should threatening weather conditions occur while school is in progress, students MAY be dismissed early.

During inclement weather conditions, please telephone the Oregon Department of Transportation "ROAD CONDITIONS" toll free hotline for up-to-the-minute road condition reports: 1-800-997 ODOT.

## PERIOD OF ENROLLMENT DEFINED

The term "PERIOD OF ENROLLMENT" is defined as: The time elapsed between the student's ACTUAL Start Date and the date of that student's last day of physical attendance at the School.

## FULL-TIME STATUS

All students enrolled at this Institution are considered FULL TIME (24+ Clock Hours Per Week), by statutory definition. No student is scheduled for LESS than 24 Clock Hours Per Week!

## REQUIREMENT – ACTUAL ATTENDANCE AND COMPLETION OF ALL SCHEDULED HOURS

In the State of Oregon, a student is REQUIRED by regulation to ACTUALLY ATTEND (and clock in for!) 100% of all scheduled Program Clock Hours.

## DEFINITION OF A CLOCK HOUR

At this Institution, a Clock Hour is defined as a 50-minute period of instruction, in theory or practical training.

## HOW THE TIME CLOCK ACCUMULATES HOURS

The Time Clock is part of an automated, computerized attendance system. It records and accumulates actual earned clock hours in the following manner: Upon "punching" or "clocking" in, the time of entry is automatically recorded. There is an automatic "Grace Period" of five (5) minutes at the 8:30 a.m. Start Time. HOWEVER, if a student is NOT clocked in by 8:37 a.m., the Time Clock automatically clears, and will record a Start Time of 9:30 AM. Daily hours will accrue from the Start Time, until a student "Clocks Out". Automated, cumulative clock hours are maintained in the system from a student's FIRST "Clock In" on their Start Date, until their Graduation.

## MAXIMUM HOURS OF ATTENDANCE ON A WEEKLY BASIS

In general terms, no student is scheduled to be in attendance in excess of thirty-five (35) clock hours per week. EXCEPTIONS to the maximum 35 clock hour week schedule are:

- A student who is completing Institutionally Approved "Make-Up" or Remedial Clock Hours to meet Satisfactory Attendance Standards
- A student needing to complete assignments of that day
- Other schedules as approved by the Administration.

## TEMPORARY INTERRUPTIONS OF TRAINING

A student returning from an Institutionally Approved Leave of Absence, or other interruption of training must return to the school in the SAME satisfactory progress status, as prior to their departure. [NACCAS SAPP Section IV (F)] All STUDENTS need to be aware of the following: AN ABSENCE IS AN ABSENCE!

For purposes of determining a student's CUMULATIVE SATISFACTORY ATTENDANCE PERCENTAGE there is NO DIFFERENCE between an Unexcused and an EXCUSED absence! The only types of absences which would hold a student's attendance percentage static would be an Institutionally Approved Leave of Absence or a School Closure, such as a "Snow Day".

Students are asked to pre-arrange absences or to call-in (excused absence) if they are going to be out for the day, in the same manner they would need to contact and advise an employer, were they to miss a day of work. The student does NOT accrue ACTUAL Clock Hours during the absence! HOWEVER-SCHEDULED CLOCK HOURS are accrued, and will affect the cumulative attendance percentage!

## CLASS SIZE – STATUTORY LIMITS AND CLASS START SIZE

Pursuant to State of Oregon statute, class size is limited to no more than 16 students per instructor during practical training and no more than 30 students per instructor during theory training. Class Start size is limited to 25 newly enrolling students, per Institutional limit.

# GENERAL COURSE AND TRAINING INFORMATION

## BEAU MONDE COLLEGE OF HAIR DESIGN – THE PIVOT POINT SCHOOL

Using the Pivot Point approach to learning makes it possible for virtually every student to understand and learn easily. Students receive their own workbook library that works in conjunction with all instruction. Subjects include the scientific approach to hair sculpture, hair designs for classic styling and long hair styling, as well as perm and color techniques. At Beau Monde College of Hair Design we have established career development courses that include setting up a business, resume preparation, advertising and promotion, time management, and people skills.

The founder of Pivot Point, Leo Passage, includes a welcome message from Pivot Point along with student identification card, lapel pin, certificates of achievement issued upon completion of the courses, and a voucher package valued at \$1,000 to be used at Pivot Point International in Chicago at continuing educational seminars and workshops. With your Pivot Point training, you have the skills to work in the finest salons.

Beau Monde College of Hair Design was established in 1960. The fine reputation was built on the quality of students graduated. Dianna Martin-Peterson purchased the college in 1975. She has established techniques along with progressive ideas and advanced staff training in areas of hair design, facial technology, nail technology and barber styling. Our mission is to serve the needs of private, vocational education; emphasizing a personal concern for its students.

As a Pivot Point-Beau Monde trained professional, you will have a wealth of opportunities open to you – opportunities not always available to the average stylist. With a Beau Monde diploma behind you, you know you've received the best education in basic sculpture and design concepts, and that you're well on your way to success. Pivot Point is a world-wide educational network utilized by Beau Monde College of Hair Design. Using a system based upon timeless, universal concepts of science and art, Pivot Point teaching methods make it possible for virtually every student to understand and learn easily. The easy to follow, step-by-step modular learning system segments of design and technique, are divided into simple units, enabling students to grasp concepts and develop the skills needed to excel in a professional environment.

Pivot Point's time tested, classic training methods undergo continual assessment, study and development, to ensure that students will have contemporary and professional "tools of success" upon the completion of their program of study.

## OVERALL PROGRAM AND TRAINING OBJECTIVES

As a part of overall training goals, this Institution directs all students in the achievement of:

- Familiarity with and skill in the use of equipment,
- Development of written and verbal skills,
- Application of science, art, and chemistry,
- Ability to research, use, interpret and design from assorted professional reference materials,
- Development of awareness of orderliness, setting priorities, analysis of time and planning work,
- Knowledge of the theoretical basis of each subject,
- Experience in the care and maintenance of a salon,
- Familiarity, respect, and awareness of and compliance with all applicable community and State regulatory agencies,
- Development of personal and professional goals, which will ultimately assist in the achievement of positive results, and teach the student NOT to settle for mediocrity, and
- Graduation from their Program of Study, with the skills necessary to obtain employment related to their training program.

## PERFORMANCE AND COMPETENCE OBJECTIVES

All programs and levels/units of training, as described in the Curriculum Outlines, have clearly defined program objectives which are designed to measure the level of each student's skill or task ability and knowledge. The specific grades of competence demonstrated and achieved by each student are measured and recorded on tests, examinations and grade reports.

## SATISFACTORY PROGRESS BY INCREMENT/CLASS LEVEL

Programs of study include a balanced schedule of Practical Instruction and Academic Studies. The first eight (8) weeks of a student's training include "preclinic" components during which time, basis fundamentals in all areas are taught. No practice on regular clients is allowed during this time! (NOTE: Evening schedule may vary for flexibility of employed students.)

## COMPETENCY BASED PROGRAMS

This Institution does NOT offer competency-based programs as an alternative to its approved training programs.

## REPETITIONS AND NON-CREDIT REMEDIAL COURSES AND INCOMPLETES

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school, with approval, and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet satisfactory progress at the point of withdrawal will be placed on PROBATION when accepted for re-enrollment.

Non-Credit REMEDIAL COURSES, Repetitions and Incompletes have NO effect upon a student's satisfactory progress in this school. [NACCAS SAPP Section IV (G)]

## MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

Based upon this Institution's MINIMUM Satisfactory Attendance Policy standard of 75%, the MAXIMUM TIME FRAME FOR COMPLETION of a student's Program of study is 1.25% times the Program length in weeks. An EXAMPLE of this Policy is:

EXAMPLE: A student enrolls in 1700 Clock Hour Program, and is scheduled for 40 Clock Hours Per Week  
IF the student maintains 100% Attendance, they will complete the program in 42.5 weeks [1700 Divided by 40 = 53]  
IF the student maintains 75% attendance, they will ACTUALLY be in class only 30 Clock Hours per week [40 X. 75% = 30]. This student will complete the class in 57 weeks. [1700 Divided by 30 = 56.66 = 57]

## RATIO OF THE NUMBER OF CLOCK HOURS OF CLASSROOM AND LABORATORY INSTRUCTION TO THE NUMBER OF CLOCK HOURS OF PRACTICAL FLOOR INSTRUCTION

The ratio of the number of Clock Hours of Classroom (Theory/Academic) and Laboratory Instruction to the number of Clock Hours of supervised Practical Floor Instruction is 20% Academic Clock Hours to 80% supervised Practical Clock Hours, in all programs.

## GRADING PROCEDURES AND GRADE SCALE

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

### Theory Work Will Be Graded According to the Following Grade Scale:

90 to 100% = A = Excellent  
80 to 89% = B = Good  
75 to 79% = C = Satisfactory  
74% or less = F = Failing

### Practical and Laboratory Work Will Be Graded According to the Following Grade Scale:

90 to 100% = 4 = Excellent  
80 to 89% = 3 = Good  
75 to 79% = 2 = Satisfactory  
74% or less = F = Failing

## REQUIREMENTS

The above listed HOUR and PRACTICAL Requirements MUST be met by each student – IN EACH CATEGORY – in order for the earned hours to be accepted by the State of Oregon Board of Barbers and Hairdressers for Examination. The hours listed under "Miscellaneous" are to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area. [NACCAS: Standard VI, Criterion 4]

## GENERAL OCCUPATIONS FOR WHICH GRADUATES MAY QUALIFY!

In addition to the entry level positions described in the course outlines; more specific examples of occupations for which graduates could reasonably expect to know they will be qualified for can encompass several areas inclusive of state board examiner, salon owner, platform artist, or product representative.

## STUDENT SURVEYS

On a semi-annual basis, this Institution conducts a SURVEY of all enrolled students. The SURVEY is in printed form, which the student is NOT required to sign. Completed surveys are collected, and all student comments are reviewed. Student responses and comments are considered this Institution's 'Performance Evaluation', and results are discussed during Staff Meetings. All staff members are interested in our students' perceptions of "How" we are doing our jobs and the effectiveness of the training provided at this Institution. Graduate EXIT Surveys are reviewed MONTHLY, during regularly scheduled staff meetings. [NACCAS: ISS REVISION; I.3c – Effective: 01 July, 1998]

## STUDENT EXIT SURVEYS

All students are required to complete an Institutional Exit Survey. Two types of EXIT SURVEYS are conducted: 1) GRADUATE EXIT SURVEY and 2) WITHDRAWAL/DROP EXIT SURVEY. These surveys are reviewed and the resulting comments are discussed at Staff Meetings. Our Accreditation Body requires much of the information collected on these surveys.

## FFELP AND NATIONAL DIRECT STUDENT LOAN EXIT INTERVIEW

Each student who participates in the Federal Family Education Loan Program (FFELP), is required under Federal Regulations, and as a condition of eligibility for their student loan, to attend complete, sign and date Student Loan Counseling, shortly before, or within 30 days of their last day of attendance. If a student fails to report to the Administrative Office for their FFELP LOAN EXIT INTERVIEW, the school is REQUIRED to mail all counseling materials to the student within 30 days of the student's last day of attendance.

## GRADUATION REQUIREMENTS AND ACADEMIC CREDENTIALS

In order to GRADUATE from Beau Monde College of Hair Design, and to be able to take the State of Oregon Board Examination, each student MUST:

- ACTUALLY COMPLETE all Theory Competencies in their Program of Study,
- Maintain a CUMULATIVE Theory Average of NO LESS than 75%,
- ACTUALLY COMPLETE all Practical Requirements in their Program of Study,
- Maintain a CUMULATIVE Practical Average of NO LESS than 75%,
- Maintain a CUMULATIVE Attendance Average of NO LESS than 75%,
- Pass the State mandated, institutionally administered FINAL EXAM that consists of Theory and Practical Components (referred to as the "Baby Boards" with a grade of NO LESS than 75%, and
- Have no outstanding Financial Obligations to the College.
- Complete exit interview with Financial Aid and Academics two weeks prior to graduation.

When a student actually completes ALL clock hours, has maintained all cumulative Satisfactory Progress Standards of no less than 75%, has successfully taken and passed their Final Examinations; and has paid their student account in full, a signed and dated DIPLOMA is issued by the College.

## EMPLOYMENT AND PLACEMENT ASSISTANCE

THIS INSTITUTION DOES NOT GUARANTEE ANY STUDENT EMPLOYMENT!!! This Institution provides employment and placement assistance to GRADUATING STUDENTS through REFERRAL ONLY! Students are NOT guaranteed employment or a job! Employment opportunities are POSTED so that all students have access to the information. When Industry Employers contact the College, we refer them to our recent GRADUATES, if the student has given the school written permission. Upon WRITTEN STUDENT REQUEST, Letters of Recommendation are written and provided to GRADUATES.

ALL STUDENTS SHOULD BEAR IN MIND: The great majority of future employers ask for a copy of your Grades and ATTENDANCE! Employers frequently request any copies of DISCIPLINARY ACTIONS involving a student This information DOES influence your future employer.

## ACCREDITATION AGENCY [NACCAS] JOB BANK

Graduate students may opt to access the NACCAS Job Bank, which links employers and graduates. It lists thousands of employers, job listings, and resumes, broken into categories. The service is FREE. This Job Bank is a part of the World Wide Web, and any graduate or employer in the world can be reached. to access this information, or to post your resume and professional credentials, enter the NACCAS' website at: <http://www.naccas.org> and select "Job Bank".

# **COSMETOLOGY COURSE – 2300 Clock Hours**

40 Clock Hour Per Week Schedule = 58/77 Weeks – OR – 24 Clock Hour Per Week Schedule = 96/128 Weeks

## COURSE DESCRIPTION

This course consists of 2300 clock hours of instruction regarding basic cosmetology, hair design and styling, facial technology, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This course is designed to provide students with adequate preparation to take the State of Oregon Board Examination and to work as a licensed Cosmetologist in this State. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in cosmetology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 2300 CLOCK HOUR COSMETOLOGY COURSE CONTENTS/COMPONENTS

The 2300 Clock Hour Cosmetology Program is a "COMBINATION" Program. The curriculum and outline of this Program are a combination of the NON-REPETITIVE UNITS of the Hair Design (1700), Nail Technology (600-250 = 350) and Facial Technology Curriculums.

## 2300 CLOCK HOUR COSMETOLOGY CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

Hair Design =	1450 Clock Hours
Facial Technology =	250 Clock Hours
Nail Technology =	350 Clock Hours
Safety, Sanitation and Hygiene =	150 Clock Hours
Career Development =	<u>100 Clock Hours</u>
TOTAL HOURS =	2300 Clock Hours

[NACCAS: Standard IV, Criterion 2]

# HAIR DESIGN COURSE – 1700 Clock Hours

40 Clock Hour Per Week Schedule = 43/57 Weeks – OR – 24 Clock Hour Per Week Schedule = 71/95 Weeks

## COURSE DESCRIPTION

This Course consists of 1700 clock hours of instruction regarding basic hair cutting, coloring, perms, and other chemical services, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This Course is designed provide students with adequate preparation in Hair Design to take the State of Oregon Board examination and work as a licensed Hair Stylist in this State. To ensure continued career success, the graduate win continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 1700 CLOCK HOUR HAIR DESIGN CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

<u>Curriculum Section</u>	<u>Minimum Practical Operations</u>	<u>Clock Hours</u>
History of Hair Design		5
Properties and Disorders of the Scalp and Hair		50
Draping, Shampooing, Rinsing and Conditioning	150	50
Hair Cutting	200	400
Hairstyling	250	450
Fingerwaving		
Wet Hairstyling		
Thermal Hairstyling		
Thermal Hair Straightening		
Chemical Services	100	350
Permanent Waving		
Haircoloring		
Chemical Hair Relaxing/Soft Curl Perm		
Artistry of Artificial Hair Pieces	5	10
Shaving, Trimming or Cutting of Board or Mustache	5	20
Chemistry		10
Anatomy and Physiology		10
Implements, Tools and Equipment		25
Electricity and Light Therapy		5
Discretionary Hours		65
Safety, Sanitation and Hygiene		150
Career Development		<u>100</u>
TOTAL TRAINING HOURS		1700

# NAIL TECHNOLOGY COURSE – 600 Clock Hours

40 Clock Hour Per Week Schedule = 15/20 Weeks – OR – 24 Clock Hour Per Week Schedule = 21/28 Weeks

## COURSE DESCRIPTION

This Course consists of 600 clock hours of instruction regarding basic manicure, pedicure, massage, artificial nails and tips, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This Course Is designed to provide students with adequate preparation to take the State of Oregon Board Examination and work as a licensed Nail Technician In this State. To ensure continued career success. the graduate will continue to learn new and current Information related to techniques. trends. fashions. products, and methods for career developments in Nail Technology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 600 CLOCK HOUR NAIL TECHNOLOGY CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

<u>Curriculum Section</u>	<u>Minimum Practical Operations</u>	<u>Clock Hours</u>
Manicuring	20	40
Pedicuring	20	40
Nail Wrap Systems	5	30
Nail Tips	5	20
Acrylic Nail Forms	10	50
Artificial Nail Removal	3	10
Artificial Nail Repairs	5	15
Artificial Nail Fills	5	20
Hand and Foot Massage	40	30
Nail Disorders and Diseases		20
Equipment, Implements, Cosmetics Chemistry and Materials		15
Discretionary Hours		60
Safety, Sanitation and Hygiene		150
Career Development		<u>100</u>
TOTAL TRAINING HOURS		600

[Statutory Authority: State of Oregon, ORS, Division 47, Sections: 681-47 –006 through 681-47 –071]

[NACCAS: Standard IV, Criterion 2]

# FACIAL TECHNOLOGY COURSE – 500 Clock Hours

40 Clock Hour Per Week Schedule = 13/17 Weeks – OR – 24 Clock Hour Per Week Schedule = 21/28 Weeks

## COURSE DESCRIPTION

This Course consists of 500 clock hours of instruction regarding basic massage, facial treatments, skin care and skin disorders, cosmetic products and application, removal of unwanted hair, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This Course is designed provide students with adequate preparation in Hair Design to take the State of Oregon Board examination and work as a licensed Facial Technician in this State. To ensure continued career success, the graduate win continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 500 CLOCK HOUR FACIAL TECHNOLOGY CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

<u>Curriculum Section</u>	<u>Minimum Practical Operations</u>	<u>Clock Hours</u>
Massage	15	35
Facials	15	45
Facial Make-Up	15	35
Skin and Disorders	8	40
Removing Unwanted Hair		15
Calls, Anatomy, and Physiology		10
Electricity and Light Therapy		5
Chemistry		20
Discretionary Hours		45
Career Development		100
Safety, Sanitation and Hygiene		150
TOTAL TRAINING HOURS		500

[Statutory Authority: State of Oregon, ORS, Division 47, Sections: 681-47 –006 through 681-47 –071]

[NACCAS: Standard IV, Criterion 2]

# BARBERING – ACCELERATED HAIR CUTTING COURSE – 1350 Clock Hours

40 Clock Hour Per Week Schedule = 34/45 Weeks – OR – 24 Clock Hour Per Week Schedule = 57/75 Weeks

## COURSE DESCRIPTION

This course consists of 1350 clock hours of instruction regarding basic barbering, haircutting, hair styling, shaving skin and scalp care, sanitation requirements and occupational requirements. This course does NOT include hair coloring or permanent waving.

## COURSE GOALS AND OBJECTIVES

This Course is designed provide students with adequate preparation in Hair Design to take the State of Oregon Board examination and work as a licensed Barber in this State. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 1350 CLOCK HOUR BARBERING/ACCELERATED HAIR CUTTING CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

<u>Curriculum Section</u>	<u>Minimum Practical Operations</u>	<u>Clock Hours</u>
History of Barbering		5
Implements, Tools, and Equipment		25
Properties and Disorders of the Skin, Scalp and Hair, Scalp and Hair Treatments	20	50
Draping, Shampooing, Rinsing and Conditioning	150	50
Facial Massage and Treatments	3	10
Haircutting	400	580
Hairstyling	200	300
Shaving, Mustache and Beard Design	20	50
Artificial Hair/Hairpieces	3	5
Electricity and Light Therapy		5
Chemistry		10
Anatomy and Physiology		10
Career Development		100
Safety, Sanitation and Hygiene		150
TOTAL TRAINING HOURS		1350

[Statutory Authority: State of Oregon, ORS, Division 47, Sections: 681-47 –006 through 681-47 –071]

[NACCAS: Standard IV, Criterion 2]

# INSTRUCTOR/CADET COURSE – 1000 Clock Hours

40 Clock Hour Per Week Schedule = 23 Weeks

## COURSE DESCRIPTION

The Cadet/Instructor Program is Intended to prepare LICENSED Cosmetologists to become instructors, and to prepare them for State of Oregon, Instructor Licensing requirements. This Program is designed to be completed in six (6) months, on a forty (40) hour per week schedule. Candidates for this Program are selected by the College. All enrollees are REQUIRED to complete, sign and date an Enrollment Agreement/Contract ADDENDUM! This Program is NOT eligible for Federal Student Financial Assistance Funding!

## COURSE GOALS AND OBJECTIVES

This course is designed to provide students who previously have earned a COSMETOLOGY LICENSE in the State of Oregon, to apply for and receive a State Instructor's License; and to work as a licensed Cosmetology Instructor in this State. To ensure continued career success, the graduate will continue to learn new and current Information, regulations, and techniques as they apply to practical applications and trends, and to post secondary regulations. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is performed under the supervision of a Licensed Instructor, through a sequence of steps designed to build the Instructor/Cadet's self confidence and familiarity with the position of TEACHER! Assignments and performance are evaluated orally by a Licensed Instructor on a daily basis. Environment, implements, products and experiences are ACTUAL; and are similar to an "Internship" Program Model. Standards of professional conduct are highly scrutinized.

## 1000 CLOCK HOUR INSTRUCTOR/CADET CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC Instructor Training, attend Staff Meetings, and receive one-on-one evaluations with a licensed Instructor.

The INSTRUCTOR /CADET Curriculum is inclusive of instruction in the following areas:

- Review of academic and Practical Portions of the Course to be taught by the Instructor/Cadet
- Principles of Teaching and Learning
- Teaching Methodology:
- Lesson Plan Development
- Student Motivation and Learning
- Development and Use of Teaching Aids
- Presentation Techniques

Clinic =	750 Clock Hours
Classroom/Lab =	125 Clock Hours
Academic Classroom =	<u>125 Clock Hours</u>
TOTAL HOURS =	1000 Clock Hours

[Statutory Authority: State of Oregon, ORS, Division 47, Sections: 681-47 -006 through 681-47 -071]  
[NACCAS: Standard IV, Criterion 2]

# HAIR DESIGN AND NAIL TECHNOLOGY COURSE – 2050 Clock Hours

40 Clock Hour Per Week Schedule = 52/69 Weeks – OR – 24 Clock Hour Per Week Schedule = 86/114 Weeks

## COURSE DESCRIPTION

This course consists of 2050 clock hours of instruction regarding basic Hair Design, Nail Technology, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This course is designed to provide students with adequate preparation to take the State of Oregon Board Examination and work as a licensed Hair Stylist and Nail Technician in this State. To ensure continued future success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and nail technology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 2050 CLOCK HOUR HAIR DESIGN AND NAIL TECHNOLOGY COURSE CONTENTS/COMPONENTS

The 2050 Clock Hour Hair Design and Nail Technology Program is a "COMBINATION" Program. The curriculum of this Program is a combination of the NON-REPETITIVE UNITS of the Hair Design (1700) and Nail Technology (600-250 = 350) Curriculums.

## 2050 CLOCK HOUR HAIR DESIGN AND NAIL TECHNOLOGY CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

Hair Design =	1450 Clock Hours
Nail Technology =	350 Clock Hours
Safety, Sanitation and Hygiene =	150 Clock Hours
Career Development =	<u>100 Clock Hours</u>
TOTAL HOURS =	2050 Clock Hours

[NACCAS: Standard IV, Criterion 2]

# HAIR DESIGN AND FACIAL TECHNOLOGY COURSE – 1950 Clock Hours

40 Clock Hour Per Week Schedule = 49/65 Weeks – OR – 24 Clock Hour Per Week Schedule = 82/109 Weeks

## COURSE DESCRIPTION

This course consists of 1950 clock hours of instruction regarding basic Hair Design, Facial Technology, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This course is designed to provide students with adequate preparation to take the State of Oregon Board Examination and work as a licensed Hair Stylist and Facial Technician in this State. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and nail technology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 1950 CLOCK HOUR HAIR DESIGN AND FACIAL TECHNOLOGY COURSE CONTENTS/COMPONENTS

The 1950 Clock Hour Hair Design and Facial Technology Program is a "COMBINATION" Program. The curriculum outline of this Program is a combination of the NON-REPETITIVE UNITS of the Hair Design (1700) and Facial Technology (500-250 = 250) Curriculums.

## 1950 CLOCK HOUR HAIR DESIGN AND FACIAL TECHNOLOGY CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

Hair Design =	1450 Clock Hours
Facial Technology =	350 Clock Hours
Safety, Sanitation and Hygiene =	250 Clock Hours
Career Development =	<u>100 Clock Hours</u>
TOTAL HOURS =	1950 Clock Hours

[NACCAS: Standard IV, Criterion 2]

# **NAIL TECHNOLOGY AND FACIAL TECHNOLOGY COURSE – 850 Clock Hours**

40 Clock Hour Per Week Schedule = 22/29 Weeks – OR – 24 Clock Hour Per Week Schedule = 36/48 Weeks

## COURSE DESCRIPTION

This course consists of 850 clock hours of instruction regarding basic Nail Technology, Facial Technology, sanitation requirements and occupational requirements.

## COURSE GOALS AND OBJECTIVES

This course is designed to provide students with adequate preparation to take the State of Oregon Board Examination and work as a licensed Nail Technician and Facial Technician in this State. To assure continued career success, the graduate will continue to learn new and current information related to techniques, trends, products, and methods for career development in Nail Technology, Facial Technology and related fields.

## COURSE FORMAT

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

## 850 CLOCK HOUR NAIL TECHNOLOGY AND FACIAL TECHNOLOGY COURSE CONTENTS/COMPONENTS

The 850 Clock Hour Nail Technology and Facial Technology Program is a "COMBINATION" Program. The curriculum outline of this Program is a combination of the NON-REPETITIVE UNITS of the Nail Technology (600) and Facial Technology (500 - 250 = 250) Curriculums.

## 850 CLOCK HOUR NAIL TECHNOLOGY AND FACIAL TECHNOLOGY CURRICULUM – CONTENTS/UNITS OF INSTRUCTION

In the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor.

Facial Technology =	250 Clock Hours
Nail Technology =	350 Clock Hours
Safety, Sanitation and Hygiene =	150 Clock Hours
Career Development =	<u>100 Clock Hours</u>
TOTAL HOURS =	850 Clock Hours

[NACCAS: Standard IV, Criterion 2]

# STUDENT RECORDS, PERSONAL INFORMATION AND TRANSCRIPTS

## RELEASE OF ACADEMIC TRANSCRIPTS

The Academy does NOT release Official Academic Transcripts until such time as a student's account is PAID IN FULL. Students will be charged a FEE of \$15.00 for each official transcript requested. Transcripts can either be picked up at the College, mailed directly to a post-secondary institution, or mailed to the student's residence.

## RETENTION OF STUDENT RECORDS

All student records are maintained in locked, fire proof file cabinets. Federal Student Financial Assistance Records are maintained for a period of NO LESS than three (3) years. Academic Transcripts are maintained for a period of NO LESS than 25 years.

# ACADEMIC PROGRESS POLICY

## SATISFACTORY ACADEMIC POLICY

All attending students are required to maintain Satisfactory Academic Progress (SAP) throughout the duration of the course. This policy applies to all students, regardless of cash pay, or receipt of financial assistance.

SAP is measured in three areas – attendance, academic theory, and practical exams. The minimum standard for each of the three areas is 75%. Academic progress will be checked and evaluated halfway through the course, or academic year\*, whichever is shortest (i.e., Shortest program = 500 clock hours = 25- clock-hour mid-point). Students not maintaining AP will receive written notice of probation. If the student does not meet the minimum requirement by the next scheduled evaluation, Title IV funds will be discontinued, and the student may be suspended or terminated. Any student who is suspended or terminated has the right to appeal (see Appeal Policy). Students enrolled in a course, which is longer than one academic year, will be evaluated at each mid-point of the academic year throughout the duration of the course. Students who meet the MINIMUM requirements for Satisfactory Academic Progress shall be considered to be making satisfactory progress until the next scheduled evaluation. [NACCAS SAPP Section IV.(D)]

\*Academic Year definition: The academic year is the period of enrollment that defines the period of time that equals one grade level of education. Beau Monde College of Hair Design's academic year is 1050 clock hours, and 30 weeks of instruction. Courses that are 1000 clock hours, or less, have an academic year of 900 clock hours, and 30 weeks of instruction.

## PROGRESS REPORTS

All students, regardless of payment method, will receive monthly reports of student progress. Progress reports will include a current standing of attendance, academics, and practical percentages. All written and practical exam grades, and all clinic operations must be completed. Progress reports will be delivered once a month, on the first Saturday after the 5th of the month.

## STUDENT PROGRESS AT THE TIME OF WITHDRAWAL OR COURSE INCOMPLETE

Any student who withdraws from their contracted course or who fails to complete their training will have notice placed in their student file as to the progress at the time of withdrawal. [NACCAS SAPP Section IV (G)]

## STUDENT FAILURE TO MEET SATISFACTORY PROGRESS STANDARDS

Any student failing to satisfy the Satisfactory Progress Standards of Beau Monde College of Hair Design will be placed on an automatic PROBATIONARY PERIOD. During this time the student MUST make up the hours and/or work and regain Satisfactory Progress. IF placed on Probation for failure to meet the satisfactory progress standards of the College, the student will meet with their instructor, receive a full explanation of the reason(s) they are being placed on

Probation, receive counseling, sign their PROBATION NOTICE, receive a copy of their Probation Notice, and the original Probation Notice will be placed in their permanent record. When placed upon Probation, the student will receive, review, and sign a "PROBATION CONTRACT" with their Instructor. Failure, on the student's part, to make-up all hours and work specified on this Contract – MAY lead to separation from this Institution.

### Disbursements of Financial Aid

For purposes of Financial Aid, SAP will be evaluated at each scheduled mid-point of a payment period/academic year (i.e. Academic year = 1050 clock hours = 525 clock-hour mid-point, Academic year = 900 clock hours = 450 clock-hour mid-point).

In the instance of Title IV funds, students who have been placed on probation for not maintaining SAP will be allowed a one-time disbursement of funds, and will be treated as if maintaining SAP for the purposes of Title IV funds only. Should a student fail to meet the minimum requirement by the next scheduled evaluation, the student may be suspended, or terminated, and the financial aid will be discontinued.

In the Instance of federal student loan disbursement: The loan check (FFELP) or transfer (NDSLPL) can be held up to 30 days from the date it is received by the School. Within this time frame the student would be expected to make up all hours and/or work, and must raise their cumulative average to no less than the minimum Satisfactory Academic Progress standards, prior to disbursement. If the student should fail to meet Satisfactory Academic Progress standards within this time period, the FFELP or direct Loan Disbursement will be cancelled, and the check returned to the student's lender. At such time as the student regains Satisfactory Academic Progress, they may re-apply for the cancelled portion of the Loan.

In the instance of Federal Pell Grant Disbursement, the disbursement will be withheld, pursuant to Federal Regulations, until such time as the student actually completes all required clock hours and meets all minimum Satisfactory Progress requirements.

### End of Probationary Period

At the end of the Probationary Period, the student's progress will be re-evaluated. A student FAILING to attain MINIMUM Satisfactory Progress Standards may be expelled, or otherwise terminated from this Institution! Should a student successfully make up and satisfy the conditions of their Probation, prior to the expiration of the Probationary Period the student MAY request re-evaluation, prior to the next scheduled evaluation period. [NACCAS SAPP Section IV. (J)]. This re-evaluation will be in writing and a copy delivered to the student. Should the student meet minimum satisfactory progress standards at the time of this re-evaluation, the probation will be rescinded in writing. TITLE IV, FSFA will be reinstated to students who have re-established Satisfactory Academic Progress.

Pursuant to regulation and recognition of mitigating circumstances which may arise in a student's life during their training; this Institution will consider delivery of FFELP, Direct Student Loan funds, or a Pell Grant, on a one-time basis for a student who can demonstrate and document mitigating circumstances – beyond their control, which would reasonably have a negative impact on their performance. The student must request a mitigating circumstance delivery of student loan funds in writing, directly to the Academic Director, and provide documentation. Please note, the United States Department of Education will not allow delivery of student loan funds under mitigating circumstances, unless such circumstance is documented and a part of the student's permanent record. A "Mitigating Circumstance" does NOT apply to a student on an institutionally approved Leave of Absence.

# STUDENT ADVISEMENT, RIGHTS, APPEALS, AND REPORTING

## STUDENT ADVISEMENT SERVICES

This Institution considers student advisement as on-going, continuous procedure which produce measurable outcomes such as enhanced levels of professional development and increased skill development and competency. All staff members attempt to be as helpful to students, as possible. However, sometimes a situation arises which requires expertise which our staff is not able to provide. In a situation such as this, a student is referred to the appropriate agency for assistance. [NACCAS: Standard II. Revision to Criterion 2; effective 01 July, 1998]

Institutional Advisement is provided for, but not limited to, situations like or similar to the following:

- Enforcement of Institutional Policies, Procedures, Rules and Standards as they relate to student Academic Standing, Attendance, Behavior, Professional Development and overall Health and Safety of the Academic community
- Institutional Sanctions and Disciplinary Actions
- Proactive Warnings and Notices
- Student Financial Assistance
- Student Complaint and Appeal Process
- Institutional Policy regarding Campus Security, Safety Tips, Evacuation and Emergency Procedures and Response, Anti-Drug and Alcohol Policies

## STUDENT RIGHT TO KNOW (Public Law 101-543) AND REQUIRED DISCLOSURES

The Higher Education Amendments of 1993 included several new and revised provisions regarding the information which Institutions are required to disclose to all prospective and enrolled students. Final regulations require that all students MUST receive, in published form information which MAY affect their decision to enroll at a postsecondary institution. In the 2000/01 Award Year this Institution's manner of satisfying this requirement is to PUBLISH and distribute to all students, a multi-paged document entitled "Required Student Disclosures". This document is inclusive of, but not limited to: information regarding institutional complete, examination and placement rates; required definitions, deadline dates, and a Crime Awareness and Security Report Students are required to read, sign and date this Disclosure Document. The signed copy is retained in the student's permanent record.

## STUDENT APPEALS PROCESS

Any student seeking to appeal an academic, administrative or disciplinary action by this Institution, must do so IN WRITING, within five (5) calendar days. The student's written APPEAL must be delivered to the Administrative Office. Within thirty (30) calendar days the College will review the student's appeal, arrange a meeting with staff members and witnesses if applicable, and issue a written decision. A copy of the written decision will be issued to the appealing student! The College's WRITTEN DECISION is considered FINAL. Copies of all associated documents will be retained in the student's permanent record.

## STUDENT GRIEVANCE AND COMPLAINT POLICY (Inclusive of Fee Disputes)

Any student aggrieved by the actions of this Institution should FIRST attempt to resolve these issues with the appropriate school officials. This Policy applies to any fee disputes which may occur. Should this procedure fall, the student may contact IN WRITING either of the following agencies:

- National Accrediting Commission of Cosmetology Arts and Sciences [NACCAS]
- State of Oregon Department of Education

## APPEAL AND DUE PROCESS OF SATISFACTORY PROGRESS PROBATION

Any student placed on Probation, Expelled, or Terminated for failing to achieve minimum satisfactory progress requirements may appeal this determination. The student must submit a WRITTEN APPEAL to the Director of Education, or the School Manager, along with any supporting documentation, state why the reason(s) leading to the student being placed on probation should be reversed, and request a re-evaluation of progress. The school must receive this appeal within five (5) business days of termination. Should a student fail to appeal this decision, the decision to place the student on probation, or to terminate the student will stand.

In the Instance of a written request for an Appeal, an Appeal Hearing will take place within thirty (30) days receipt of the written appeal. At the next scheduled Staff Meeting, the ENTIRE staff and faculty of this institution will review the situation, and vote upon re-admission. Should the vote determine that the student should NOT be allowed re-admission, the student is entitled to a Hearing.

The Hearing will be attended by all concerned parties; inclusive of but not limited to: the Student, the Parents (Guardian) of the student if applicable, the Student's Instructor(s), and the Director of Education and/or School Manager. A decision on the student's appeal will be made within seven (7) calendar days and will be communicated to the student in writing. This decision will be considered final.

Should the student prevail upon their appeal. and be determined as making satisfactory progress, the student will be automatically re-entered into their course and financial aid funds will be reinstated to eligible students. [NACCAS SAPP Section IV (H)]

### STUDENT COMMENTS AND SUGGESTIONS

Student comments and suggestions are encouraged at this Institution! Comments and suggestions MAY be addressed directly to a staff member. Should a student prefer, the comment and/or suggestion may be WRITTEN and placed in the "SUGGESTION BOX", located at the Front Desk. Any student with a written comment need not sign the paper.

### DIRECTORY INFORMATION

Directory Information which is released by this Institution, without a student's written consent, shall be limited to the student's name, whether or not the student completed their program of study, and graduation date, if applicable. All other information is considered personally identifiable and not released without student consent.

### SOLOMON ACT

Federal law requires Beau Monde College of Hair Design to provide student names, addresses, and telephone numbers to the military for recruiting purposes. IF YOU WOULD LIKE YOUR NAME WITHHELD, YOU MUST SUBMIT A WRITTEN REQUEST TO THE REGISTRAR'S OFFICE!

### STATE RECEIVED VOTER REGISTRATION FORMS

Effective 07 October 1998; this institution IS REQUIRED to distribute Voter Registration Forms received from the state.

# COLLEGE INFORMATION

## OWNERSHIP

Beau Monde College of Hair Design is privately owned by Miss Beau Monde, Inc. Ms. Dianna Martin-Peterson is the Chief Executive Officer (CEO).

## LOCATION

Beau Monde College of Hair Design is located at 1026 S.W. Salmon Street, in downtown, Portland, Oregon. This location provides maximum accessibility to public transportation and accommodates parking needs for privately owned vehicles. The downtown area provides a convenient array of diverse eating establishments, a variety of economical housing opportunities and is situated within walking distance of other postsecondary institutions.

## INSTITUTIONAL LICENSURE, ACCREDITATION, APPROVALS, AND MEMBERSHIPS

Beau Monde College of Hair Design is approved and participates in the following programs and associations:

- License - State of Oregon, Department of Education, Private Career Schools
- Accreditation Body – National Accrediting Commission of Cosmetology Arts and Sciences [NACCAS]
- United States Department of Education, Federal Student Financial Assistance Programs
  - Federal Pell Grant Program
  - National Direct Student Loan Program
  - Federal Family Education Loan Program
- United States Department of Justice, Immigration and Naturalization Service
- Oregon State Board of Barbers and Hairdressers
- National Cosmetology Association
- Association of Oregon Cosmetology Colleges, Inc. (formerly Oregon Barber and Beauty Schools Association, Inc.)
- Oregon Barber and Beauty School Scholarship Program
- Association of Accredited Cosmetology Schools
- National Association of Student Financial Aid Administrators
- Oregon Association of Student Financial Aid Administrators
- Western Association of Student Financial Aid Administrators
- United States and the State of Oregon – Veterans Administration
- Bureau of Indian Affairs
- Cosmetic Therapy High School Programs
- JPTA, VISTO and other Rehabilitative Training Programs
- Alaska Student Loan Program
- State of Oregon – Vocational Rehabilitation Training Program

## CODE OF ETHICS

Beau Monde College of Hair Design strives to create the opportunity to make possible an educational institution for all people. To enable this institution to achieve its training goals, students are taught using the MILADY Textbook, PIVOT POINT PROGRAM, and RENBOW HAIR COLORING Technology. The progressive nature of this training requires our staff and faculty members to attend advanced and continuing education training to further their knowledge and skill levels.

We strive to provide timely, accurate grading and testing materials to our students; and to graduate students who will have the skills and knowledge necessary to provide fulfilling employment to themselves. In determining curriculums and program content, salon owners and other industry professionals are contacted to ascertain topical matter and applications which future employers will anticipate our graduates to demonstrate skill, knowledge and confidence, when employed.

We strive to create and maintain a pleasant and professional atmosphere at the College! The faculty and staff strive to keep abreast of current political and regulatory issues which directly and indirectly affect our profession and all practitioners. The future of our profession is our concern!

## EQUAL OPPORTUNITY

It is in violation of Beau Monde College of Hair Design's published Policy for any manager, supervisor, faculty member or student to engage in the harassment or discrimination of any member of the College Community based on race, color, religion, ethnicity, use of native language, national origin, age, gender, marital status, height/weight ratio, disability or sexual orientation. Inquiries regarding these matters should be reported directly to Mr. Laster, or Ms. Martin-Peterson.

## STATEMENT OF NON-DISCRIMINATION AND HANDICAP ACCESSIBILITY

Beau Monde College of Hair Design does NOT discriminate on the basis of gender, age, race, place of national origin, color, financial status, or religion. The Institution is HANDICAPPED ACCESSIBLE and provides Handicap Restroom facilities. However, this Institution will NOT knowingly enroll any student who could NOT REASONABLY BE EXPECTED TO BENEFIT FROM TRAINING.

## SPECIAL SERVICES AND FACILITIES AVAILABLE TO HANDICAPPED STUDENTS

Beau Monde College of Hair Design is Handicapped Accessible. However, there are NO SPECIAL SERVICES OR FACILITIES PROVIDED BEYOND Handicapped Accessibility and Restroom accommodations.

## FACILITIES AND EQUIPMENT

Beau Monde College of Hair Design measures approximately 6200 square feet in classroom, clinic floor, and administrative office area. The facility contains 52 working stations, library, shampoo bowls, two facial areas, three classrooms, a copy room, a student break area, a front lobby, and restroom facilities. The College has an electronic learning system of 15 monitors located throughout the facility. These monitors are connected to laser disks and educational Module Programs; and provide a "continual" learning environment for the student.

## STUDENT LOCKERS AND COATROOM

This Institution provides each student with an individual locker in which they may keep personal items, texts and kits. EACH STUDENT MUST FURNISH THEIR OWN LOCK! A shared coat rack is located in the clinic. The College is NOT responsible for lost, stolen or damaged items. Student are NOT allowed to store any type of hazardous chemicals in their lockers! Should a student withdraw or fail to attend classes for a period of 30 consecutive days without notifying the College, the College reserves the right to open the locker and empty it of its contents.

## LIBRARY FACILITIES

Beau Monde College of Hair Design boasts an extensive Student Library consisting of text and reference volumes, periodicals, videotapes, professional career information and the most current industry publications. All students are encouraged to make abundant use of these educational materials. This collection of library materials is updated on a continual basis, to provide the latest and most current information to our students.

## NON-SMOKING ENVIRONMENT

Smoking is NOT permitted inside the Institution. The "Smoking Lounge" is located OUTSIDE to the REAR of the building! Students are NOT allowed to smoke at the Entrance to the School!

## STUDENT PARKING

Beau Monde College of Hair Design does NOT provide parking for student vehicles. Students must utilize available street or public parking lots, which are located within a one-block radius of the Institution. Students are personally responsible for parking fees.

## ACCESS TO PUBLIC TRANSPORTATION

Beau Monde College of Hair Design is located within quick walking distance from TRI-MET Bus and LIGHT RAIL Services. Helpful Public Transportation Telephone Numbers are:

- TRI-MET (Bus) – 238-RIDE
- SNOW & ICE – 231-3197
- MAX (Light Rail) – 238-5811

## STUDENT HOUSING

This Institution does NOT provide, furnish, endorse, nor recommend student-housing facilities during a student's period of enrollment. Dormitory facilities are NOT available. Each student is responsible for his or her own housing arrangements.

## **POLICIES AND PROCEDURES**

### FAMILY RIGHTS AND PRIVACY ACT (FERPA)/BUCKLEY AMENDMENT

Pursuant to State and Federal Regulations, each student's RIGHT to PRIVACY is protected. This institution will NOT release any information regarding a student to an outside third party, with the exception of "DIRECTORY INFORMATION" unless the student's WRITTEN CONSENT is provided; or in the case of a "Dependent Student", the written consent of that student's parents.

#### Exceptions to this Policy Are:

- The United States Secretary of Education, or his duly authorized representatives,
- The Controller General of the United States,
- Outside parties, acting on behalf of the school's proper and accurate maintenance of Institutional Records,
- Pursuant to the CFR Technical Amendments of 1993, the permanent employment or educational records of any employee or student whose actions are under investigation by a duly authorized law enforcement agency, acting within its jurisdiction and in the public interest; shall be open to such law enforcement agency. Students or employees will be notified, In writing, should a request of this nature be made.
- Pursuant to the "Campus Security Act", and this Institution's REQUIREMENT to report all criminal activity which occurs on this campus, to the Secretary, and to disclose such information to all prospective students: Any instance of CRIMINAL ACTIVITY, occurring on Institutional Property will NOT be subject to the privacy protections afforded under the Family Rights and Privacy Act. In the instance of a legally defined -juvenile- student, information will NOT be disclosed to any other party, except as provided under State law, without prior written consent of the parent of the student.

### PUBLISHED NOTICE TO ALL STUDENTS and THEIR PARENTS – STUDENT and PARENTAL RIGHTS UNDER FERPA

This institution informs students, all prospective students and the PARENTS of dependent students of their rights under the Family Rights and Privacy Act (FERPA) on an annual basis, and via the publication of this Policy in its Institutional Catalogue.

- Each student has the right to inspect and review their education records. In the case of a Dependent Student, that student's parents have the right to inspect their Dependent Child's records, and all other rights accorded under FERPA.
- Dependent Students do NOT have the right to review Parental Information.
- Each student may request that such record be amended if they believe that it is inaccurate, misleading or otherwise in violation of their privacy rights.
- This Institution will obtain WRITTEN CONSENT, prior to disclosing personally identifiable information about the student from their educational records, unless such consent is NOT required under the FERPA Regulations.
- Should any student feel that this Institution has failed to comply with the requirements of FERPA and the FERPA regulations, that student has the right to file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

- Each student may receive a copy of the Family Rights and Privacy Act, and a copy of this Institution's "Policy and Guidelines for Compliance" with the Act, upon request, from the Administrative Office.
- Each student MAY consent in writing to the release or disclosure of personally identifiable information which is retained in their record. An example of this would be the release of information, which would assist a student in obtaining employment.
- Any student may request and receive a complete copy of their student record. This institution charges a reasonable fee of \$50.00 for full copies of a student records, and will forward such records to a student's address within 30 days of the receipt of a WRITTEN request from the student and payment of the \$50.00 fee.
- Any student who feels they have been denied access to their records has the right to file a complaint with the United States Department of Education, or with the National Accrediting Commission of Cosmetology Arts and Sciences.

#### INSTITUTIONAL POLICY OF OFFICIAL NOTIFICATION

All enrolled students are required to maintain an accurate and current ADDRESS and TELEPHONE NUMBER with the Administrative Office.

#### EMERGENCY AND EVACUATION PROCEDURES

In ALL Emergency Situations, students and staff are EXPECTED to follow the reasonable request(s) of an Institutional Official or professional Emergency Services Worker!

- EVACUATION ROUTES are posted on the Bulletin Board above the Front Desk and in the Student Lounge.
- In the event of a FIRE, students and staff are instructed to dial 911, request emergency assistance, and evacuate the building. On a routine basis, the school holds Fire Drills.
- In the event of a MEDICAL EMERGENCY, students and staff are instructed to dial "911" and request emergency assistance. DO NOT ADMINISTER MEDICAL ASSISTANCE UNLESS YOU ARE CERTIFIED TO DO SO.
- In the event of an EARTHQUAKE, students and staff are instructed to remain INSIDE the building and to place themselves UNDER desks or other secure areas. Do NOT leave the building for a period of at least 30 minutes AFTER all shaking has ceased.

#### INSTITUTIONAL POLICY REGARDING ABSENTEEISM AND TARDINESS

Perhaps the question most frequently asked by prospective employers, when they are considering hiring one of our graduates is this: "How was the student's ATTENDANCE while enrolled in training?" Why? Because your future employer will consider your attendance record at this institution as a DEMONSTRATION of your professional responsibility and personal reliability! Part of your training is preparation for the workplace! Therefore, this institution cannot allow a student to form irresponsible attendance habits. For these reasons, this Institution insists upon the following "Absence and Tardy Procedures":

- TARDY – If a student will be late, more than 16 minutes, they are required to telephone the school- PRIOR to 8:30 a.m., and advise a staff member they will be late and their approximate time of arrival. Any student who accumulates THREE TARDIES within a 30-day period will be counseled by a staff member. A written Memorandum of TARDY COUNSELING will be maintained in the student's permanent record.
- ABSENCE – A student is required to telephone the school ON EACH DAY OF ABSENCE.
- PRE-ARRANGED ABSENCE- If a student is aware they will need time-off from the scheduled training hours, such as a doctor appointment, they are to notify the school PRIOR to absence. At the time of notification, the student should be prepared to inform the school of the LENGTH of the absence.
- FAILURE TO CALL-IN ABSENCE FOR THREE (3) CONSECUTIVE DAYS- This institution reserves the right to automatically terminate any student who fails to notify the school of absence for a period of three (3) consecutive days. Notification of termination will be delivered to the student in writing. This policy parallels current EMPLOYER POLICIES and Employment Laws. This Policy is intended to prepare students for the workplace.
- THIRTY (30 DAYS CONSECUTIVE ABSENCE- Unless a student has an Institutionally Approved Leave of Absence, any student absent for 30 consecutive days is automatically terminated by this institution. The student will be notified in writing and considered in a " WITHDRAWN" Status.
- CLASS CUTS ARE NOT ALLOWED. If a student leaves school during the day, for personal business, a staff member must be notified, and the student's name deleted from the Appointment Schedule. When a student leaves school for ANY REASON, they MUST PUNCH OUT on the time clock.

## INSTITUTIONALLY APPROVED LEAVE OF ABSENCE

Pursuant to Student Aid Provisions of the Higher Education Amendments of 1998 (Pub.L. 105-244) November 1998: the following student aid provision as it relates to this Institution's "Approved Leave of Absence Policy is effective 07 October, 2000. In order to request an Institutionally Approved Leave of Absence, the student must follow Institutional Policy and Procedure.

1. The student must make a WRITTEN REQUEST for the Leave, in the instance that the student is unable to make the request in writing, their authorized representative such as a spouse or parent may make the written request.
2. The written request must be APPROVED by this Institution.
3. This Policy allows a "PERSONAL" Leave of Absence for a period of 30 days. A documented "MEDICAL" Leave of Absence may not exceed 60 days. In documented extreme and unforeseeable emergency circumstances this Institution will allow a Leave of Absence for a period not to exceed six months.
4. A student may NOT receive more than ONE six-Month Leave of Absence per 12-month period.
5. A student may NOT receive more than 180 days (six months) of "combined" Leaves per 12-month period.
6. In the instance that a student can document extreme related or unrelated emergency circumstances or unforeseeable emergency circumstances AND the six-month Leave of Absence maximum time frame for the 12-month period has NOT expired; a Leave of Absence may be granted to the student, upon written request, and submission of all requested documents.
7. During the Leave of Absence the student shall NOT be considered "Withdrawn".
8. The Leave of Absence may NOT involve any additional charges from the Institution to the student.
9. Federal Student Financial Assistance Funds of any type will not be delivered to the student's account, while the student is in a "Leave of Absence" status. Should a student loan disbursement be scheduled during the period of the Leave, this Institution will notify the student's FFELP Lender, in writing, and delay the disbursement, until such time as it may be delivered.
10. This Institution will grant a Leave of Absence ONLY in the instances of DOCUMENTABLE Medical, Crisis, or Emergency Situation(s)! In the instance of a Medical Condition, WRITTEN CONFIRMATION from a Medical Professional is REQUIRED! In all other circumstances, a written explanation from the student or the student's representative shall suffice.
11. The student, or the student's representative is required to utilize this Institution's "Request for an Institutionally Approved Leave of Absence Form", when requesting the Leave. This form must be signed and dated.
12. If the student falls to return from the Approved Leave of Absence – ON THEIR SCHEDULED RETURN DATE – this Institution shall perform a Refund Calculation within 30 days expiration of the Leave, or within 30 days of the date the student notifies the School they are NOT returning.
13. Upon return from an Institutionally Approved Leave of Absence the student will resume the same progress and status, as recorded prior to the Leave.

# ANTI-DRUG, CONTROLLED SUBSTANCE AND ALCOHOL ABUSE POLICY

Pursuant to Federal Rules and Regulations, and in an effort to demonstrate this Institution's insistence upon the provision of a DRUG AND ALCOHOL FREE TRAINING AND WORK ENVIRONMENT to students, staff, and patrons; this Institution has adopted, implemented and strictly enforces a Policy which has a ZERO TOLERATION LEVEL of any illegal drugs, controlled substances, or alcohol on school property, or while a student or staff member is representing this Institution. In accordance with the guidelines set forth in the "Drug Free Workplace Act of 1988" [PL 100-690], and the "Drug Free Schools and Communities Act of 1989" [Public Law 101-226] [20 U.S.C. Section 1146g], this Institution has a strong commitment to provide a safe and healthy environment to all students, staff, and patrons. This Institution also accepts its role within the larger community and expects all students and staff members to reflect the high standards it has set, outside, as well as within the Institution. The presence of illegal drugs, controlled substances, or alcohol on institutional property, and the influences of these substances upon individuals, is deemed inconsistent with these values and objectives.

The United States Department of Education MANDATES that all participating postsecondary institutions implement a Drug Prevention Program for all students. This program must include prohibited standards of conduct as they relate to the use, manufacture, possession, distribution or sale of illegal drugs, controlled substances and alcohol by students and staff members while on institutional property or when representing the institution. This program must be Inclusive of a description of Federal and State criminal penalties and sanctions, a description of the health risks associated with drug and alcohol use, and the availability of drug and alcohol counseling, treatment, and rehabilitation programs. This Institution is REQUIRED to Impose disciplinary action on all violators of this Policy, up to and including separation from this Institution. Final Regulations also require that this Institution review program effectiveness on a biennial basis, implement changes if needed, and ENSURE THAT DISCIPLINARY SANCTIONS ARE CONSISTENTLY ENFORCED.

The unlawful possession, use, distribution, sale, or manufacture of any illegal drug, narcotic, controlled substance or alcohol on school property or in connection with any school activity by students is strictly prohibited. Drug and alcohol abuse can lead to liver damage, heart disease, contraction of the AIDS virus, and other chronic and debilitating diseases, as well as death. In pregnant females, it can lead to infant birth defects, low birth weight, addiction at birth, and infant mortality.

Any student who is a drug or alcohol offender will have disciplinary action imposed by this Institution. These disciplinary actions shall include:

- Mandated treatment for the problem
- Mandated attendance at a local treatment center
- Mandated completion of a drug and/or alcohol rehabilitation program
- Mandated Probationary Period, not to exceed one (1) month
- Discharge from employment or expulsion from the school

In addition to Institutional sanctions, students convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal penalties and criminal charges. These penalties could include loss of eligibility for Federal Student Financial Assistance, fines, imprisonment, and the seizure of drug related assets. [Reference: Appendix C: Federal and State Penalties]

Assistance is available for students of this Institution. The "Institutional Abuse Assistance Program" is completely confidential. Should assistance be required, please see College Director. Drug Awareness programs, counseling, treatment, rehabilitation and other related services are available by contacting any of the following organizations – all listed agencies and programs work on a confidential basis!

New Day Center  
503-261-6220  
503-232-8083

Alcohol and Drug Helpline  
1-800-621-1646

AA INFORMATION  
503-223-8569

St. Joseph Hospital  
1-800-641-1666

Al-Anon! Alateen  
503-292-1333

Pacific Gateway Hospital  
503-243-5363

St. Vincent Hospital  
503-291-2067

Tuality Com. Hospital  
503-648-1766

Providence Medical Center  
503-230-6119

## STUDENT AID PROVISIONS OF THE HIGHER EDUCATION AMENDMENTS OF 1998 [Pub.L 105-244] Section 483(f) SUSPENSION OF ELIGIBILITY FOR DRUG RELATED OFFENSES

Effective 07 October, 1998, and for all periods of enrollment there after; a student's eligibility for Federal Student Financial Assistance is SUSPENDED if he or she has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance for a specified period based upon the type of offense and the number of offenses. A student whose eligibility has been suspended may seek to resume eligibility ONLY if the student satisfactory completes a drug rehabilitation program that meets the criteria specified in the regulations. In the 2000-2001 Award year, all students need to refer to QUESTION #28 and its "WORKSHEET", as printed on the FAFSA APPLICATION for additional information.

## **CONDUCT RULES AND REGULATIONS**

### CONDUCT

Students are individually responsible to conduct themselves in an orderly, professional manner while on institutional property and while representing the institution. Professional decorum standards are INCLUSIVE OF, but NOT LIMITED TO: consideration and respect for fellow students, clients, and school staff; punctual attendance, earnest pursuit of studies, cheerful and cordial relations with clients, and willing compliance with all institutional Rules and Regulations. Institutional Rules and Regulations are posted above the time clock in the student locker room, in the lunchroom, and on the student bulletin board. They are published in the Institutional Catalogue. Each student is required to read, review, sign and date their disclosure of, and agreement to abide by all Institutional Rules and Regulations, as a part of the Admissions Process. This Institution reserves the right, after due process, to terminate and/or dismiss any student who conducts themselves in a manner which is judged to be detrimental, dangerous, or overtly threatening; in the documented opinion of Institutional Administrators; to any other student, staff member, client, or otherwise injurious to the School.

### INSTITUTIONAL RULES AND REGULATIONS

1. Students must attend all required classes, as scheduled, and must report to the classroom in a prompt fashion. Students may NOT be excused from class to work on a patron.
2. Students are NOT allowed to loiter in the student lounge or at the front entrance. If a student is not busy working on a patron, they must remain busy working on requirements or teacher assignments!
3. THIS IS A NON-SMOKING INSTITUTION. The "Smoking Lounge" is located OUTSIDE, to the rear of the building.
4. Failure to maintain this Institution's PUBLISHED Satisfactory Academic or Satisfactory Attendance Progress Standards is grounds for IMMEDIATE DISMISSAL!
5. Dishonesty, inclusive of, but not limited to: provision of false information, alteration or misuse of a document, plagiarism and other forms of cheating, impersonation, misrepresentation, or fraud are grounds for dismissal.
6. Theft or malicious damage to the school, its property; or the property of any other student, staff member, or clients' property is grounds for dismissal.
7. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, malicious gossip, disregard for the privacy of self and others, is grounds for dismissal.
8. Unauthorized use of school property or facilities, inclusive of unauthorized entrance into the school facilities is grounds for dismissal.
9. Violation of this Institution's published Anti Drug, Controlled Substance and Alcohol Abuse Policies are grounds for dismissal. Illegal use, possession, sale or manufacture of drugs, narcotics, controlled substances, or alcohol on school property, or while representing the School is grounds for dismissal. Offenders will be prosecuted.
10. Obstruction, forcible disruption, failure to follow the reasonable request of an institutional staff member, refusal to modify or discontinue any behavior which is judged to be disruptive are grounds for dismissal.
11. Deliberate or careless endangerment, tampering with fire alarms or equipment, or violations of specific safety regulations; failure to render reasonable cooperation in an emergency situation, possession of firearms, weapons of any sort, explosives or fireworks while on institutional property are grounds for immediate dismissal. Offenders will be prosecuted.
12. Foul language, sexual harassment, physical and/or verbal abuse of any kind, intimidation, harassment of another person or group of persons are grounds for dismissal. If the incident is deemed to be a "Hate Crime", offenders will be prosecuted.
13. Gambling, or games of chance are not permitted on school property.
14. Clocking in, punching in or out, another student's time card is not permitted. BOTH parties will face expulsion.

15. Students are NOT allowed to have personal visitors in the school during training hours! Friends, relatives, or clients are NOT allowed in the lounge area. FREE SERVICES ARE NOT ALLOWED!
16. Students are NOT allowed to receive personal telephone calls while working on a client or in class. ALL PERSONAL TELEPHONE CALLS MUST BE MADE FROM THE PAY TELEPHONE! The Front Desk will take emergency calls and notify the student.
17. Work stations must be kept clean and orderly at all times. All sanitations MUST be completed.
18. Each service performed on a Patron MUST BE SUPERVISED AND CHECKED BY A LICENSED INSTRUCTOR! NO EXCEPTIONS!
19. Students are NOT allowed to leave a Patron, during a service, unless it is to get an Instructor.
20. Students are NOT expected to resolve illegal activities. Students are expected to notify a Staff Member, or dial "911" for Emergency Services.
21. Students must purchase their own specialty equipment which the school does not stock, or order. Insurance liability precludes the use of specialized products, unless the product is prescribed by a physician.
22. Non-payment or failure to make satisfactory payments arrangements of student accounts, is grounds for dismissal. Academic Transcripts are NOT released on non-paid accounts. FAILURE TO DELIVER ALL REQUESTED FEDERAL STUDENT FINANCIAL ASSISTANCE DOCUMENTS, or otherwise fail to complete the FSFA packaging process, if applicable, is grounds for dismissal.
23. Sexual harassment of any member of the academic community or a patron is grounds for immediate dismissal.
24. Deliberate incitement of others to commit the acts prohibited herein; or involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others so engaged, is grounds for dismissal.
25. Students are NOT allowed to change appointments!
26. Students must PAY for all products used upon themselves. NO CHARGES ARE ALLOWED.

### STUDENT SERVICES

STUDENT SERVICES ARE A PRIVILEGE! No more than THREE (3) services will be allocated, on the days of TUESDAY and WEDNESDAY. A student will receive ONE (1) student service per month. IN ORDER TO BE CONSIDERED ELIGIBLE FOR A STUDENT SERVICE – the student MUST BE MAINTAINING SATISFACTORY PROGRESS and must arrive ON TIME!

Student Service prices are posted next to Client Price/Cost Lists (end wall by shampoo bowls.) A list will be placed at the Reception Desk until 9:00 am. A student wishing to make a service appointment must fill their name, student name, describe the type of service desired, and the name of another student - needing - to perform the requirement to perform that service! The List will be maintained at the Front Reception Desk until the 25th day of each month, so the student's appointment can be scheduled for the following month. ONLY the Front Reception Desk employees are allowed to schedule Student Service Appointments! ALL STUDENT SERVICES REQUIRE INSTITUTIONAL APPROVAL!

If a student should wish to have a service performed, that is not yet approved, the student must have the service performed AFTER their scheduled hours!

- If a student has FAILED to maintain Satisfactory Progress, the student must pay the FULL CLIENT Cost/Fee for service!
- If a student is maintaining Satisfactory Progress, the student will be charged the STUDENT Cost/Fee for service.
- Any student who fails to follow the above procedure will LOSE the privilege of obtaining Student Services!

# CAMPUS SECURITY POLICY AND PROCEDURE

"Public Law 101-542: The Student Right-To-Know and Campus Security Act of 1990", "Clery Bill"

## BACKGROUND AND REQUIREMENTS

This law amended section 486 of the Higher Education Act of 1965 by mandating the disclosure of institutional crime statistics and security policy provisions to all students. Pursuant to the Campus Sexual Assault Victim's Bill of Rights, all postsecondary institutions which participate in the TITLE IV, Federal Student Financial Assistance Programs are REQUIRED by the United States Department of Education to develop these policies and ENFORCE the provisions of this statute.

## STATEMENT OF CURRENT INSTITUTIONAL POLICIES [CFR 668.47(a)(1), 668.47(a)(3), 668.47(a)(6)]

This Institution does NOT employ a private security force. In the event of ANY threatening criminal situation, this Institution strongly urges all students and staff members to remove themselves to a SAFE area, whenever possible and immediately notify a staff member or dial "911", which will alert local law enforcement officials, and direct an immediate response and summon assistance to the scene. The CITY OF PORTLAND POLICE DEPARTMENT is the law enforcement agency authorized by jurisdiction to respond to calls and critical emergencies at this Institution.

Students and staff members are EXPECTED to render reasonable assistance and cooperation with all law enforcement and emergency professionals, including the provision of witness statements, if requested. The CITY OF PORTLAND POLICE DEPARTMENT is empowered to question, collect data, issue citations, detain, or arrest offenders, should an arrest be warranted. This Institution, its student body and all staff members shall cooperate fully with the POLICE DEPARTMENT in both the IMMEDIATE and TIMELY REPORTING, and resolution of any criminal activity occurring on institutional property.

## SAFETY and ACCESS TO THE INSTITUTION [668.47(a)(2)]

The facility located at 1026 SW Salmon Street, is PRIVATE property. Access to the facility is limited to staff, students, patrons, and those parties conducting business with the school. Trespassers and loiterers will not be tolerated. All incidents of trespassing and/or loitering are to be reported immediately to a Staff Member. Security of the facility is maintained through controlled entry, via the front door.

## TYPE AND FREQUENCY OF PROGRAMS [668.47(a)(4), 668.47(a)(6), 668.47(a)(12)]

Institutional Security Procedures and Practices, Personal Safety Tips, Prevention of Sex Offenses, and Crime Prevention Tips are reviewed during ORIENTATION DAY. A complete copy of this Institution's CAMPUS SECURITY POLICY, PROCEDURE and PROGRAM is available upon request from the Administrative Office. HANDOUTS regarding Safety and Crime Prevention Tips are available at the school, the CITY OF PORTLAND POLICE DEPARTMENT, and the MULTNOMAH COUNTY SHERIFF'S OFFICE.

## ADDITIONAL SAFETY AND CRIME PREVENTION PROGRAM INFORMATION

- City of Portland Police Department – 503-760-2212
- Multnomah County Sheriffs Office – 503-230-2121

## ENFORCEMENT OF FEDERAL AND STATE UNDERAGE DRINKING LAWS [668.47(a)(9)]

This Institution has implemented a ZERO TOLERANCE POLICY regarding the possession, use, or sale of any alcoholic beverages on Institutional Property, or while a student or staff member is representing the Institution. This Institution will report any person(s) suspected of possessing, using or selling alcoholic products while on Institutional Property or to minors.

## ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS – REFERRAL AGENCIES [668.47(a)(10) and (a)(11)]

Please refer to the "ANTI DRUG, CONTROLLED SUBSTANCE and ALCOHOL ABUSE POLICY". All violators will be reported and prosecuted.

## SEXUAL ASSAULT AND SEX OFFENSES

This Institution will immediately assist the victim of a sexual assault or offense by contacting local law enforcement. The victim will be referred to several specialized off-campus-counseling agencies. If the alleged offender is a student or staff member, this Institution presumes NO JUDGEMENT of guilt or innocence, however in the best interests of all parties the alleged offender will immediately be placed on a non-punitive Administrative Leave, AFTER an arrest has been made. The alleged perpetrator will remain on leave, until such time as their right to due process has been satisfied and a final verdict regarding guilt or innocence has been reached through the court system. Upon completion of the court process, should the Justice System render a verdict of "Innocent" or charges are dropped, the student or staff member will be immediately re-admitted to the institution. Should the alleged offender be found guilty, re-entry to this institution will be denied.

## ALLEGATIONS OF CRIMINAL MISCONDUCT OCCURRING ON INSTITUTIONAL PROPERTY ARE NOT CONSIDERED EDUCATIONAL RECORDS!

Any allegation of criminal misconduct occurring on institutional property is NOT considered a part of a student's educational record. Therefore, CRIMINAL ALLEGATIONS are NOT considered confidential, and are NOT protected under the Family Rights and Privacy Act.

## INSTITUTIONAL REQUIREMENT TO MAINTAIN A "CRIME LOG"

This institution is required to maintain an accurate and current "Crime Log" of ALL criminal violations occurring on Institutional Property. This Log details the "nature, time, date, and general location" of each reported criminal incident. The names and addresses of persons cited or charged must be included in this Log. (Exceptions: sexual assault survivors and juvenile suspects protected in accordance with state law.) On an annual basis a report of all criminal activity is prepared from this Log. A copy of this report is published for disclosure to all students, in the Institutional Catalogue, and the original report is submitted to the United States Department of Education.

## DISCIPLINARY PROCEEDINGS

All institutional disciplinary proceedings and records regarding criminal allegations are REQUIRED to be OPEN.

## TIMELY WARNINGS

In a timely and open manner, which is intended to aid in the prevention of crime, this Institution will report all criminal offenses, openly disclose all disciplinary actions, and inform all students and staff members of any individual considered to represent a threat to them.

## DISCIPLINARY ACTIONS

- VERBAL WARNING – given to a student by a Staff Member. A Verbal Warning is intended to warn a student that performance or behavior is NOT ACCEPTABLE. A note of the Verbal Warning MAY be made and placed in the student's permanent record.
- WRITTEN WARNING – given to a student when previous verbal warnings have failed. The student signs and receives a copy of the Written Warning. A Written Warning may be included on a Counseling Report. A copy is retained in the student's permanent record. This type of warning is intended to inform a student of unacceptable performance or behavior, so that the student can correct the situation, prior to an Official Probation Action.
- OFFICIAL PROBATION - This Disciplinary Action occurs ONLY after all previous verbal and written warnings have FAILED. The Probation Notice is reviewed with the student. The reasons for and conditions of the Probation are clearly listed. The student is allowed a MAXIMUM period of thirty (30) days in which to correct the listed behavior or performance problems. The student must sign the Official Probation Notice and receives a copy. The original Notice is retained as a part of the student's permanent record.
  1. A student on Probation is EXPECTED to attend all scheduled clock hours of training! Any Student who participates in the TITLE IV, Federal Student Financial Assistance Programs, is NOT considered eligible for delivery, disbursement or repayment of these funds, until such time as the terms and conditions of their Probation have been FULLY SATISFIED. (i.e. 75% Attendance and 75% Academic Percentages). FAILURE, on a student's part, to satisfy the terms and conditions of an Official Probation within the stated time frame may lead to an EXTENSION of the student's probationary period, or SEPARATION from the school.
  2. A student who satisfies the terms and conditions of their Official Probation, PRIOR to the expiration of the Probation Action, will be automatically REINSTATED to a "Satisfactory Progress" Status, and the Probation Action will cease.
- NOTICE OF SUSPENSION – generally this type of Disciplinary Action is utilized based upon BEHAVIORAL ISSUES! However, this Institution reserves the right to issue a Notice of Suspension, pending an investigation of the issues presented to the school. A student reviews and signs the Notice of Suspension with a staff member, and receives a copy. The reason(s) for and terms of suspension are CLEARLY listed on the Notice. The original Notice of Suspension is retained in the student's permanent record. The length of suspension will not exceed 10 business days. During the period of suspension the student does NOT accrue hours or practical operations. Suspended students are NOT ALLOWED on school property, unless they have the prior consent of a staff member. Failure on the part of the student to resolve the issue(s) related to the Notice of Suspension MAY lead to separation from the school.
- EXPULSION/TERMINATION – This disciplinary action occurs when all other mechanisms and warnings have failed. A copy of the Expulsion/Termination Notice is reviewed or delivered to the student. A copy is retained in the student's permanent record. The reasons for Expulsion/Termination are clearly listed, and an Institutional Earnings/Refund Calculation is attached. All appropriate regulatory parties are notified that the student is NO LONGER ENROLLED. The Notice advises the student that they retain the right to appeal their Expulsion/Termination. A student who has been expelled or terminated from this Institution is NOT allowed on school property unless they have received the PRIOR permission of a staff member!

### POLICY REGARDING PROGRAM / CURRICULUM REVISIONS

This institution reserves the right to vary the sequence of instruction, and to revise curriculum content for the purpose of upgrading material, enhancing the educational quality of the program, and maintenance of State Requirements.

### POLICY REGARDING CATALOGUE CHANGES and REVISIONS

Due to changes and disclosure requirements, which occur both in technology and regulations, on a frequent basis; it is sometimes impossible to guarantee long-standing particulars. Therefore, this Institution reserves the right to add or delete from certain programs, courses, areas of study, to make faculty changes, modify tuition and institutional charges between enrollment periods, and amend Institutional Policies and Procedures as circumstances may require. Students who are enrolled and have previously executed a complete Enrollment Agreement with this Institution, will be "grandfathered", or otherwise protected from any changes which may occur.

# STUDENT WITHDRAWALS

## WITHDRAWALS AND PROGRAM INCOMPLETES

Any student who withdraws from their contracted course or who fails to complete their training will have notice placed in their student file as to the progress at the time of withdrawal. [NACCAS SAPP Section IV (G)]

## WITHDRAWAL REQUIREMENT

Any student seeking to WITHDRAW from, or otherwise terminate their Contracted Program of Study must provide a WRITTEN, SIGNED AND DATED Notice of Withdrawal to the School. Failure to provide said Notice of Withdrawal will result in the assignment of an OFFICIAL Withdrawal Date after thirty (30) days of NON-ATTENDANCE has elapsed. A withdrawal fee of \$25.00 will be charged to the student's account, regardless of whether the withdrawal is an official withdrawal from the student, or enrollment is terminated by the College.

# REFUND POLICY

## THE BUYER'S RIGHT TO CANCEL – REFUND AND SETTLEMENT

1. An applicant not accepted by this Institution shall be entitled to a refund of all monies paid.
2. If the student cancels within five (5) business days of signing their Contract, all monies collected by the Institution shall be refunded.
  - a. The student must cancel in writing.
  - b. U.S. Mail POSTMARK determines cancellation Date, or by the date the Notification of Cancellation is delivered in person.
  - c. This policy applies whether or not the student has begun training.
3. If a student cancels AFTER five (5) business days, but prior to starting class, the student is entitled to a full refund LESS the \$100.00 Registration Fee.
4. If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option provide a full refund of all monies paid or provide completion of the course.

## ASSIGNMENT OF LAST DAY OF ATTENDANCE AND REFUND OF MONIES DUE

1. Any monies due based upon a student's withdrawal, are refunded in a priority manner, within thirty (30) days of formal cancellation or termination.
2. In lieu of a WRITTEN Notice of Withdrawal from the student:
  - a. Formal termination from this Institution shall occur no more than thirty (30) days after the student's last date of physical attendance.
  - b. In the instance of a student who does NOT return from an Institutionally approved Leave of Absence, the student's documented date of return will be used as the termination date.

## DISMISSAL OR TERMINATION BY THE INSTITUTION

Any student who is EXPELLED or otherwise terminated by this Institution for disciplinary, academic, attendance, and/or other violations will not be entitled to a refund, other than as specified in this Institution's Refund and Settlement Policy as published herein.

## CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL

In the instance of DOCUMENTED illness, disabling accident, death in the family, or other extreme circumstances beyond the student's control; this Institution will arrange a settlement which is reasonable and fair to both parties.

## KIT AND TEXT REFUNDS

- Supply/Lab Charges are prorated items. Proration of these charges is based upon the actual hours earned by the student, and the actual hours remaining for completion.
- Kit and Texts (if applicable) – IF PURCHASED FROM THIS INSTITUTION – refer to SEPARATE CONTRACT for the Purchase of Kit and Textbooks. However, Texts are NON-Refundable/Returnable once MARKED by the student. Kit items and contents are NON-Refundable/Returnable if opened or if EXPOSED to contact with human skin, blood, and hair, for health reasons.

## SCHOOL CLOSURE/TEACH-OUT PLAN

- In the event that this Institution should close, or otherwise cease to offer training, enrolled students will be entitled to a REFUND as specified in this Institution's published Refund and Settlement Policy, as published herein.
- This Institution's TEACH-OUT PLAN offers the student a reasonable opportunity to promptly resume and complete their cancelled course, or a similar course at an institution with no business connection to this Institution within the same geographic area as this school.
- In the event that a Teach-Out would be offered, the teach-out school cannot charge student more than the original school would have been entitled for the period covered by the Teach-out, and for which the student has not paid.
- This Institution's Teach-out Plan must be approved by the United States Secretary of Education and the STATE Department of Education. Should a Teach-out be necessary, written notification of the need for a Teach-out, a list of available local Teach-out Institutions, Academic Transcripts and Refund/Settlement calculations will be delivered to all affected students.
  - a. Pursuant to the approved Teach-out Plan, each individually affected student would have 60 days in which to contact their Institution of choice and enroll for the completion of their Program.
  - b. After the 60-day period has elapsed, student records will be made available through the State Department of Education.

## REFUND PRIORITY POLICY – ORDER OF TITLE IV FUNDS

Pursuant to Federal Regulations, Funds that are credited to outstanding loan balances when calculating a refund, for the payment period or period of enrollment for which a return of unearned funds is required; are refunded in the following order.

1. Unsubsidized Federal FFEU Direct Stafford Loan
2. Subsidized Federal FFEU Direct Stafford Loan
3. FFEU Direct PLUS Loan
4. Federal Pell Grant
5. State Loan
6. State Grant
7. Agency
8. Student cash Payments

## REFUND POLICY

This SECTION is detailed under THREE (3) separate and distinct Refund Methodologies. This is NOT intended to confuse the student! The U.S. Department of Education mandates that all participating schools MUST perform a Refund Calculation three ways for a FIRST TIME TITLE IV funded student. The school must base the refund upon the methodology which provides the GREATEST BENEFIT to the student.

STATE of OREGON – 50% Prorata: Scheduled Hours until the Student's LAST DAY of RECORDED ATTENDANCE:

1. If a student withdraws PRIOR to the completion of 50% of the contracted instructional program, the student shall be entitled to a prorata refund of the total tuition charged for the instructional program, of scheduled hours up to the student's last day of recorded attendance.
2. If a student withdraws upon completion of 50%, or more, of their contracted instructional program, the student shall be obligated for the ENTIRE instructional program, and shall NOT be considered entitled to a refund.
3. "PRORATA" as used in this section means: a refund of not less than the portion of tuition assessed the student by the school equal to that portion of the period of enrollment that remains on the last recorded day of attendance, less registration fees, supply fees, and any other unpaid charges owed by the student for which the student has been charged.
4. In calculating a prorata refund, for schools measuring the period of enrollment in clock hours; the student shall

be charged based upon the scheduled clock hours attended DIVIDED by the total clock hours in the program. Calculation is straight pro-rate. There is no rounding.

NACCAS - ACCREDITATION BODY REFUND POLICY For students who enroll and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standard for refunds:

<u>% of Time to Total Course Time</u>	<u>Amount of Tuition Owed to the School</u>
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.99%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50%, and over	100%

#### UNITED STATES - FEDERAL 60% PRORATA REFUND POLICY - FIRST TIME TITLE IV FUNDED STUDENTS ONLY!

- The term 60% prorata means a refund to a TITLE IV student attending this Institution for the FIRST TIME of not less than that portion of the tuition, fines and other charges assessed the student by the Institution, equal to the portion of the period of enrollment for which the student has been charged which REMAINS on the withdrawal date, rounded DOWNWARD to the nearest 10% of that period, less any amount of scheduled cash payment, less any anticipated State Aid for the period of enrollment for which the student has been charged.
- As of 07 October 2000, new Federal Regulations required the return of portions of TITLE IV financial aid "unearned" by students who withdraw from training. or are terminated by the College. If the clock hours completed by the student on their last date of attendance are less than 60% of hours in the enrollment/payment period, a portion of aid awarded to the student is considered UNEARNED and must be returned to its source program.
  - This MAY create a larger than expected "GAP" between the amount the College may charge the student and the amount of financial aid available to pay institutional charges. The student is liable for the "gap" between the amount the College may charge and retained financial assistance.
  - An Alternative calculation is made if the actual clock hours completed are at least 70% of the scheduled hours. In this case the number of hours scheduled at the point of the student's last date of attendance may be used for the number divided by total hours. 60% or more of the Clock hours were completed, the student is considered to have earned 100% of the financial assistance awarded for the period.

<u>Percentage Remaining In Program</u>	<u>% Earned By School</u>
39.9% or less REMAINS	0%
50.1 to 60% Remains	40%
40.1 to 50% Remains	50%
30.1 to 40% Remains	60%
20.1 to 30% Remains	70%
10. 1 to 20% Remains	80%
.01 % to 10% Remains	90%

#### VETERANS TRAINING BENEFITS – ADMINISTERED THROUGH THE STATE

Pursuant to existing regulations, any student whose training charges are paid DIRECTLY to this Institution by State administered Veterans Training Programs is entitled to a 100% pro-rata refund calculation, based upon the portion REMAINING for completion in the student's program of study.

#### APPLIED EXAMPLES

Return of Title IV Funds and State of Oregon refund examples are provided to all Title IV students prior to making application for funds.

## **DO YOU HAVE ANY QUESTIONS?**

1026 SW Salmon Street

Portland, Oregon 97205

Telephone 503.226.7355 503.226.1427 1.888.212.7355

Fax 503.226.6512

Admissions E-Mail Address: [beaumontadmissions@juno.com](mailto:beaumontadmissions@juno.com)