

# **Avery James School of Cosmetology**

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## **2020 CATALOG**

### **Volume I**

The content of this catalog does not constitute a contract between Avery James School of Cosmetology and its students on either a collective or individual basis. Avery James School of Cosmetology reserves the right to change any provision listed in this catalog including, but not limited to, course and curriculum changes; and including, but not limited to, academic requirements for graduation or modifications of tuition fee or other charges without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the individual student's responsibility to keep apprised of current graduation requirements.

Avery James School of Cosmetology does not discriminate on the basis of race, color, national origin, age, sex, ethnic origin, religion, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

This catalog is published and effective January 6, 2020.

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## **INTRODUCTION**

Demmon School of Beauty began operation in 1955. The school was named after Ms. Jane Demmon, the original owner. In 1968, the school was sold to Mr. and Mrs. Lester. The school operated under their leadership for the next 14 years. Upon their retirement, Mr. Jim Haynes purchased the company in 1982.

Mr. Haynes operated the school for the next 33 years. During this time, Mr. Haynes was a member of the Louisiana Board of Cosmetology and served as President of the Board.

On January 1, 2015, the school was purchased by Avery James, LLC and continues to operate as Avery James School of Cosmetology.

## **MISSION**

The mission of Avery James School of Cosmetology is to provide quality training in the cosmetology field enabling the graduate to take and pass the licensure exams to become a licensed cosmetologist in Louisiana.

## **PHILOSOPHY AND OBJECTIVES**

Avery James School of Cosmetology is dedicated to providing the finest career training to all its students, enabling them to grow both personally and professionally with the confidence that they are well versed in their respective fields of study. In pursuit of this goal, the school employs qualified teachers and utilizes modern equipment and facilities. Our philosophy which enables us to meet that goal is:

- \* To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.
- \* To offer, through a sincere concern on the part of educated and experienced personnel, the necessary tools of learning that will help to make the students' future a success.
- \* To assure all students and prospective students that, from first contact to graduation, their relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Avery James School of Cosmetology is to offer education and training that prepares students for the state and national cosmetology licensing exams and for entry-level positions in the field.

## **FACILITIES**

Avery James School of Cosmetology is located at 2948 Ryan Street, Lake Charles, Louisiana 70601. The school is near the intersection of Ryan Street and Eddy Street and has four classrooms, an inside student break room, an outside smoking area, a locker area, and a client waiting/reception area. The four classrooms provide access for up to thirty students for lecture and lab activities. The large salon floor has 24 stations, 7 shampoo bowls, and 7 dryers. Separate rooms for facials and manicures/pedicures are adjacent to the salon floor. In addition to the areas mentioned above, there are three storage rooms, laundry room, color/supply room, student computer lab, conference room, and six administrative offices. The equipment in use in the salon and labs is comparable to that utilized in the work place and is of such a quality as to endure classroom use.

There is also a large parking lot with handicap accessibility providing easy access to the building. The facilities are accessible to the handicapped person.

## **ADA CONTACT**

Persons with disabilities wishing to obtain information about Avery James School of Cosmetology should contact the Campus Director.

## **OWNERSHIP AND CONTROL**

Avery James School of Cosmetology is owned, governed, and controlled by Avery James, LLC, a proprietary school corporation of Louisiana and is owned by Billy L. Clark (33 1/3 %); David W. Clark (33 1/3%); and Randall C. Wagley (33 1/3%).

## **BOARD OF DIRECTORS**

Billy L. Clark .....President  
Randall C. Wagley ..... Secretary  
David W. Clark ..... Director

## **LICENSING AGENCY**

Avery James School of Cosmetology is licensed by the Louisiana State Board of Cosmetology. Their headquarters are located at 11622 Sun Belt Court, Baton Rouge, Louisiana, 70809. (225-756-3404)

## **ACCREDITATION**

Avery James School of Cosmetology is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314. (703-600-7600)

## **ADMINISTRATION & FACULTY**

### **Senior Management**

Wayne Barineau, CPA .....	Accounting
Billy L. Clark .....	President
DeWanna Fontenot .....	Financial Aid Director
Carol Hasegawa .....	Director of Accreditation and Curricula
Vickie Hicks .....	Internal Compliance Director
Yvonne Swim .....	Financial Aid Administrative Assistant
Michell Thurman .....	President's Assistant / IT Support
Randall C. Wagley .....	CEO
Vicki Weales .....	External Compliance Director

### **Administration**

Carol Brent .....	Campus Director
Barbara Holt .....	Financial Aid Officer
Jeremiah Brent .....	Admissions Representative
Bonita Malbrew .....	Administrative Assistant

### **Faculty**

Carol Brent .....	Program Director / Cosmetology Instructor
Jenilee Courville .....	Cosmetology Instructor
Frances Elijah .....	Cosmetology Instructor
Kimberly Hunter .....	Cosmetology Instructor
Raven Keooudone .....	Cosmetology Instructor
Miranda Showers .....	Cosmetology Instructor

## **ADMISSION REQUIREMENTS**

Requirements for admission to the career program at Avery James School of Cosmetology are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date.
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential). (Foreign high school diplomas must be verified as equivalent to a U.S. high school diploma by an agency approved by the school. Contact the school's financial aid office for an approved agency.)
3. Applicant must successfully complete a personal interview with appropriate school personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA.
6. Applicant must freely submit to random drug testing at any time during the program, as deemed necessary by the Campus Director. A positive drug screen will result in disciplinary action, which may include termination from the school.
7. Applicant must be current with all required immunizations including 2-MMR's (Measles, Mumps, Rubella), Varicella, and a MCV4 (Meningitis) or titers for all showing immunity, as well as Tetanus booster every 10 years. A negative Mantoux (TB) test is required before attending externship. All Students are recommended to undergo the Hepatitis B Series vaccination.
8. Transfer students must provide a completed "Certification of Payment of Contractual Fees" form from the last cosmetology school attended.

*Note: Valid home education credentials are accepted. Please contact the school Admissions Department for details.*

## **Advanced Standing & Transfer of Clock Hours**

Avery James School of Cosmetology will grant full credit for many subjects to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. **The student must request Advanced Standing or Transfer Hours prior to admission.** The student must have earned a grade of “C” or better and the student must have been taking coursework at the post-secondary level within two years prior to their expected start date at Avery James School of Cosmetology. A student receiving advanced standing and transfer credit will be given credit for up to 50% of the total program length at Avery James School of Cosmetology and therefore the student must complete at least 50% of their program at Avery James School of Cosmetology. For the Basic Cosmetology program, the school may accept up to 750 clock hours of transfer hours from another licensed cosmetology school.

It is the student’s responsibility to have official academic transcripts sent to Avery James School of Cosmetology and to provide a catalog containing course descriptions. The transcripts and prior school’s catalog will be reviewed. The decision to grant credit for prior school work shall be approved by the Campus Director (or designee). Written verification of accepted clock hours shall be placed in the student’s file. All accepted hours will be verified and approved by the Louisiana Board of Cosmetology. Transfer of hours from other institutions are recorded as grades of “TP” and are not counted as earned nor used when calculating grade point average.

## **Transfer of Credit**

The courses of study offered by Avery James School of Cosmetology are essentially terminal in nature. Most students go directly into employment after graduation. Courses offered by Avery James School of Cosmetology are specialized and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

## **ADMISSION PROCEDURE**

Prospective students should contact the school to arrange an appointment for an interview. At the time of the appointment, parents, spouse, or other interested parties should accompany the applicant.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the appropriate personnel.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

## **Readmission Policy**

A student that has withdrawn (voluntary or involuntary) may reapply for readmission. If the student demonstrates the desire and the academic ability to complete the program, rectifies any and all concerns of faculty and staff, and makes satisfactory payment arrangements; the student will be readmitted. Those dismissed for lack of Satisfactory Academic Progress (SAP) will be readmitted on SAP Probation for the next payment period. Such student shall meet the institution's satisfactory academic progress standards including a minimum 67% clock hour attendance and at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory academic progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.

## **SCHOOL CALENDAR**

	<b>2019</b>	<b>2020</b>
Christmas Break		
No Classes Beginning	12/23/18	12/22/19
Classes Resume	01/07/19	01/06/20
New Students Start	02/19/19	02/18/20
Mardi Gras Break		
No Classes Beginning	03/05/19	02/25/20
Classes Resume	03/06/19	02/26/20
New Students Start	04/16/19	04/21/20
Easter Break		
No Classes Beginning	04/15/19	04/10/20
Classes Resume	04/29/19	04/20/20
Memorial Day Holiday	05/27/19	05/25/20
New Students Start	06/18/19	06/16/20
Summer Break Begins		
No Classes Beginning	06/30/19	06/28/20
Classes Resume	07/08/19	07/06/20
New Students Start	08/20/19	08/18/20
Labor Day Holiday	09/02/19	09/07/20
New Students Start	10/15/19	10/13/20
Thanksgiving Holiday		
No Classes Beginning	11/28/19	11/26/20
Classes Resume	12/02/19	11/30/20
New Students Start	12/10/19	12/08/20
Christmas Break		
No Classes Beginning	12/22/19	12/20/20
Classes Resume	01/06/20	01/11/21

*Please note: We believe these dates are firm; however, they are subject to change as needed.*

## **RULES AND REGULATIONS**

### **Attendance (Excused/Unexcused Absences)**

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges).

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

### **Leave of Absence**

A Leave of Absence (LOA) may be granted under certain conditions. Acceptable reasons for requesting an LOA could include but not be limited to situations such as the onset of an illness or injury preventing attendance for a prolonged period of time, temporary loss of income or transportation, and other extraordinary circumstances that temporarily prevent the student from attending classes. Should you have a valid reason for requesting a "Leave of Absence" please see the Campus Director for guidance. The LOA must be requested in writing using the School's form, the student is required to follow the institution's LOA policy and the LOA must not exceed 180 days in any

12-month period and a student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in a 12-month period. The LOA written form will include but is not be limited to the following information: a) student's reason for LOA b) Student signature. All LOA's must be granted in advance unless the LOA is due to an unforeseen circumstance. In the event the LOA is due to an unforeseen circumstance the institution is required to document the reason for its decision to grant a LOA due to unforeseen circumstances, the institution collects the request from the student at a later date and establishes the start date of the approved the LOA as the first date the student was unable to attend.

Students granted an LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. However, the student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period will be an addendum to the enrollment agreement and must be signed by all parties at the time the LOA is requested.

An extension to an existing Leave of Absence may be granted under certain conditions. The extension request must be in writing with student's signature and date. Administration approval is required. No telephone requests are accepted.

Failure to return to school at the scheduled LOA ending date or students taking an unapproved LOA will result in your being dropped from the rolls of the School and may affect your Financial Aid, and student loan repayment terms, including the expiration of your grace period.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence. Refunds will be calculated from the last date of attendance.

A student will not be assessed any additional charges as a result of a requested or approved LOA.

## **Tardiness**

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Campus Director.

## **Make-Up Work**

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments.

**Cosmetology Students:** Cosmetology students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday at the discretion of the Director. Attendance is required for students who are absent or tardy from class. There is a fee for make up hours-see "Extra Instructional Charges" in this document.

## **Student Conduct**

All students are expected to conduct themselves in a professional manner, taking their studies seriously. Respect is to be shown at all times to all faculty, staff and fellow students. No student will be permitted to attend class while under the influence of alcohol or other intoxicating substances. No food or drink is allowed in any classroom and smoking is not allowed within the school's facilities. Every student is expected to take part in the cleaning and straightening of classrooms at the end of each day.

Avery James School of Cosmetology reserves the right to dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff or other students.

## **Dress Code**

Students are required to wear the full school uniform for their respective program. Additionally, students are expected to conform to accepted professional standards of good taste in dress, grooming and overall appearance. Classes are conducted in a professional environment.

## **Class Size**

Class size is closely monitored to facilitate quality instruction and does not exceed a 20:1 student to teacher ratio.

## **Student Work**

Avery James School of Cosmetology reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.

## **Honor Code**

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your Instructors and future employers a distorted view of your true abilities, and is very unfair to more honorable students who try hard to earn honest grades according to their abilities. Students caught cheating may be expelled from the class in question. The student may also be expelled from the school. If not expelled from the school, the student may repeat the class from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take tests under controlled conditions to eliminate suspicion.

## **Grading**

The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 2.0: F--below 70: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade 30 days after posting. If the course requirements were not completed to obtain a passing grade, the letter grade will be converted to an "F.") Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

## **Graduation Requirements**

A student must meet the following criteria to graduate from Avery James School of Cosmetology.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum with a grade of "C" or better.
3. Each student must be in good financial standing with the School before graduation.
4. Each student must complete all required hours in the program and at least 50% of those hours must be completed at Avery James School of Cosmetology.

## **Transcripts**

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior written approval. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee payable by cash, money order or certified funds. (See Miscellaneous Fees in the Tuition & Fees portion of this catalog). A government agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

## **Termination**

The school may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. Termination from the school may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or the school.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as established by the school and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.
8. Students must not remove from the school any supplies, books, equipment, or other property belonging to the school without prior written permission from the Director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as established by the school.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

### **Re-entrance After Dismissal**

Each student dismissed will have a chance to appeal his/her dismissal. The appeal should be submitted in writing to the Campus Director. Permission to re-enter shall be granted on an individual basis. The decision of the Campus Director shall be final.

### **Complaint Procedures**

Student complaints relative to the actions/policies of school officials should first be resolved with school officials. The complaint should be submitted in writing to the Campus Director. If it is not answered to the student's satisfaction, the student should send it in written form to Louisiana Board of Cosmetology, 11622 Sunbelt Court, Baton Rouge, Louisiana, 70809; OR the complaint should be sent in written form to National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, Virginia 22314. OR If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898, or website [www.council.org](http://www.council.org).

### **Security Policies and Procedures**

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

**Facility Access:** All visitors and non-students are required to check in at the front lobby before entering any other portion of the building. There are no Residence facilities associated with the school.

**Law Enforcement:** Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department.

**Crime Prevention:** Normal operating procedures, rules and regulations are covered with students during orientation. Periodically, we may have a general assembly devoted to crime prevention and self-protection. This assembly is conducted by an expert in the field.

Sex offenses should be reported to local law enforcement immediately. Counseling and education

information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Louisiana registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at <http://www.lasocpr.lsp.org/socpr/>.

**Emergency Alert System:** Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and faculty.

**Alcoholic Beverages:** Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

**Illegal Drugs or Weapons:** Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

**Annual Security Report – Summer 2018**

Criminal Activity Report for 2015 – No criminal activity reported.

Criminal Activity Report for 2016 – No criminal activity reported.

Criminal Activity Report for 2017 – No criminal activity reported.

## **HEALTH & SAFETY MEASURES**

### **Health**

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. In general, a health questionnaire is to be completed by every student prior to admission. This data is to be kept on file in the student's permanent file. In emergency situations, this data should be retrieved and appropriate action taken. All practical nursing students are encouraged to have provisions for hospitalization and liability insurance.

### **First Aid**

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

### **Accidents & Health/Safety Emergencies**

1. Accidents/Emergencies should be immediately reported to the campus director or designee.
2. The campus director will assess the situation and determine the appropriate course of action.
3. If warranted, the campus director should have someone call 911 for further assistance
4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.
5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate school official. The student and site supervisor should complete an incident report. The appropriate school official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.
8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

### **Insurance**

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

### **Weather Emergencies**

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be canceled, students and employees are notified through the emergency text, email and phone notification system of the school. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

### **Notification of Changes from Provided Information**

The student is required to notify the Business Office and the Dean of Education of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the school cannot locate students.

## **EXAMINATION OF STUDENT RECORDS**

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

### **Procedure for Examination**

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

### **Challenge to the Record**

A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) The specific data contested to be inaccurate, misleading, or in violation of the privacy or the right of the students; b) The reasons why the data is contested to be inaccurate, misleading, or in violation of the right of privacy or the rights of the students; c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data; and d) A request for a hearing on the challenge.

## **RELEASE OF INFORMATION**

Avery James School of Cosmetology does not permit access to or release of confidential information without the written consent of the student to any individual or agency for any reason except the following: 1) When records are required by school officials in the proper performance of their duties; 2) Organizations conducting studies for educational and governmental agencies; 3) U.S. Government agencies as listed in Public Law 93-380; 4) Accrediting agencies; 5) Parents of dependent minors as defined in the Internal Revenue Code of 1954; 6) Appropriate persons in connection with an emergency; 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution; 8) In connection with the award of financial aid; and 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office or from the Campus Director in order for parent(s), spouse, or other relative(s), to discuss and/or disclose educational records with school personnel.

Avery James School of Cosmetology maintains files containing the following information for each student: 1) Social Security number; 2) name; 3) local address; 4) local telephone number; 5) permanent address; 6) permanent telephone number; and 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

## **ADVISING**

Staff and Faculty are available during regular school hours to aid the student with problems that may arise, whether academic or personal.

## **ORIENTATION**

Prior to class attendance, each new student attends an orientation to student life at Avery James School of Cosmetology.

## **STUDENT HOUSING**

There are no dormitory facilities at Avery James School of Cosmetology. Students from out of town or out of state must secure their own residence; however, the School will assist students in finding suitable accommodations.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## **Process Overview & Responsibilities**

The school developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The Campus Director or designee reviews the SAP policy to ensure it meets all requirements. All changes to academic policies are evaluated to determine if there is any update needed to SAP as a result of the change.

## **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Program:

First Academic Year: 450 and 900 clocked (actual) hours

Second Academic Year: 1200 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## **Attendance Progress Evaluations Policy**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **Maximum Time Frame**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	84 Weeks	2250
Cosmetology (Part time, 15 hrs/wk) – 1500 Hours	168 Weeks	2250

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## **Academic Progress Evaluations Policy**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a 2.0 cumulative grade point average at the end of each evaluation period.

The grading scale is as follows:

A – 100-90;	4.0 Quality Points
B – 89-80;	3.0 Quality Points
C – 79-70;	2.0 Quality Points
F – Below 70;	0.0 Quality Points

## **Determination Of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **Warning**

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

## **Probation**

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

## **Re-Establishment Of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **Appeal Procedure**

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

## **Satisfactory Academic Progress Readmission Policy**

A student dismissed for failure to make satisfactory academic progress may reapply for readmission by following the "Appeal" process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next payment period. Such student shall meet the institution's satisfactory academic progress standards including a minimum 67% clock hour attendance and at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory academic progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.

## **Noncredit, Remedial Courses, Repetitions**

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

## **Repeated Courses**

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the clock hours will be included when determining the quantitative (time frame) standard.

## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **PLACEMENT SERVICES**

Because of the proven competence of Avery James School of Cosmetology graduates, area employers are in frequent communication with the school Placement Office. Our Placement Office maintains complete records of available positions and graduates' qualifications.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified.

Placement services are available at no additional cost to Avery James School of Cosmetology graduates and include the following services:

1. Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts);
2. Advice on preparing for the interview; grooming; interview techniques, etc.;
3. Current job openings and potential employer lists;
4. Reference materials are available to students regarding job markets, interviewing, preparing a portfolio and preparing a resume'; and,
5. Referrals through notices of job openings (written and verbal) communicated to the school office.

All students seeking placement must submit a resume' to the Placement Office during their final grading period prior to graduation. When possible, the Placement Office will arrange interviews for students seeking assistance in job placement.

## **FINANCIAL AID**

The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at Avery James School of Cosmetology is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The School provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making Satisfactory Academic Progress. The school defines its academic year as 30 weeks of training and 900 clock hours and its award year is from July 1st to June 30th. Avery James School of Cosmetology makes every effort to assist students who need financial aid to complete their program.

### **Forms/Application Information**

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid," commonly known as a FAFSA. This is a confidential financial statement of parental and student income. This form is available from the Financial Aid Officer or Campus Director. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the financial aid office.

### **Eligibility**

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making Satisfactory Academic Progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

### **Aid Recipient Selection**

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

### **How Will My Aid Be Processed?**

During your financial aid interview, we will tell you how and when your financial aid will be processed and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts.

### **When Will my Aid Be Processed?**

Loan and grant payments are split into two payments per academic year. If federal student loans are utilized, the first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received and the student has completed a required Entrance Counseling session. The second loan disbursement is made once the student completes one half of the academic year in clock hours. The first grant payment is made as soon as the necessary paperwork is received after the student begins classes and the second grant disbursement is made once the student completes one half of the academic year in clock hours.

## **To Maintain Eligibility**

1) A student must meet the Satisfactory Academic Progress Policy printed in this catalog; 2) You must be enrolled in order for disbursements of loan and grant to be credited to your student account; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the Satisfactory Academic Progress Policy standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

## **Transfer Students**

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Avery James School of Cosmetology, check with our Financial Aid Officer to find out what steps you must take.

## **Verification**

Some students are selected for a process called verification. When this happens, Avery James School of Cosmetology is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

## **Veterans Information**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

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

## **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal.

- A. Official cancellation or withdrawal shall occur on the earlier of the dates that:
- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100. (Per Veterans Administration Policy, the VA student cancelling enrollment before classes start will be entitled to a refund of all monies paid including the \$100 registration fee.)
  - 4 A student may voluntarily withdraw by notifying, preferably in writing, the appropriate school official (i.e. campus director, financial aid officer, registrar).
  - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence. Refunds will be calculated from the last date of attendance.
  - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.) Unless the student is on an approved Leave of Absence, **Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school.** In these cases, a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the appropriate school official in person.
- B. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the institution will compute charges using the following two methods. The results of both methods will be compared. The method resulting in the largest refund to the student will be applied.

1. Scheduled Time to Total Course Method:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

2. Pro-Rata by Payment Period Method:

Total tuition for the cosmetology program is divided into four payment periods as presented in the "Payment Periods" heading of the "Tuition and Fees" section of this catalog.

The percentage of tuition earned = the number of clock hours scheduled to have been completed as of the withdrawal date (last date of attendance) divided by the total clock hours in the payment period. If this percentage is less than 60%, this percentage is multiplied by the tuition charge for the current payment period resulting in the amount of tuition due to the School. If this percentage is greater than 60%, the school retains 100% of the tuition charged for the current

payment period. The school will retain 100% of the charges for previously completed payment periods. The school will refund all charges for any future payment periods attributable to the student's enrollment agreement.

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

## **RETURN OF TITLE IV FUNDS**

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, SEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

**Withdrawal prior to graduation may result in the loss of Title IV funding!** Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The school's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the school for the time attended. The responsibility to repay unearned Title IV aid is shared by the school and the student.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

### **Calculation**

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of clock hours scheduled to have been completed as of the withdrawal date divided by the total clock hours in the payment period. If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine "Earned" Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

### **Overpayments**

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any "Unearned" Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

## **Post-withdrawal Disbursement**

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

**Grant Funds:** The school will credit a student's account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account within 45 days after the date of the school's date of determination that the student withdrew.

**Loan Funds:** Within 30 days after the date of the school's date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30-day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school's date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school's possession will be returned to reduce the student's Title IV loan obligation.

## **For More Information**

Additional explanations of the Return to Title IV Funds requirements are available in the School's Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student's obligations upon withdrawal.

## **REFUND DISTRIBUTION POLICY**

In the case of student withdrawal from classes prior to graduation, a refund of tuition received may be due. In such cases, refunds will be made within forty-five (45) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Federal Unsubsidized Direct Loans (other than PLUS Loans)
2. Federal Subsidized Direct Loans
3. Federal Perkins Loans
4. Federal Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants
9. Other non-federal loan, grant, and/or scholarship programs as applicable
10. Refunded to Student

# **TUITION AND FEES**

## **Terms of Payment**

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan. Payments may be made by cash, check, money order, credit card, Title IV funds (Pell Grants), or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

The school currently participates in the PELL grant program to help students defray the cost of their education. Each student will receive a personal interview with a Financial Aid Officer to determine what option best fits their personal needs.

Students who have a dispute about their loans/grants should first contact the Financial Aid Officer. If further concerns exist, the student can contact the Ombudsman representative at the U.S. Department of Education at 1-877-557-2575.

## **Registration Fee**

Each new student is charged a registration fee of \$100 upon enrollment. Graduates entering a different program, and those applicants desiring re-entry due to voluntary or involuntary withdrawal should refer to the "Re-Entry Fees" section of the catalog.

## **Tuition & Fees Summary**

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due. Tuition is billable in Payment Periods as described in the following section, "Payment Periods."

Registration Fee.....	\$ 100.00
Cosmetology Program Tuition .....	\$ 14,817.03
Books, Kit, Scrubs, Supplies .....	\$ 632.97
Total Cost.....	\$ 15,550.00

## **Payment Periods**

The school operates on a clock hour basis. A full academic year is 900 clock hours over a minimum of 30 weeks of instruction. Each academic year is divided into two payment periods for Title IV funding. Additionally, each partial academic year is divided into two equal payment periods. Each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

The Cosmetology Program is 1500 clock hours. Therefore the program consists of one and two-thirds academic years.

The first academic year is 900 hours and is divided into two equal payment periods of 450 hours of at least 15 weeks of instruction each.

The remaining 600 hours is equivalent to two-thirds of an academic year and is divided into two equal payment period of 300 hours of at least 10 weeks of instruction each.

During each payment period, the student must complete all of the required clock hours and weeks of instruction in order to gain Title IV eligibility for any remaining payment periods.

A student in a clock hour program cannot receive aid for hours beyond those in the program.

## **Books & Supplies**

Textbooks and most required supplies are included with tuition. These items will be issued and charged to students as needed according to each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, etc. are the responsibility of the student. Please refer to the Miscellaneous Fees section for more information.

The School assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

A student wishing to supply their own textbooks may be able to do so. See the academic office for a listing of required books and supplies including retail prices for kit items, texts, and other supplies.

## **Uniforms**

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms

will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the School or an approved supplier.

### **Extra Instructional Charges & Make-Up Hours Fee**

Each course/program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, licensed instructors and class time for each student and course/program. Any student needing to make-up hours due to incomplete work and/or absences will be charged additional fees in accordance with the following policy:

For hours made-up during the contract period: \$1.00 per hour. The institution schedules several make-up days during each grading period. An additional fee of \$1.00 per hour will be charged and must be paid in full before the make-up time begins for students taking advantage of this option.

For hours made-up after the contract period: \$5.00 per hour. If a student does not graduate within the contract period, additional training will be billed at the rate of \$5.00 per hour, payable in advance, until graduation.

### **Repetition Fees**

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of \$50 per course. Any additional or replacement books and/or materials needed must be purchased separately.

### **Re-Entry Fees**

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed based on the amount of time elapsing from the student's last day of attendance until the first day of returning to school according to the following:

- \* Less than 6 months of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge plus "Repetition Fees. No additional tuition assessed. No Registration Fee Charged.
- \* Between 6 months and one year of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge, plus any increase in tuition since the student's original tuition charge plus "Repetition Fees". Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. No Registration Fee Charged.
- \* Over one year of absence: Each re-entering student will be evaluated on a case by case basis. The student may be required to repeat the entire program and would then be charged current tuition with no Registration Fee or Repetition Fees Charged. For re-entering students given credit for previous work and tuition payments, the charges as described in "B." above will apply. In all cases, the re-entering student must complete at least 50% of their total hours with Avery James School of Cosmetology.

### **Leave of Absence Fees**

There are no tuition or registration fee charges for a student returning from an approved Leave of Absence. However, if a student must repeat courses, the "Repetition Fees" policy will apply.

### **Miscellaneous Fees**

Registration Fee .....	\$100.00
Replacement Name Tag .....	\$10.00
Student File Copies (unofficial), per page .....	\$2.00
Maximum per file request (unofficial) .....	\$20.00
Student File copies (sealed/official; except diploma or transcript), per page .....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript) .....	\$50.00
Duplicate diploma (sealed).....	\$15.00
Additional Transcript (sealed/official).....	\$5.00
Additional Unofficial Transcript.....	\$2.00
School Catalog (additional copy).....	\$20.00
LSBC Registration Fee .....	\$10.00
LSBC National Exam Fee .....	\$80.00
LSBC Practical Exam and State Test Fee .....	\$75.00
LSBC Exam Retake Fee .....	\$25.00

# COSMETOLOGY PROGRAM

## Diploma

**Approximate Completion Time: 13 Months**

**Class sessions are held Tuesday through Friday, 8:00 AM to 4:00 PM.**

This program is designed to prepare students for employment as entry-level cosmetologists or to provide supplemental training for persons previously or currently employed in the field of cosmetology. Graduation from the program provides the student with the minimum requirements to sit for the Louisiana State Board of Cosmetology License examination, a nationally recognized License. The program content includes, but is not limited to, hairstyling, haircutting, shampoo and scalp treatments, bacteriology and infection control, hair coloring, chemical rearranging, manicuring, pedicuring, facials, salon business, and employment information by a combination of theory and hands-on instruction

### Cosmetology Program

<b>Course Number</b>	<b>Course Title</b>	<b>Total Hours</b>
CO101	History and Professional Life Skills .....	30
CO102	Infection Control, Practices and Principles .....	7.5
CO103	Properties of Hair & Scalp .....	7.5
CO104	Principles of Hair Design, Scalp Care, Shampooing & Conditioning .....	22.5
CO105	Principles of Hairstyling and Haircutting .....	60
CO106	General Anatomy & Physiology .....	22.5
CO107	State Board: Principles & Practices .....	15
CO108	Chemical Texture Services.....	15
CO109	Haircoloring .....	30
CO110	Skin Structure, Growth & Nutrition.....	15
CO201	Facials.....	30
CO202	Facial Makeup.....	22.5
CO203	Hair Removal .....	30
CO204	Basic Massage Manipulation .....	22.5
CO205	Nail Structure, Growth & Disorders .....	120
CO301	Nail Tips & Wraps and Nail Enhancements .....	45
CO302	Pedicuring and Light Cured Gels.....	45
CO303	Basics of Chemistry.....	45
CO304	Basics of Electricity .....	45
CO305	Braiding & Braid Extensions .....	45
CO401	Wigs & Hair Additions.....	45
CO402	Haircutting: The Blunt & Graduated Haircut.....	75
CO403	Haircutting: Layers & Men's Clipper Cut.....	60
CO404	Preparing for Success .....	45
CO501	Cosmetology Review 5.1 .....	90
CO502	Cosmetology Review 5.2 .....	60
CO503	Cosmetology Review 5.3 .....	75
CO601	Cosmetology Review 6.1 .....	90
CO602	Cosmetology Review 6.2 .....	60
CO603	Cosmetology Review 6.3 .....	75
CO701	State Board Practical Review Part 1 .....	50
CO702	State Board Practical Review Part 2 .....	50
CO703	State Board Practical Review Part 3 .....	50
	Total Hours.....	1,500

All classes are taught on campus in a traditional setting. Instructional methods include lecture, lab, and clinical. Evaluation of students' learning included tests, return demonstration, observation and faculty appraisal and evaluation of student performance.

### Attendance Requirement and Make-Up

Cosmetology students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday. Attendance is required for students who are absent or tardy from class. Any student needing to make-up hours due to incomplete work will be charged as follows: A) \$1 per hour if hours are completed during the contract period, and/or B) \$5 per hour if hours are completed after the contract period.

### Cosmetology Employment Requirements

No one may work as a Cosmetologist in the State of Louisiana unless currently licensed by the State. To obtain this license, a person must pass an approved written national certification exam and LSBC practical exam. The application will be submitted by the School within seven (7) – ten (10) business days from student completing the necessary number of clock hours. A license will be issued by the LSBC once the Board has student has taken and passed both exams and met the necessary requirements.

Upon completion of the Cosmetology curriculum, the student is awarded a diploma/certificate acknowledging graduation.

### Program Costs

Registration Fee .....	\$ 100.00
Cosmetology Program Tuition.....	\$ 14,817.03
Books, Kit, Scrubs, Supplies .....	\$ 632.97
Total Cost .....	\$ 15,550.00

### Certification

Graduates of the Cosmetology Program are prepared to take the Louisiana and National Licensing Exam. Avery James School of Cosmetology covers the cost of the following:

- LSBC National Exam Fee\*
- LSBC Practical Exam and State Test Fee\*

### Additional Expenses

While enrolled in the Cosmetology Program at Avery James School of Cosmetology, students will incur additional expenses NOT covered by tuition. These items may include:

#### Supplies\*\*\*

Replacement Name Tag .....	\$10.00
(1) pair black shoes .....	\$20.00 - 80.00
Black socks (per pair) .....	\$1.00 - 8.00

#### Licensure Fee

LSBC Registration Fee .....	\$10.00
LSBC National Exam Fee* .....	\$80.00
LSBC Practical Exam and State Test Fee* .....	\$75.00
LSBC Exam Retake Fee .....	\$25.00

\* One National Exam Fee and One Practical Exam and State Test Fee is paid by the school. Students are responsible for any retest fees.

### Grading

Grades are determined and assigned by faculty based upon appraisal and evaluation of student performance in completing the requirements for each course in the program. The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 2.0: F--below 70: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade 30 days after posting. If the course requirements were not completed to obtain a passing grade, the letter grade will be converted to an "F.") Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

# **COSMETOLOGY PROGRAM COURSE DESCRIPTIONS**

## **MODULE I**

### **CO101 History and Professional Life Skills – 30.0 clock hours, No Prerequisites**

This course will provide students with an overview of the history of cosmetology, life skills of successful cosmetologists, recommendations on how cosmetologists can present a professional image and guidelines for successful communication.

### **CO102 Infection Control, Practices & Principles – 15.0 clock hours, No Prerequisites**

This course is a detailed introduction to state laws and regulations with relations to sanitation and sterilization in the beauty industry. Bacteria will be classified and identified. The student will understand how to clean, disinfect, and sterilize. Universal precautions will be introduced to the student in the salon and spa and how these precautions pertain to cleaning and disinfecting of salon and spa tools.

### **CO103 Properties of Hair & Scalp – 15.0 clock hours, No Prerequisites**

Students will discuss how and why hair grows and how and why it falls out in order to be able to differentiate between normal and abnormal hair loss. Students will know what creates natural colors and texture as a vital part of being able to offer a variety of chemical services to clients. In addition, the importance of being able to spot an unhealthy scalp condition that could be harboring a communicable disease or even be causing permanent hair loss as a way to aid clients in caring for their scalp and their hair's well-being.

### **CO104 Principles of Hair Design, Scalp Care, Shampooing & Conditioning – 15.0 clock hours, No Prerequisites**

This course will provide skills and knowledge needed for the student to demonstrate a variety of methods of hairstyling, including hair design. The course includes the learning of finger wave, pin curls, roller setting, hair wrapping, blow drying, thermal iron, manipulation, and three types of hair pressing. Students will gain the knowledge of hairstyling using a variety of methods while in class. Learn how to use various tools while forming hairstyling in a classroom setting. Students are also exposed to knowledge with relation to shampooing, rinsing, and conditioning and the various techniques used during these procedures.

### **CO105 Principles of Hairstyling and Haircutting – 45.0 clock hours, No Prerequisites**

This course will provide basic practice in permanent waving, relaxing, and straightening. Students will learn how to analyze a client's hair and consult a client that is requesting a permanent wave, a relaxer procedure, or a straightening procedure. Skills regarding chemical texturing services include both the physical and chemical actions occurring in the permanent waving and hair relaxing as well as numerous wrapping procedures used in permanent waving. Student will be introduced to the usage of the various tools used in performing a permanent wave procedure, a relaxing procedure and straightening procedure. This course will also introduce the general principles of haircutting and provide an understanding of skills and knowledge to perform haircutting in a salon. These skills include identifying point of reference on the head and understanding their role in haircutting, defining angles, elevations, guidelines for haircutting, successful consultation with client, use of tools, posture embodying position, graduate elevation haircut, long haircut, and knowledge of men's haircut.

### **CO106 General Anatomy & Physiology – 15.0 clock hours, No Prerequisites**

Students will be introduced to the importance of anatomy and physiology as it relates to the field of cosmetology. In addition, students will be exposed to the main body systems and their basic functions, the description of cells and their structure as well as the identification of basic types of tissue found in the body.

### **CO107 State Board: Principles & Practices – 7.5 clock hours, No Prerequisites**

The instructor will introduce concepts and information found in the State of Louisiana Cosmetology Gold Book.

**CO108 Chemical Texture Services – 22.5 clock hours, No Prerequisites**

This course will provide basic practice in permanent waving, relaxing, and straightening. Students will learn how to analyze a client's hair and consult a client that is requesting a permanent wave, a relaxer procedure, or a straightening procedure. Skills regarding chemical texturing services include both the physical and chemical actions occurring in the permanent waving and hair relaxing as well as numerous wrapping procedures used in permanent waving. Student will be introduced to the usage of the various tools used in performing a permanent wave procedure, a relaxing procedure and straightening procedure.

**CO109 Haircoloring – 37.5 clock hours, No Prerequisites**

This course will provide skills and knowledge with relation to hair coloring theory, with formulation and procedures being the foundation of the course. Student will learn the levels and tones, and their role in formulating hair color, the basic categories of hair color, and how lighteners work in the hair. Students will observe application techniques of temporary color, semi-permanent colors, permanent colors, lighteners and special effects hair coloring.

**CO110 Skin Structure, Growth & Nutrition – 22.50 clock hours, No Prerequisites**

Students will be exposed to discussions about the structure and composition of skin, the primary functions and essential nutrients for essential good health. Additional topics include common disorders of glands, common changes in skin pigmentation, forms of skin cancer, major causes of acne and possible treatment options.

**MODULE 2****CO201 Facials – 30.0 clock hours, Prerequisite: Module 1**

This course introduces the student to skin care (including however, not limited to facials) and makeup in a salon and spa environment. Theory on how to perform a client consultation for skin care and makeup are included. OSHA and state regulations with relation to safety and best practices when performing makeup and skin care procedures are covered in the content of this course. Makeup color, theory and application incorporation with skin care (including however, no limited to facials) are presented. Theory of salon safety with relation to makeup and skin care treatments will be a part of this course.

**CO202 Facial Makeup – 22.5 clock hours, Prerequisite: Module 1**

This course allows the student to practice skin care (including however, not limited to facials) and makeup in a salon and spa environment. Students will conduct a client consultation for skin care and makeup are included. Student will exhibit knowledge of OSHA and state regulations with relation to safety and best practices when performing makeup and skin care procedures are covered in the content of this course. Student will perform makeup color, theory and application incorporation with skin care (including however, no limited to facials) are presented. Theory of salon safety with relation to makeup and skin care treatments are demonstrated and enforced during lab practice.

**CO203 Hair Removal – 30.0 clock hours, Prerequisite: Module 1**

This course introduces the student to various methods of hair removal and methods to advise clients of the method appropriate to meet their needs.

**CO204 Basic Massage Manipulation – 22.5 clock hours, Prerequisite: Module 1**

This course introduces the student to the basic techniques of a facial massage or the mechanical manipulation of the body by rubbing, pinching, kneading, tapping and other movements.

**CO205 Nail Structure, Growth and Disorders – 120.0 clock hours, Prerequisite: Module 1**

This course will provide knowledge regarding nail, structure and growth, nail diseases and disorders, manicuring techniques for performing a pedicure, nail tips, and wraps.

## **MODULE 3**

### **CO301 Nail Tips & Wraps and Nail Enhancements – 45.0 clock hours, Prerequisite: Module 1**

Students will be exposed to the proper technique for applying and removing nail tips helping clients to keep their natural nails in the best possible health and condition. Students will understand the types and uses of nail wraps enabling them to determine the appropriate wrap. Students will also be introduced to monomer liquid and polymer powder enhancements, to understanding their chemical makeup and to perform these services safely.

### **CO302 Pedicuring and Light Cured Gels – 45.0 clock hours, Prerequisite: Module 1**

Students will understand the importance and differences between the various pedicure tools and how to use them properly. Proper methods of performing a pedicure safely and correctly will be discussed. In addition, students will gain an understanding of the chemistry of light cured gel products, how they are made, applied, and cured to create a safe and effective salon service.

### **CO303 Basics of Chemistry – 45.0 clock hours, Prerequisite: Module 1**

This course introduces the student to the use of chemistry in the beauty industry. Students will understand the difference between organic and inorganic chemistry, oxidations-reductions (redox), and pH scale. The course will define the nature of electricity, electrical safety, main electric modalities of cosmetology, electrical equipment used in the industry, types of light therapy; including the benefits, and electromagnetic spectrum.

### **CO304 Basics of Electricity – 45.0 clock hours, Prerequisite: Module 1**

Best practices and techniques for using chemistry and electricity as a cosmetologist are established and practiced during this lab experience. Students practice the use of safety devices, electrical equipment safety, safety tips for the industry, the benefits, and usage of UL electrotherapy. Benefits of using a salon that performs chemical treatments, understanding the way chemicals function in cosmetology and training in the use of chemicals in the industry.

### **CO305 Braiding & Braid Extensions – 45.0 clock hours, Prerequisite: Module 1**

This course will explain how to prepare the hair for braiding. Students will learn the general history of braiding, different techniques of braiding, and will be able to demonstrate procedures for braiding hair. Students will learn the procedure for starting locks and lock grooming of the hair. In addition to students learning how to braid, they will recognize braiding basics and the importance of a good consultation before performing any braiding service.

## **MODULE 4**

### **CO401 Wigs & Hair Additions – 45.0 clock hours, Prerequisite: Module 1**

This course will provide knowledge, and help students establish the differences between human and synthetic hair. Students will learn about wigs, how to distinguish the many types of hairpieces, and learn the several different methods of attaching hair extensions. Students will learn that “added glamour” can be some of the most lucrative services in a salon. Students will learn the importance of measuring the circumference of a clients head, and they will design and make a wig in class.

### **CO402 Haircutting: The Blunt & Graduated Haircut – 75.0 clock hours, Prerequisite: Module 1**

This course will provide the basic foundation skills in mastering the blunt and graduated haircuts. Students will learn the skills to identify the reference points on the head and understand their role in haircutting, define angles, elevations and guidelines for haircutting. Students will also be taught how to perform an effective client consultation, have proper posture and body positioning and how to use the correct tools.

### **CO403 Haircutting: Layers & Men’s Clipper Cut – 60.0 clock hours, Prerequisite: Module 1**

This course will introduce advanced principles of haircutting and provide an understanding of skills and knowledge for the student to perform haircutting in a salon. Two primary objectives of this course are to instruct the student on how to perform a layered cut and a men’s haircut. Further skills include; advanced techniques in identifying point of reference on the head and understanding their role in haircutting, defining angles, elevations,

and guidelines for haircutting, successful consultation with client (including complex client consultation), use of tools, posture embodying position, graduate elevation haircut, and long haircut.

**CO404 Preparing for Success – 45.0 clock hours, Prerequisite: Module 1**

This course is an introduction to salon and spa management. Student will learn about rules, laws, sales, retail, and employment in the beauty industry. The course will introduce a variety of spa and salon types highlighting appropriate professional ethics. Students will be able to identify two options for going into business for themselves, renting a booth, salon ownership types, importance of selling services and products, and elements of successful salon operations, understand the importance of record keeping, and information that should be included in a business plan.

**MODULE 5**

**CO501 Cosmetology Review 5.1 – 90.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Life Skills, Your Professional Image, Communicating for Success, Infection Control: Principles & Practices, and Basic Haircutting

**CO502 Cosmetology Review 5.2 – 60.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Properties of the Hair & Scalp and Hairstyling

**CO503 Cosmetology Review 5.3 – 75.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Principles of Hair Design and On The Job

**MODULE 6**

**CO601 Cosmetology Review 6.1 – 90.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Chemical Texture Services, Braiding & Braid Extensions, and Preparing for Licensure & Employment

**CO602 Cosmetology Review 6.2 – 60.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Haircutting: The Blunt & Graduated Haircut, and Haircutting: Layers & Men's Clipper Cut

**CO603 Cosmetology Review 6.3 – 75.0 clock hours, Prerequisite: Module 2, Module 3, Module 4**

This course is a review of Haircoloring, Hair Removal, and The Salon Business

**MODULE 7**

**CO701 State Board Practical Review Part 1 – 50.0 clock hours, Prerequisite: Module 5, Module 6**

This course is designed to prepare the student the for Louisiana State Board of Cosmetology practical exam. This is a hands-on course reviewing the skills learned in Module 1 through Module 4 with an emphasis placed on "Clinic Floor" and individualized learning plans to guide the learning experience.

**CO702 State Board Practical Review Part 2 – 50.0 clock hours, Prerequisite: Module 5, Module 6**

This course is designed to prepare the student the for Louisiana State Board of Cosmetology practical exam. This is a hands-on course reviewing the skills learned in Module 1 through Module 4 with an emphasis placed on "Clinic Floor" and individualized learning plans to guide the learning experience.

**CO703 State Board Practical Review Part 3 – 50.0 clock hours, Prerequisite: Module 5, Module 6**

This course is designed to prepare the student the for Louisiana State Board of Cosmetology practical exam. This is a hands-on course reviewing the skills learned in Module 1 through Module 4 with an emphasis placed on "Clinic Floor" and individualized learning plans to guide the learning experience.

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