SCHOOL CATALOG

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Licensed By:

Arkansas Department of Health Cosmetology Section
4815 West Markham, Slot 8
Little Rock, Arkansas 72205
(501) 682-2168

Accredited By:

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandra, Virginia 22302
(703) 600-7600

Welcome to Searcy Beauty College!

Searcy Beauty College was started in January 1983 and was incorporated in May 1991. The school is located at 1004 S Main Street, Searcy, Arkansas 72143. It is owned by Searcy Beauty College, Inc.

Mission

Our mission is to train and prepare our students for licensure and employment as a licensed professional in their chosen field of Cosmetology, Manicuring, or Instructor.

School Faculty

Staff Members		VA Certifying Officials	Licensed Instructors
President / CEO	Clifteen Barker	Angela Hooton	Ida McLean
Director	Kimberlee VanHook	Renee Tucker	Karen Massey
Operations Manager	Angela Hooton		Kle'Shelle O'Neal
Financial Aid Director	Renee Tucker		Candice Rose
Director of Education	Ida McLean		
Admissions Director	Tiffany Elam		
Student Services	Claire Holden		

Facilities and Equipment

Searcy Beauty College is located in Searcy, Arkansas which is 50 miles northeast of Little Rock, the state's capital. Our school's capacity is established by the Arkansas Department of Health – Cosmetology Section at 96 students. Searcy Beauty College is located on the ground level and is easily accessible to handicapped students. Our library consists of both printed material (books and magazines) and video that pertain to all areas of Cosmetology and Manicuring. DVD's, video players, televisions, white boards, and charts are a few examples of the equipment utilized in the presentation of subject matter. Our school is equipped with a spacious clinic floor area which includes 50 hair stations, 4 manicuring stations, 6 pedicure stations, 3 lash stations, 8 shampoo bowls, 8 hair dryers, a separate waxing room equipped with one waxing station, and a separate facial room equipped with two facial beds. We also have three classrooms available for instruction. Additionally, there are two utility areas equipped with washers, dryers, and sinks.

Searcy Beauty College assigns lockers to each student. *It is the responsibility of the student to keep personal property secure*.

Non-Discrimination

No person will be denied admission to Searcy Beauty College on the basis of sex, race, color, ethnic origin, age or religion.

Admission Requirements

(All courses are instructed in the English language)

A candidate for admission to Searcy Beauty College must provide:

1) Proof of age (government issued photo ID)
2) Social Security Card
3) At minimum, $20 of the $170 Registration Fee
4) Proof of Education (High School Diploma or equivalent)

5) If under the age of 18, we require a birth certificate and you must be accompanied by a parent / legal guardian to co-sign your contract
6) Instructor applicant must hold a current Arkansas Cosmetology or Manicuring license
7) Transfer students are accepted and granted full credit for hours completed at another school. However, they must complete a form for request of hours with the former school to have the certification of hours sent directly from the Arkansas Department of Health – Cosmetology Section.
   The school does not recruit students attending an institution of similar study.

Re-entry Students

Former students of the institution who wish to re-enter must request approval from the school administration. The student may be responsible for any balance owed from the former enrollment. Current tuition rates at the time of re-entry will apply. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. Students who are approved for re-entry are to be placed on a 30-day evaluation period.

Graduation Requirements

Certificates of completion are given upon completing the following requirements:

1) Completion of hours of training required by the Arkansas Department of Health – Cosmetology Section for your course of study
2) Completion of minimum practical requirements
3) Completion of all written and practical exams with grades of 70 percent or higher
4) Payment of all debts owed to the school or an acceptable payment arrangement (the school will determine what is acceptable) has been made

Licensing Requirements

The Arkansas Department of Health – Cosmetology Section will admit to the examination for a license as a Cosmetologist or Manicuring a person who has made application to the Department in proper form, has paid the required fee and:

1) Is not less than 16 years old
2) Has completed two years of high school in public schools of this State or its equivalent; and
3) Has completed one of the following:
   a. For a Cosmetologist, training of at least 1500 hours
   b. For a Manicurist, training of at least 600 hours
   c. The prescribed course of study in Cosmetology under the laws of another state whose licensing requirements are equal to or stricter than those in Arkansas

The license is earned once the candidate student has passed the written examination given by the Arkansas Department of Health – Cosmetology Section, and the practical examination given by the school.

The Arkansas Department of Health – Cosmetology Section will admit to examination for a license as an Instructor a person who has made application to the Department in proper form, has paid the required fee and:

1) Is a currently licensed Cosmetologist or Manicurist in the state of Arkansas
2) Is 21 years of age or older and has 600 hours of Instructor training in a school of Cosmetology over a period of not less than 4 months

The license is earned once the candidate student has passed a written examination given by the Arkansas Department of Health – Cosmetology Section, and the practical examination given by the school.

NACCAS Outcome Rates

As per the NACCAS Annual Report for the year 2018, the institution's outcome rates are as follows:

Graduation: 50.00 %
Licensure: 89.47%
Placement: 66.67 %

Career Opportunities

You may decide to pursue one of the following career opportunities available in the profession. These lists are in fields beginning with entry level positions.

Cosmetology
Hair Stylist
Hair Coloring Technician
Facial / Make-up Artist
Manicurist / Pedicurist
Research Technician
Field Technician
Competition Stylist
Platform Artist
Salon Owner / Manager

Manicuring
Manicurist/Pedicurist
Artificial Manicuring
Platform Technician
Nail Salon Owner / Manager

Instructor
Private or Public School Instructor
Guest Educator
School Director
School Owner
ADH – Cosmetology Section Inspector
Commission of Cosmetology Board Member
Board Member

**Searcy Beauty College will assist graduates in finding suitable employment, however, placement is not guaranteed.*

Career Considerations

The institution wants to ensure that students interested in pursuing a career in Cosmetology or Manicuring consider all aspects of such a decision. Those who desire to become a professional in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep current on the latest hair, skin, and nail care techniques and technological innovations
- Work long hours while building a clientele to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be strenuous and physically demanding due to long hours standing over a stylist's chair or an esthetician's treatment bed
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission, or independent contracting (renting space and equipment from an existing salon or spa)

OSHA

The United States Department of Labor and Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in Cosmetology and related training. During orientation, the student will learn the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in Cosmetology and related training. Students are made aware of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administrative office.

Drug and Alcohol Abuse Prevention

This institution fully supports the prevention of drugs and alcohol abuse. In order to maintain our eligibility to participate in Federal Title IV Financial Aid programs, Searcy Beauty College certifies to the Department of Education that it operates a drug free campus. Students are provided with an informative pamphlet that outlines the hazards of drug abuse. A list of agencies and phone numbers are maintained in the administrative offices and is provided to any student requesting assistance in this area.

Evaluations and Academic Advising

Students are advised periodically, as per the Satisfactory Academic Progress Policy, of their individual progress and achievement. Evaluations include the student's performance with regard to attendance, theory grades, and practical skills. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to the students as needed. The administrative office has a list of professional agencies, as well as contact information as needed for student referrals.

Scholarships

Searcy Beauty College accepts scholarships from many organizations. Please speak to the Financial Aid Office if you have been granted a scholarship or if you have questions about scholarships.

Leave of Absence Policy

Cosmetology students are allowed a maximum of three LOA's, or a maximum of 60 days per 1500 hour enrollment. Manicuring and Instructors are allowed a maximum of one LOA, or a maximum of 25 days per 600 hour enrollment. Students enrolling for less hours will have a prorated amount of Leave of Absence available, based on contracted hours.

The LOA must be requested in writing and signed by the student. In addition, the student is required to list the reason for the LOA, as well as obtain approval from a school administrator. The school administrator, at their discretion, may approve an LOA for any reasonable circumstance that prevents the student from attending school for one week or more. Students may obtain an LOA request form by submitting an office request form, or by speaking with the Financial Aid Director. Students must follow this policy when requesting an LOA.

Students will not be assessed any additional charges as a result of a requested LOA.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. In this instance, the institution will document the reason for the decision and collect the request from the student at a later date. The start date of the approved LOA is the first date the student was unable to attend.

A student that has been granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at that time. If the student does not return on the specified return date or takes an unapproved LOA the student will be terminated. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

On the day the student returns from the LOA, the student is required to inform the Financial Aid Office of their return. An addendum to the student's Enrollment Agreement will be completed and signed by all parties to extend the student's graduation date, as well as their maximum time frame, for the same number of days as the LOA, without any penalty to the student. Students who must take a Leave of Absence (LOA) will return to school in the same progress status as prior to the leave of absence.

In the event an LOA is more than 30 days, the student is required to vacate their locker. Personal items left at the School may be removed and discarded. Searcy Beauty College assumes no responsibility for items left over 30 days.

Searcy Beauty College may approve an additional LOA when extenuating circumstances are documented. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period.

Withdrawals

Any student who withdraws from his / her contracted course, or fails to complete his/ her training, will have a student progress report placed in his / her file as to the student's progress at the point of withdrawal. An exit interview with the Financial Aid Office is required. It is the student's responsibility to schedule and attend the exit interview. The school will not certify hours or release an official transcript until the student has attended the exit interview and made satisfactory arrangements for debts owed the School as approved by the School.

Termination Policy

The school may terminate a student's enrollment at any time for noncompliance with: General Policies, the Enrollment Agreement, addendums to the contract, state laws, rules and / or regulations, any action which causes or could cause bodily harm to a client, student, or employee of the school or conduct that the school deems improper or unprofessional, willful destruction of school property, and theft or any illegal act.

Cosmetology Course Outline

Description of Course

Cosmetology is defined as the science of beautifying and improving the hair, skin, and nails. The course of study includes cutting and styling, hair coloring, aesthetics, manicuring and pedicuring, permanent waving, scalp and hair treatments, and other related subjects. Course length is 1500 hours and can be completed in as little as eleven months.

Course Goals

Our primary objective is to prepare students for the state licensing examination to become a gainfully employed licensed Cosmetologist.

Cosmetology Curriculum

Hygiene and Sanitation: 80 Hours

- Infection Control: Principles and Practices

Related Science: 120 Hours

- General Anatomy & Physiology, Skin Structure and Growth, Skin Disorders and Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Properties of the Hair and Scalp, Chemistry and Electricity

Hairdressing: 1000 Hours

- Scalp Care, Shampooing and Conditioning, Haircutting, Hair Coloring and Lightening, Wet Hairstyling, Thermal Styling, Braiding, Extensions, Wigs / Hair Additions and Chemical Texture Services

Manicuring 100 Hours

- Manicuring and Pedicuring

Cosmetic Therapy: 100 Hours

- Skin Care, Facial Treatment and Massage, Cosmetics, the Art of Makeup and temporary hair removal

Salesmanship: 50 Hours

- Instruction on how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.

Professional Ethics: 49 Hours

- Courtesy, neatness and professional attitude in meeting the public

Domestic Violence and Assault Training: 1 Hour

Grading Procedures for Cosmetology

Written and practical evaluations are made throughout the course. All students' academic progress will be measured according to the following scale:

Grading Scale

Excellent	94 - 100
Average	80 - 93
Fair	70 - 79
Failing	69 and lower

Grades of less than 70% are not acceptable and must be brought up to an acceptable level (70% or higher). Retesting is available on Fridays. Progress reviews are performed monthly.

Instructional Methods

The clock-hour education program is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect educational methods. Subject matter is presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, activities, and other related learning methods are used for program delivery.

Manicuring Course Outline

Description of Course

Nail Technology is defined as the study and practice in the care and beautification of the nails, hands, feet and arms. Course length is 600 hours and can be completed in as little as five months.

Course Goals

Our primary objective is to prepare students for the state licensing examination to become a gainfully employed licensed manicurist.

Manicuring Curriculum

Health Sanitation and Infection Control: 75 Hours

- Preparing implements, table and patron in a manner which the Manicurist can perform in the safest, most sanitary method possible. Learning the various types of bacteria and the results of each.

Manicuring and Pedicuring: 200 Hours

- The art of trimming, filing, buffing, and shaping the nails, removing and applying polish, loosening and trimming cuticles, hand and arm massage, proper use, care, and application of the artificial nails. Procedures for all types of manicures and pedicures.

Career Development: 49 Hours

- Review of cosmetology laws, rules and regulations, requirements for a manicure salon, telephone and appointment book usage, ethical and safe conduct, proper and effective selling techniques, compensation and payroll deductions, etc.

Related Science: 75 Hours

- The study of bacteriology, anatomy and physiology, as related to Manicuring training. The study of the structure of a nail, how it grows, as well as how to treat disorders of the nails. How to care for the skin of the hands and feet. Basic knowledge of the chemistry related to Manicuring.

Advanced Manicuring: 200 Hours

- The art and techniques used to extend nails, correct misshapen or broken nails, and to strengthen natural nails. Instruction on correct product choice, use, and safety procedures.

Domestic Violence and Sexual Assault Training: 1 Hour

Grading Procedures for Manicuring

Written and practical evaluations are made throughout the course. All students' academic progress will be measured according to the following scale:

Grading Scale

Excellent	94 - 100
Average	80 - 93
Fair	70 - 79
Failing	69 and lower

Grades of less than 70% are not acceptable and must be brought up to an acceptable level (70% or higher). Retesting is available on Fridays. Progress reviews are performed monthly.

Instructional Methods

The clock-hour education program is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect educational methods. Subject matter is presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, activities, and other related learning methods are used for program delivery.

Instructor Course Outline

Description of Course
Instructor training is defined as the study and practice in the skill of basic teaching, educational judgement, proper work habits, and desirable attitudes necessary to pass the state board examination, as well as for competency in entry level employment as an Instructor or related position. Course length is 600 hours and can be completed in as little as five months.

Course Goals
Our primary objective is to prepare students for the state licensing examination to become a gainfully employed licensed Instructor.

Instructor Curriculum
Required preparatory training: 50 Hours

- Teaching of theory and practical operation, selecting subject matter for class lecture, preparing class lectures, conducting a review of all subjects taught, preparing and grading examinations, demonstrating practical operations and teaching practical operations

Class Attendance: 100 Hours

- Classes will be conducted by a licensed Instructor to prepare teacher trainee to properly lecture and demonstrate on all subjects of Cosmetology

Conducting Theory Class: 50 Hours

- Conducting Theory classes under the supervision of a licensed Instructor

Conducting Practical Classes: 300 Hours

- Conducting practical classes in Cosmetology, Aesthetics, or Manicuring

Method of Keeping Student Records: 10 Hours
Individual Training / Practice of Cosmetology: 89 Hours

- Training on subjects in which the individual Instructor may be deficient or in the practice of Cosmetology.

Domestic Violence and Sexual Assault: 1 Hour
A licensed Instructor will supervise all classes conducted by a Student Instructor.

Grading Procedures for Instructor
Written and practical evaluations are made throughout the course. All students' academic progress will be measured according to the following scale:

Grading Scale

Excellent	94 - 100
Average	80 - 93
Fair	70 - 79
Failing	69 and lower

Grades of less than 70% are not acceptable and must be brought up to an acceptable level (70% or higher). Retesting is available on Fridays. Progress reviews are performed monthly.

Instructional Methods
The clock-hour education program is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect educational methods. Subject matter is presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, activities, and other related learning methods are used for program delivery.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is included 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), as well as the federal regulations established by the United States Department of Education.

Satisfactory Academic Progress Policy: Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450 and 900 and 1200 clocked (actual) hours
Manicuring	300 clocked (actual) hours
Instructor	300 clocked (actual) hours

*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes sooner.

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or program, whichever comes sooner.

Satisfactory Academic Progress Policy: Attendance Progress Evaluations

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 Academic Progress. Assessments 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 number of hours accrued (attended) 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. Given a constant attendance rate, this should indicate whether or not the student will graduate within the maximum time frame allowed.

Satisfactory Academic Progress Policy: Maximum Time Frame

The maximum time frame (which does not exceed 150% of the program length) allowed for students to complete each program at Satisfactory Academic Progress is stated below:

Program	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 33.25 hrs / wk) – 1500 hours	67.67	2250
Cosmetology (Full Time, 22.5 hrs / wk) – 1500 hours	100	2250
Cosmetology (Full Time, 19.5 hrs / wk) – 1500 hours	115.38	2250
Manicuring (Full Time, 33.25 hrs / wk) – 600 hours	27.07	900
Manicuring (Full Time, 22.5 hrs / wk) – 600 hours	40	900
Manicuring (Full Time, 19.5 hrs / wk) – 600 hours	46.15	900
Instructor (Full Time, 33.25 hrs / wk) – 600 hours	27.07	900
Instructor (Full Time, 17.3 hrs / wk) – 600 hours	52.02	900
Instructor (Full Time, 15.65 hrs / wk) – 600 hours	57.51	900

*The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

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

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

Satisfactory Academic Progress Policy: Academic Progress Evaluations

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 and counted toward course completion. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures set forth in practical skills evaluation criteria adopted by the School. Students must maintain a minimum cumulative academic grade average of 70%. Students must make up failed or missed tests, as well as incomplete assignments. Numerical grades are considered according to the following scale:

94-100	Excellent
80-93	Average
70-79	Fair
0-69	Failing

Satisfactory Academic Progress Policy: Determination of Progress Status

Students meeting the minimum requirements for academics (70%) and attendance (67%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of their evaluation. Students that are found not maintaining Satisfactory Academic Progress is no longer eligible for Title IV funding, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Satisfactory Academic Progress Policy: Warning

Students who fail to meet the 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 as to 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, if applicable, will be deemed ineligible to receive Title IV funds. Satisfactory payment of the monies due the School for the payment period missed must be made within 30 days or the student will be terminated.

Satisfactory Academic Progress Policy: 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.

Satisfactory Academic Progress Policy: Re-Establishment of Satisfactory Academic Progress

Students may re-establish Satisfactory Academic Progress and Title IV funding, as applicable, by meeting minimum attendance and academic requirements by the end of the payment period.

Satisfactory Academic Progress Policy: 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.

Satisfactory Academic Progress Policy: 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 thirty 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 Policy: Noncredit, Remedial Courses and 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.

Satisfactory Academic Progress Policy: 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.

Refund Policy *(as stated on the Student's Enrollment Agreement)*

Refund Policy: Notice of Cancellation

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 (40 days for students receiving VA assistance). 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 in the case of a student under legal age, his or her parent or guardian) cancels his or 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 the student has started classes.
3) A student cancels his or her enrollment after three business days of signing the contract but prior to starting classes. In this case, he or she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee of $170, except in the event of extenuating circumstances that must be approved by the Financial Aid Director.
4) A student notifies the institution of his or her withdrawal in writing.
5) A student on an approved Leave of Absence notifies the school the he or 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 he or she will not be returning.
6) A student is expelled by the school. (Unofficial withdrawals will be determined by the Institution through monitoring attendance at least every 14 calendar day.)
7) In items 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined through the postmark on the written notification, or the date that the notification is delivered to and received by the Financial Aid Director.

For students who enroll and begin classes, but withdraw prior to course completion, the following schedule of tuition earned by the school will apply. All refunds are based on scheduled hours.

Percent of Scheduled Time Enrolled to Total Course / Program	Total Tuition School Shall Receive / Retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due to a student that withdraws shall be refunded within 45 days of the date of 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 the School is permanently closed or no longer offering instruction after a student has enrolled, the School will provide a pro rata refund of the tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If a course and / or program is cancelled subsequent to a student's enrollment, and before instruction has begun, the School will: provide a full refund of all monies paid; participate in a teach out agreement; or completion of the course at a later time. If the School cancels a program and ceases to offer instruction after students have enrolled and instruction has begun; the School shall, at its option, 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 monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150. This refund policy applies to tuition and fees charged in the

Enrollment Agreement. Other miscellaneous charges that the student may have incurred at the institution (for example: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the Enrollment Agreement as well as in this catalog.

- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the School shall be paid, as applicable, first to Unsubsidized Federal Stafford Student Loan Program; second to Subsidized Federal Stafford Student Loan Program: third to Federal Pell Grant Program; fourth to any other Federal, State, private, or Institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the School and owed by the student. If the student has received personal payments of Title IV aid, he / she may be required to refund the aid to the applicable program.

Tuition and Fees

COURSE	TUITION	BUSINESS FUNDAMENTALS	KIT / BOOKS	REGISTRATION	TOTAL	LASH CLASS (OPTIONAL)
COSMETOLOGY	$14,900	$550	$1,850	$170	$17,470	$1200
MANICURING	$6,970	$550	$1,700	$170	$9390	N/A
INSTRUCTOR	$6,270	Not Applicable	$715	$170	$7155	$1200

Kit and Books Policy

Should a student decide to withdraw from their course of study, their kit and books are the property of the School until the balance for both has been paid. If the student owes a balance on the kit and books, they have 30 days from the date of withdrawal to pay for the kit and books and pick them up from the school. After 30 days, the kit and books are property of the school.

Overtime Charges

Overtime charges of $10 per hour will be charged to any student completing the program with more than the allowed number of absences. This calculation will be based on the total absent hours less make-up hours and the allowable 10% of contracted hours. Overtime charges also apply to students who withdraw prior to program completion and have accrued scheduled hours greater than 110% of their contracted hours.

Financial Aid Sources

A staff member will inform you of all the sources of aid available. You will be supplied with a guide published by the United States Department of Education which contains valuable financial aid information. You will be further informed of the criteria for eligibility, procedures, your rights and responsibilities, and other important information for each program.

The Cost of Attendance budgets are available for your review from your Financial Aid Director. These budgets are based on one academic year. For financial aid purposes, an academic year is defined as 900 clock hours of attendance covering a period of 45 weeks.

Payment Plan

Students applying for enrollment can arrange for equal installment payments to cover the full cost of tuition, kit and books. Installment payments are due and payable by the first day of each month.

School Schedule

New classes begin several times per year. See Addendum B for specific class start dates. Searcy Beauty College is open Monday thru Friday 9:00 a.m. to 4:39 p.m. Please see the Admissions Department for more information on our schedule options.

School Closing Dates

Although School closing dates may vary each year, Searcy Beauty College is closed for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Please see Addendum A for current year closing dates.

Grievance Policy

Grievance procedures have been established for students who believe they have been unlawfully discriminated against, unfairly treated, or harassed in any manner. Academic grievances relate to a complaint regarding a course, program of study, or grade.

Students are expected to address any disagreements or conflicts directly with the individual involved, in person, with a written document outlining the complaint and any communication. Following this, if there is no satisfactory resolution, the student may set an appointment to see the School Director. All communications regarding the complaint must be in writing, and all meetings and communications will be documented in the student file. The grievance policy is as follows:

1) Complaints against students or employees must be made within one week of the occurrence of the issue
2) If a student is dismissed for inappropriate behavior, the student will be placed on Administrative Leave until the fact finding investigation is completed and the recommendation(s) have been submitted to the President and / or Director.
3) If the complaint cannot be resolved formally, the student shall document the details and submit to the School Director. Once the School Director has the information, the issue will be researched and a response with a resolution will be issued. This resolution will be returned to the student within 10 business days from the School Director received the documented complaint.
4) If the complaint cannot be resolved after exhausting the Institution's Grievance Policy, the student may contact:

Arkansas Department of Health
Cosmetology Section
4815 West Markham, Slot 8
Little Rock, AR 72205
(501) 682-2168

National Accrediting Commission of
Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandra, Virginia 22302
(703) 600-7600

Students must exhaust the Institution's internal complaint process before submitting the complaint to the school's accrediting agency.

Attendance Policy

Students are expected to attend school as per the schedule agreed upon at the time of enrollment. Students have a scheduled 30-minute lunch break as well as a maximum of two 15-minute breaks. Students must clock out for breaks and lunch breaks, including time spent in the student break room. For students who are absent from school fourteen (14) consecutive calendar days, the drop process will begin. Student hours are monitored using a biometric time clock. Students should consult their Instructor before leaving the school premises during school hours.

Mandatory Days

Friday is the mandatory day for all Cosmetology and Manicuring students. Any student who is not in attendance for at least 94% of their scheduled hours on a mandatory day will be charged $25 for each day. The $25 is not considered extra instructional charges. Mandatory day charges are separate from overtime charges.

Dress Code

Students should arrive at School in dress code ready to clock in and receive hours. Appearance must always be neat and professional. Normal daily hygiene is required.

Clothing may be any combination of black, white, and/or gray. Smock should be worn daily. Clothes should be clean, comfortable, modest (nothing excessively tight or revealing).

If leggings are worn, they should be accompanied by a top that completely covers your bottom. Dresses/skirts worn without leggings should be touching the knee. Shorts are not permitted.

Tops may not be sleeveless, cropped, or revealing in any way. Hoodies are not permitted.

We do not allow hats, headscarves, or anything that covers your hair.

Shoes may be any color, should be professional and appropriate for standing on your feet for long periods of time. Rubber sandals/slides are not permitted.

We do make exceptions to the dress code for different occasions (holidays, events, fundraisers, etc.). Students will be notified prior to any such events.

Make-Up Test Policy

Tests are made up on Fridays during Theory. To schedule a make-up test, a student should turn in a request form with the appropriate chapter number by noon on the Thursday before test day.

Worksheet Policy

Each student on the clinic floor will be given a monthly worksheet. As you complete a task on the worksheet you will need to present your work to an Instructor and have it signed off. On the back side of the worksheet is a sanitation calendar. As you complete your daily sanitation duties you will need to have an Instructor sign it off. You should complete all tasks and sanitation duties on the worksheet by the last school day of the month. You will turn the completed worksheet in and receive a new worksheet. Incomplete worksheets will not be accepted. You will be expected to complete a worksheet for each month of attendance that you are on the clinic floor.

Loitering

Any non-school person having a legitimate reason to visit the school shall first present themselves to the Receptionist and state the reason for the visit. They will then wait in the reception area for the Student or Staff member they are requesting to visit. They will remain in the reception area for the duration of the visit. After the visit, the person(s) should then leave the school premises. Non-school person shall use only the public entrance to the school. Only enrolled students and staff members are permitted to use the student entrance.

Conduct Policy

Satisfactory conduct is required for all students enrolled at Searcy Beauty College. Students are always to conduct themselves in an appropriate and professional manner. Satisfactory conduct includes, but is not limited to, following all policies, guidelines, or rules of the school, maintaining a professional attitude toward the School, fellow students and staff members (this includes posts made on social media).

If a student commits an offense of misconduct, he / she may be advised verbally, and written documentation of the occurrence may be placed in their file. Depending on the severity of the offense, the School may choose to place the student on probation, suspend the student, or terminate the enrollment immediately. Any student accruing three (3) or more written offenses during their enrollment may be terminated.

Conduct Appeal Process

Students who are placed on probation, suspended, or terminated for any reason, may appeal this determination. The student must submit a written appeal to the Director of Searcy Beauty College, along with any supporting documentation and reasons as to why the determination should be reversed, as well as a request for re-evaluation. This appeal must be received within five (5) business days of the disciplinary action. Should a student fail to appeal within the required time limit, the disciplinary action will stand.

Any appeal hearing will take place within five (5) business days of the receipt of the written appeal. This hearing will be attended by the student(s) involved, parent / guardian (if the student is a dependent minor), the student's instructor, and an Administrative staff member of Searcy Beauty College. A decision on the student's appeal will be made within three (3) business days after the hearing by the Administration. The decision will be communicated to the student in writing and will be final.

Should a student prevail upon his / her appeal and be determined innocent of the alleged offense, the student will automatically be reinstated as a student in good standing.

Privacy and File Access Policy

In compliance with the Family Educational Rights and Privacy Act of 1974, the School follows policies that:

1) Guarantee each student (or parent / guardian if the student is a dependent minor) access to that student's records
2) Require written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law
3) Do not allow publications of "directory information" about students

4) Provide and permit access to student and other school records as required for any accreditation process initiated by the institution

Access to records must be pre-arranged and a staff member must be present while the records are being reviewed. Copies of file documents must be requested in writing and may be obtained at a cost of one dollar per copy. Cumulative education records are maintained for a minimum of five (5) years after graduation or termination.

The school must make its student files available to accrediting, regulatory, and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the Owner of the School as all material and records contained therein are property of the school.

Administrative Offices

Request forms are provided outside the office door for any student that has questions or needs information regarding financial aid, monthly hours, progress reports, or leave of absences. Please complete the form and place it in the appropriate bin. The administrative staff will typically answer any questions or schedule an appointment with the student by the end of the day.

It is a violation of Searcy Beauty College policy to record conversations with a recording device (including a cell phone or any electronic device) unless prior approval is received from the administrative staff. Violation of this policy will result in corrective action up to and including removal from the program.

Refusing Clients

Refusal of clients may result in a written reprimand and possible suspension. If this occurs on more than one occasion, the student may be removed from the program.

Drugs, Alcohol and Weapons

Drugs, alcohol, and weapons are NOT allowed on the premises of any school in the state of Arkansas. Firearms of any kind are not permitted on School premises, including by those that possess a concealed handgun carry license. Any student found in violation of this rule may be removed from the program immediately.

Smoking

Smoking is permitted in the outside designated areas only.

Stealing

Stealing is against the law. If stealing occurs on School premises, Searcy Beauty College is within its rights to notify law enforcement and pursue criminal charges. Any student involved in stealing may be removed from the program immediately.

Language

Unprofessional or inappropriate language will not be tolerated.

Addendum A

2020 School Closing Dates	
January 1	New Year's Day
January 20	Martin Luther King Day
March 23	Optional Day
March 24	Optional Day
March 25	Optional Day
March 26	Optional Day
March 27	Optional Day
May 25	Memorial Day
July 3	Independence Day
September 7	Labor Day
November 26	Thanksgiving Break
November 27	Thanksgiving Break
December 24	Christmas Break
December 25	Christmas Break
December 28	Christmas Break
December 29	Christmas Break
December 30	Christmas Break
December 31	Christmas Break

2021 School Closing Dates	
January 1	New Year's Day
January 18	Martin Luther King Day
March 22	Optional Day
March 23	Optional Day
March 24	Optional Day
March 25	Optional Day
March 26	Optional Day
May 31	Memorial Day
July 5	Independence Day
September 6	Labor Day
November 25	Thanksgiving Break
November 26	Thanksgiving Break
December 24	Christmas Break
December 27	Christmas Break
December 28	Christmas Break
December 29	Christmas Break
December 30	Christmas Break
December 31	Christmas Break

**Optional Days are days that students are not officially scheduled to attend, but the School will be open. Students who elect to attend on optional days will receive hours to be counted as makeup time. Optional days will not count against students who elect not to attend.

Addendum B

2020 Cosmetology Class Start Dates	2020 Instructor Class Start Dates
January 6, 2020	Student Instructor class start dates vary.
February 3, 2020	They are determined by slot and applicant
March 2, 2020	availability.
April 6, 2020	
May 4, 2020	
June 1, 2020	
July 6, 2020	
August 3, 2020	
September 1, 2020	
October 5, 2020	
November 2, 2020	
December 1, 2020	
2020 Manicuring Class Start Dates	
March 2, 2020	
September 1, 2020	

2021 Cosmetology Class Start Dates	2021 Instructor Class Start Dates
January 4, 2021	Student Instructor class start dates vary.
February 1, 2021	They are determined by slot and applicant
March 1, 2021	availability.
April 5, 2021	
May 3, 2021	
June 7, 2021	
July 6, 2021	
August 2, 2021	
September 7, 2021	
October 4, 2021	
November 1, 2021	
December 1, 2021	
2021 Manicuring Class Start Dates	
June 7, 2021	
December 6, 2021	

*Searcy Beauty College reserves the right to change class start dates at any time. If such occurs, updates will be made to the Catalog addendum and the school website.