

- 2014 / 2015 -

C A T A L O G

*Fayetteville College*  
*of*  
*Cosmetology*  
*Arts & Sciences*

Dedicated to the artistic study of hair, skin & nails

Accredited by NACCAS  
National Accrediting Commission  
of  
Career Arts & Sciences

Confidence, determination, ambition and ability have always been Fayetteville College of Cosmetology Arts & Sciences guidelines for success in hair fashion and the Cosmetology profession.

Confidence, determination, ambition and ability will also be your guidelines to success as a cosmetologist. These guidelines will be introduced and explained to you throughout the course of your training period.

The cosmetology profession is a vibrant, ever-changing vocation. New techniques and methods are constantly being developed. Many new salon services are introduced that find favor with the public. Fayetteville College of Cosmetology Arts & Sciences always keeps abreast of the latest trends in the profession.

Thank you for your interest in our school. Choosing a career field is a serious task, and we are confident you have chosen the proper profession.

The most important facet of the course is you...the student. It is this quality individual training, not just the completion of a course, that assures the graduate the successful means with which to achieve personal goals.

The information in this catalog should answer many of the questions you may have. If you desire further information concerning enrollment or tuition, please contact us at tel. 931-433-1305 fax: 931-433-1397

Email: fbs@fpunet.com

A commitment to the student from the personnel of Fayetteville College of Cosmetology Arts & Sciences is your assurance of attaining your goals in the cosmetology profession.

Thank you again for your interest.

Very Truly Yours,

Rufus T. Hereford  
Owner, CEO

*Fayetteville College of Cosmetology Arts & Sciences*  
Founded in 1957

*Table of Contents*

Ownership.....4

statement/Objectives.....	Mission .....4
Policy.....	Civil Rights .....4
.....	Facilities and Equipment .....4
Services.....	Student Personal .....4
Housing.....	.....4
Transportation.....	.....5
Schedule.....	School Hours/Holidays/Class .....5
Requirements.....	Admission .....5-6
Students.....	Transfer .....6
Examination.....	State Board .....6
Status.....	Student Attendance .....6
Size.....	Class .....6
Charges.....	Additional .....6
Facilities.....	Handicapped .....6
License/Accreditation.....	.....6-7
Conduct.....	Student .....7
Regulations.....	Rules and .....7-8
Policy.....	Dress Code .....8
Assistance.....	Placement .....8
Requirements.....	Graduation .....8
Study.....	Course of .....8

Cosmetology.....	.....9
Manicuring.....	.....9
Aesthetics.....	..... 10
Training.....	.....10
System.....	.....11
Policy.....	..... 11-14
	Teacher
	Grading
	Satisfactory Academic Progress
	Leave of Absence
Policy.....	.....14-15
	Financial Aid
Eligibility.....	.....15
	Financial Aid
Need.....	.....15-16
Scholarships.....	.....15
	Tuition
Waivers.....	.....16
	Withdrawal and Settlement
Policy.....	.....16-
	17
	Student Consumer Rights and
Responsible.....	.....17
	Privacy Policy/Student
Records.....	.....18
	Student
Rights.....	.....18
	Student
Responsibilities.....	.....19
	Internal Complaint
Procedure.....	.....19
	Tuition
Schedule.....	.....20-21
	Administrative Staff and
Facility.....	.....22
	Fayetteville College of Cosmetology
Bookstore.....	.....22
	Return of Title IV Funds
(R2T4).....	.....23
	Veteran Student
Addendum.....	.....23

Summary.....24

Report.....24

    Campus Security  
    .....24

    Family Educational Rights & Privacy Act  
    (FERPA).....24-25

    Admission Checklist for New  
    Students.....26

    Enrollment Notes Quick  
Reference.....27

Published July 1, 2014/ Revision Published September 14, 2014

### *Ownership*

The school has been established for over fifty seven years and has been under the ownership of Rufus T. Hereford for over 14 years.

### *Mission Statement Objectives*

The prime objective of the Fayetteville College of Cosmetology Arts & Sciences is to prepare our students to become members of the cosmetology profession through quality education. We also prepare students for the State Board of Examinations. In order to fulfill our objectives, we not only teach the techniques and artistry of cosmetology, we also teach poise, charm, self-reliance, good business practices, and personal and public hygiene. We recognize the continuing obligations to the student, the alumni, and the community. Thus, we are constantly seeking more effective methods and techniques in the fulfillment of the objectives. The student will learn knowledge and skills to prepare for work as a hair stylist, hair color technician, skin care specialist, make-up artist, manicurist, salon manager, salon owner, product demonstrator, and etc.

### *Civil Rights Policy*

Fayetteville College of Cosmetology Arts & Sciences operates in full compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The school practices no discrimination on the basis of sex, race, color, age, religion, handicap or ethnic origin in its admission, training and graduation of students.

### *Facilities and Equipment*

The school occupies a floor space of over 6,000 square feet. The building has one level, which contains a reception area, senior clinic, dispensary, two restrooms, basics and junior departments (classrooms), aesthetics department, manicuring department, a student library and staff offices.

The school is equipped with student stations, shampoo bowls, sterilizers, aesthetics equipment, manicuring equipment and stock mannequins, dryers, and lockers for each student.

### *Student Personal Services*

A private office is available for student counseling, placement assistance, and other personal services for the benefit of the student. Students are free at any time to discuss personal problems that might adversely affect his/her training or future employment.

## *Housing*

The school does not provide dormitories. However, careful attention and assistance is given to students to help them find suitable living accommodations in private homes or apartments. The average cost of these accommodations ranges between \$300 and \$500 per month. Before entering the school, a student should give at least 30 days advance notice so arrangements can be made.

## *Transportation*

Students must provide their own transportation. There is no public transportation available in the immediate area of the school.

## *School Hours / Holidays / Class Schedule*

The school offers classes during the entire year, and any eligible person may enroll any day of the week of any month that the school is in session. Classes begin the first Tuesday of each month.

Classes are held from 8:00 a.m. until 4:30 p.m.; one-half hour is granted for lunch with two (15) minute break periods. Evening classes begin at 4:30 p.m. and end at 9:00 p.m.; one (15) minute break period is given. Classes are offered Tuesday thru Friday day/night and Monday 8:30-5:00. Mondays are an optional clinical day, and school may close early if students are not present.

The school observes the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day. Additional Seasonal days may be observed with Thanksgiving and Christmas and will be posted accordingly. Should a holiday fall on a day that the school is normally closed; the following day will not be observed as a holiday.

All holidays and other closing times will be posted.

Part time schedules may be arranged for students who may not be able to attend on a full time basis.

## *Admission Requirements*

Fayetteville College of Cosmetology Arts & Sciences does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. Fayetteville College of Cosmetology Arts & Sciences admits as regular students for all courses: (1) high school graduates; (2) holders of high school general equivalency certificate. The school does not accept ability-to-benefit testing. The State Board of Cosmetology requires these additional items submitted prior to the beginning of training:

1. Proof of Age
2. Proof of Education
  - \*to qualify for Financial Aid: student must have one of the following:
    - High School Diploma
    - High School Transcripts with 12<sup>th</sup> grade completion
    - G.E.D
    - Home School Diploma which can be verified through proper transcripts, state recognition, or any other means necessary for validation
    - (School reserves the right to not accept a home school diploma that cannot be recognized by state seal or valid transcripts, etc.)
3. Completed Application
4. Social Security Card
5. Any student enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.
6. Certificate of Attainment (only applicable for non-Title IV recipients)

Instructor applicants must meet all of the above requirements and:

- Hold a current license as a practitioner in the field they wish to teach
- Complete an application for enrollment

Please note with limited availability: For secondary students who are not enrolled under a training agreement, the applicant must meet the following admissions requirements:

Meet the state requirements for admission

- Proof of completion of 10<sup>th</sup> grade can be shown through high school transcripts
- Proof of age can be shown through driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which they are enrolled
- Successfully complete the pre-enrollment evaluation

### *Transfer Students*

Transfer students will receive credit for hours completed at other accredited schools as regulated by Tennessee Board of Cosmetology under the state law. School reserves the right to test transfer students to determine the number of transfer hours to be accepted. Such approved transfer hours will be credited and the student's course of study shortened. Tuition will be adjusted accordingly. The school does not recruit students already attending or admitted to another school offering a similar program of study.

### *State Board Examination*

Each student who successfully completes our Basic Cosmetology, Manicuring, Aesthetics or Teacher Training Course will then be issued the necessary forms to file for the State Board Examinations. These Exams are held daily. Upon successful completion of these exams, a State License will be issued.

### *Student Attendance Status*

To be considered a full-time student at Fayetteville College of Cosmetology, a student is expected to complete a minimum of 30 hours per week. A part-time student is expected to complete a minimum of 15 hours per week.

### *Class Size*

The average class size at Fayetteville College of Cosmetology Arts & Science is 25 to 30 students.

### *Additional Charges*

An hourly fee of \$10.60 will be assessed to every student who requires additional time to complete the course beyond the normal time given.

If the student is transferring, he or she must pay a \$10.00 transcript fee.

Late charges assessed students who are delinquent in monthly payments are specified in the enrollment contract, page 1, and paragraph titled "Late Charge".

### *Handicapped Facilities*

Fayetteville College of Cosmetology Arts & Sciences is arranged with ground floor clinic and classrooms.

## *License / Accreditation*

The school is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc., 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Telephone 703-600-7600 Fax 703-379-2200

The school is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway First Floor, Nashville, TN 37243-1147. Telephone 615-741-2515 or 800-480-9285 and is recognized by the Department of Rehabilitation and the Veteran's Affairs State Department of Education.

The above documents may be reviewed in the school's office during regular business hours.

Fayetteville College of Cosmetology Arts & Sciences

Office: 931-433-1305 Fax: 931-433-1397

Fayetteville College of Cosmetology Arts & Sciences is approved by the following Government Agencies:

1. Tennessee State Board of Cosmetology
2. State Approving Agency for Veterans Education
3. Tennessee Vocational Rehabilitation Agency
4. National Accrediting Commission of Career Arts and Sciences
5. U.S. Department of Education

## *Student Conduct*

Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was not due to moral or similar reasons.

Re-entry after termination requires special permission from the school director.

Satisfactory progress and grades are monitored for Cosmetology at 450,900, &1200 hour marks, Aesthetics/Manicuring are monitored at 230 &460 hour marks. Student report cards are monitored at each courses midpoint hour mark and a final report card upon completion of each course. Any student may request copies of satisfactory reports from office administration.

## *Rules and Regulations*

1. Smoking and beverages are allowed only in designated areas.
2. Students are not permitted to have more than eight hours per day.
3. Students are permitted to have personal services at instructor's discretion.
4. If a student is going to be absent, call by 8:00 a.m. so arrangements can be made to handle patrons.
5. Students are not allowed to borrow other students' equipment.
6. No student may interfere with another student while he/she is working on patrons.
7. Anyone caught stealing will be expelled.
8. All work completed must be documented with instructor.
9. All work performed by the student must be checked by an instructor.
10. All duties are to be completed before leaving for the day. If a student leaves early, he/she must first check with the instructor about doing another job.
11. Sitting on the arms of the chairs is prohibited.
12. No student is allowed in the office unless on official business.
13. Students are to restrict themselves from talking about sex, religion or politics.
14. Phone calls are to be limited to break times unless in case of emergency; cell phones must be turned off while in class. On vibrate mode only with the permission of instructor. **Students are not permitted to use cell phones during theory or clinic classes.**
15. No outside products may be brought into the school.
16. If arriving late for classes, a student must first go to the office and check in.
17. Students are not permitted to use the business phone for personal use, unless in case of an emergency.



18. No student may do beauty work off the school premises; to do so is against the law.
19. Students must complete all assigned work/client issued by the instructor, unless in case of an emergency.
20. A student must complete all projects and attend the required number of Clinic days in order to graduate.
21. Students are permitted to make-up assignments as long as absences have been excused. Students should make arrangements with their instructor to make-up any missed assignments.
22. Each student must graduate before taking the State Cosmetology Exam.
23. In addition to the above, students are required to adhere to the rules and regulations of the Tennessee Cosmetology Board.
24. Cheating will not be tolerated. First offense you will be counseled by the director. Second offence you will be issued a warning per the school regulations and per the discretion of the director.

**FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY LEAD TO SUSPENSION OR EXPULSION FROM FAYETTEVILLE COLLEGE OF COSMETOLOGY ARTS & SCIENCES.**

### *Dress Code Policy*

The school's requirements are solid black scrubs or black professional dress attire. School shirt may be worn with black pants. Black or white shirts are allowed under scrubs and shoes must be black or white closed-toe. If sweaters are worn, they must be solid black or white. Jeans, sandals and clogs are prohibited except on special occasions with permission. Shirts must cover stomach, no sleeveless shirts unless covered by a scrub top with sleeves. Short sleeve smocks are acceptable over appropriate attire. Name tags must be worn at all times. [Students are responsible for purchasing their own uniform/black attire – uniform is not included in the price of tuition.]

### *Placement Assistance*

Although Fayetteville College of Cosmetology Arts & Sciences considers job placement to be the primary responsibility of the student, staff members will be happy to assist students in finding employment. We will be happy to assist students in regards to interviewing and resume preparation, along with providing letters of recommendation upon their request. Resource information on jobs in the beauty industry is available for students as well in the office. Information concerning where former graduates are working is available on request. However, Fayetteville College of Cosmetology cannot promise or guarantee employment for graduates, but do make every effort to educate students on job availability in the area and nationally.

### *Graduation Requirements*

In order to graduate, students must successfully complete the designed work assignments for Basic Cosmetology, Manicuring, Aesthetics, or Teacher Training and pass the final written and practical examination with a grade of 75% or above. Upon completion of the required hours (1,500 for Basic Cosmetology, 750 for Manicuring, 750 for Aesthetics, and 450 for Teacher Training) the student will receive a diploma from the school.

### *Course of Study*

The Fayetteville College of Cosmetology Arts & Sciences offers four programs of study: (1) Cosmetology, (2) Manicuring, (3) Aesthetics, and (4) Teacher Training. After completing the required course work, and after successfully passing both written and practical examination covering all phases

of course as taught during training, the student will be presented with a diploma and will be eligible to take the State Board Examination.

## *Cosmetology*

The objective of this course is to prepare the student for the State Board Examinations and for salon work by providing a minimum of 1,500 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The approximate completion time for this course is 12 months. The knowledge and skills covered in the course will prepare the student for work as a hair stylist, salon manager, hair colorist, salon owner, product demonstrator, etc.

- (1) The fifteen hundred (1,500) hours of instruction required of applicants for a cosmetologist's license will be apportioned as follows:

GENERAL.....	300 hours
Sterilization, sanitation, and bacteriology, Anatomy and physiology Shop ethics, personality and salesmanship, State law	
CHEMICAL.....	600 hours
Permanent waves, Hair relaxer, Hair coloring, bleaching and toning, Sculpture nails, Hair structure and chemistry	
PHYSICAL.....	600 hours
Shampooing and rinses, Hair care and scalp care, Hair shaping, Hairdressing and styling, Facials, arching, lash and brow tinting, Manicures and pedicures	

## *Manicuring*

The objective of this course is to prepare the student for the State Board and for salon work by providing a minimum of 750 clock hours of classroom demonstrations and clinical practice. TN State Board of Cosmetology only requires 600 clock hours in this course; however, Fayetteville College of Cosmetology feels the necessity for more hours than the TN State Board of Cosmetology requires, as we feel it is imperative to have enough time to finish the course requirements to produce a more knowledgeable nail technician. The approximate completion time for this course is 6 months. The knowledge and skills covered in the course will prepare the student for work as a manicurist, manicure salon manager, manicure salon owner, manicure product demonstrator, and etc.

- (2) The 750 hours of instruction required of applicants for completion of the manicuring course will only be apportioned as follows:

GENERAL.....	150 hours
Sterilization, sanitation and bacteriology, Anatomy and physiology, Shop ethics, personality and salesmanship, State law	
CHEMICAL.....	250 hours
Product ingredients, Product knowledge, Manicuring and Pedicuring, EPA and OSHA requirements	
PHYSICAL.....	350 hours
Manicuring and Nail care, Massage, Pedicuring, Nail artistry, Nail wraps, Sculptured nails, Nail Tips, Gel Nails, and Nail Safety	

## *Aesthetics*

The objective of this course is to prepare the student for the State Board Exam and for salon work as a skin care specialist, product demonstrator, make-up artist, etc., by providing a minimum of 750 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the skin care field. The approximate completion time for this course is 6 months.

GENERAL.....	150 hours
Sterilization, sanitation and bacteriology, Anatomy and physiology, Shop ethics, personality and salesmanship, State law	
CHEMICAL.....	150 hours
Product ingredients, Skin conditions & disorders, Nutrition, Aging Factors, Products and their uses, Waxing, Brow & Lash tinting, OSHA & EPA requirements	
PHYSICAL.....	450 hours
Manipulations of facial, Application of all products, Make-up application, Masks & Packs Facial treatments with and without the use of machines, Skin analysis, Consultation, Color Psychology	

## *Teacher Training*

Students wishing to enter in this course must have a valid Tennessee Cosmetology License. The knowledge and skills covered in the course will prepare the student for work as an instructor, school manager, school owner, product demonstrator, and etc. The TN State Board of Cosmetology only requires 300 clock hours for this course; however, Fayetteville College of Cosmetology requires a minimum of 450 clock hours. We feel the necessity for more hours than the TN State Board of Cosmetology requires, as we feel it is imperative to have enough time to finish the course requirements to produce a mature, productive, and knowledgeable instructor. Upon completion of this 450-hour course, the student teacher shall have demonstrated competencies to pass the State Board examination and the ability to:

1. Teach the theory and practice of Cosmetology using lesson plans.
2. Use various teaching aids, such as textbook, workbooks, audio-visual aids, test, etc., to the best advantage in the classroom.
3. Demonstrate the knowledge and techniques along with Cosmetology State Law necessary to perform as a professional Cosmetology Teacher. The approximate completion time for this course is 4 months.

(4) The 450 hours of instruction required of applicants for completion of the Teacher Training course will only be apportioned as follows:

GENERAL.....	250 hours
Orientation & review, Introduction to teaching Course outlining & development, Lesson planning & motivation, Laws & rules, Record keeping	
PHYSICAL.....	200 hours
Assist in classroom, Practice teaching – clinic, sanitation & theory	

## *Grading System*

Fayetteville College of Cosmetology employs the grading system below to evaluate student performance. All students will be required to maintain an average of at least 75% or “C” in written

work as well as practical performance, throughout their entire course of study. After practical experience, the work will be graded by an instructor and recorded on the student's Clinic Assignment Record. Upon completion of training, all students will be required to take both written and practical examinations covering all phases of cosmetology as taught when preparing them for the licensing examination by the Tennessee State Board of Cosmetology. A passing grade of at least "C" must be made on both before a diploma can be issued. Grades are recorded at the end of each subject completed by the student. A mid-point report card and final report card will be issued upon graduation.

Excellent	A	93-100%	Good	B	85-92%
Satisfactory	C	75-84%	Unsatisfactory		74% and below

### *Satisfactory Academic Progress Policy*

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Fayetteville College of Cosmetology Arts & Sciences in any course whether scheduled for half-time or full-time. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class.

The policy complies with National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education. Students have access to their satisfactory academic progress evaluations results through academic counseling or they may make an appointment with their counselor or administration. The Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course of study.

**Please note:** A Satisfactory Academic Progress report can be generated at any hour mark to assist students or staff when counseling for attendance or grade point average. Additional progress reports are not official evaluation period reports and a student's Satisfactory Academic Progress status can only be changed at official evaluation periods outlined below:

#### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual) hours=SAP Report
Aesthetics	230, 460 clocked (actual) hours=SAP Report
Manicuring	230, 460 clocked (actual) hours=SAP Report
Teacher-Training	225 clocked (actual) hours=evaluation SAP Report

**\*Transfer Students\*** are evaluated for Satisfactory Academic Progress as follows:

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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course.

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 mid-point in the course.

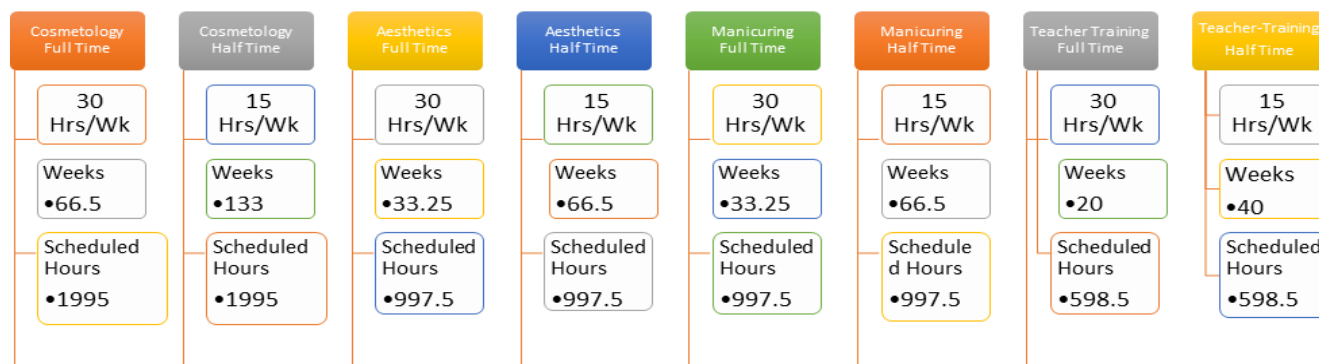
#### ATTENDANCE PROGRESS EVALUATIONS (QUANTITATIVE)

Students are required to attend a minimum of 75% 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 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 75% 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 frame (which does not exceed 133%) of the course length allowed for students to complete each course at the satisfactory academic progress is stated below:

**\*Transfer Students\*** The maximum time frame allowed for transfer students who need less than the full course requirements or half-time students will be determined based on 75% of the scheduled hours.



### COURSE with transfer hours examples

Cosmetology (Full- Time, 30 hrs/wk)-1350 HOURS  
 Cosmetology (Half-Time, 15 hrs/wk)-1350 HOURS  
 Aesthetics (Full- Time, 30 hrs/wk)-600 HOURS  
 Aesthetics (Half-Time, 15 hrs/wk)-600 HOURS

### MAXIMUM TIME ALLOWED

WEEKS	SCHEDULED HOURS
60 WEEKS	1796 HOURS
120 WEEKS	1796 HOURS
26.5 WEEKS	798 HOURS
53 WEEKS	798 HOURS

### ACADEMIC PROGRESS EVALUATIONS (QUALITATIVE)

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 (the computer system will reflect completion of practical assignment as 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. The student will be evaluated on comprehensive practical skills at 270 hour mark, 500 hour mark, 1000 hour mark, and 1500 hour mark. If a 75% grade or higher is not met, student must repeat the comprehensive practical skill tests. Practical skills are evaluated according to text procedures and requirements of the Tennessee State Board of Cosmetology. The school has adopted evaluation criteria to satisfy all practical skills requirements. Students must maintain a written and practical grade average of 75% and pass a final written and practical exam prior to

graduation. Student must make up failed or missed test or incomplete assignments. Numerical grades are considered according to the following scale:

Excellent	A	93-100%	Good	B	85-92%
Satisfactory	C	75-84%	Unsatisfactory		74% and below

#### 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 (SAP) until the next scheduled evaluation. Students deemed NOT maintaining Satisfactory Academic Progress (SAP) 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 academic and the attendance requirements, he/she may be placed on probation and, if applicable, student may be deemed ineligible for 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 (SAP) 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 SAP. The student will be advised in writing of the actions required to attain SAP 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 to be SAP or by the Academic Plan, he/she will be determined as NOT making Satisfactory Academic Progress (SAP) and if applicable, student will NOT be deemed eligible for Title IV funds.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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 probationary period.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to LOA. Hours elapsed during LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA 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 (SAP) status as at time of withdrawal.

#### APPEAL PROCESS

If student is determined not to be making Satisfactory Academic Progress (SAP), the student may appeal the determination within 10 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 circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determinations should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP 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.

### NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress (SAP) Standards.

### TRANSFER HOURS

With regard to Satisfactory Academic Progress Policy, a student's transfer hours will be accepted upfront as earned hours with proper documentation from transferring school. The student will begin Satisfactory Academic Progress at 0 hours along with all other students. He/She will only be monitored for amount of hours contracted on enrollment contract. Each segment of this policy explains how transfer students will be monitored throughout Satisfactory Academic Progress Standards.

## *Leave of Absence Policy*

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. Leave of absence refers to the specific time period during a program when a student is not in attendance. If enrollment is temporarily interrupted for a leave of absence; the student will return to school in the same progress status as prior to leave of absence. Hours elapsed during 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. Student must sign leave of absence form available in the administration office and student must apply prior to needed time period. Administration will grant leave of absence when school has reasonable expectations the student will return and all request are submitted in writing. No additional institutional charges will accrue due to approved absence. In emergency situations, a student may notify the school and each case will be looked at individually. The incident must be reported in a timely manner. If appropriate documentation can be presented/verified a student may be granted a leave of absence without prior notice to administration. A student is still considered enrolled during leave of absence. If student chooses not to return after approved leave time, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

### LEAVE OF ABSENCE AVAILABILITY

COURSE	HOURS IN COURSE	MAXIMUM AMOUNT OF LOA PER YEAR
Cosmetology	1500 HOURS	12 WEEKS PER 12 MONTH PERIOD=84 DAYS PER 12 MONTH
Cosmetology	1350 HOURS	11 WEEKS PER 12 MONTH PERIOD=77 DAYS PER 12 MONTH
Aesthetics	750 HOURS	6 WEEKS PER 12 MONTH PERIOD=42 DAYS PER 12 MONTH
Aesthetics	600 HOURS	5 WEEKS PER 12 MONTH PERIOD=35 DAYS PER 12 MONTH
Manicuring	750 HOURS	6 WEEKS PER 12 MONTH PERIOD=42 DAYS PER 12 MONTH
Manicuring	600 HOURS	5 WEEKS PER 12 MONTH PERIOD=35 DAYS PER 12 MONTH
Teacher-Training	450 HOURS	3 WEEKS PER 12 MONTH PERIOD= 21 DAYS PER 12 MONTH

**\*Transfer Students\*** The maximum amount of Leave of Absence available for transfer students who contract for different hour marks than stated in above chart will be determined by dividing the number of hours contracted by hours per week required for attendance=number of weeks needed to finish course. Then multiply the number of weeks needed to finish course by .33=number of additional weeks available for LOA.

Example:

400 hours contracted/ 15 hours required per week=26.67(ROUND DOWN to get accurate # of full weeks available)

= 26 number of weeks to finish course then  $26 \times .33 = 8.5$  (ROUND DOWN to get accurate # of full weeks available) = 8 full weeks of LOA available. In a case as example above, if additional days are available 8.5 would equal 8 weeks and 2 full days, it would be to the discretion of administrative staff to allow the additional 2 days extension of leave of absence.

### *Financial Aid Eligibility*

In general, a student is eligible for financial aid if he/she can meet the following requirements:

1. Be enrolled as a regular student in an eligible program on at least a half-time basis.
2. Be a U.S. citizen or eligible non-citizen.
3. Be making satisfactory progress toward completing his/her study program.
4. Not be in default on a National Direct Student Loan, Guaranteed Student Loan or PLUS Loan.
5. Not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant.
6. Male students born after December 31, 1959, who are at least 18 years old and not currently a member of the Armed Forces, must be registered with the Selective Service to receive Title IV funds and may be required to provide proof of registration.

### *Financial Aid Need*

Federal student aid is awarded on the basis of need for each applicant and usually equals the cost of tuition and books. Need is the difference between the cost of education (educational expenses such as tuition, fees, room, board, books, Supplies, and other expenses) and the amount the student and his/her family can afford to pay, as determined by a standard formula. Need is determined by evaluating information on the Student Aid Application by use of a standard formula. Factors such as income, assets and benefits are all considered in determining the student's need for aid.

Financial aid fact sheets and financial aid applications are available in the school office.

### *Scholarships*

School accepts private scholarships student may earn from resources other than Fayetteville College of Cosmetology to assist in paying for student's education. Student is responsible for ensuring scholarship funding is applicable for cosmetology, aesthetics, manicuring, or teacher-training education.

### *Tuition Waiver*

Tuition waivers will be determined, by administration, on a case by case situation. Waivers will be considered based on financial hardship or any unforeseen circumstances that may arise



## *Withdrawal and Settlement Policy*

Fayetteville College of Cosmetology's withdrawal and settlement policy complies with NACCAS' policy for fair and equitable withdrawal and settlement practices. The following applies 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. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant rejected by the school shall be entitled to a refund all monies paid.
- If a student cancels his/her enrollment no later than three business days after the signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less the non-refundable application fee. Cancellation date will be determined by postmark or date information is delivered to school in person regardless of whether the student has begun training.
- If a student or legal guardian cancels his/her enrollment and demands his/her money back in writing within three business days of signing, all monies collected shall be refunded, less the non-refundable application fee of \$100.00. Cancellation date will be determined by postmark or date information is delivered to school in person regardless of whether the student has begun training.
- A student notifies the institution of his/her withdrawal in writing
- 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.
- A student is expelled by the school. Unofficial withdrawals are determined by monitoring clock hour attendance every 14 days.
- In all above instances, official cancellations or withdrawals, the cancellations date will be determined by the postmark on the written notification, or date said notification is delivered to the school administrator or owner in person.
- For students who enroll in and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned adjustment is authorized. All refunds are based on scheduled hours:

<i>PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</i>	<i>RECEIVE/RETAIN</i>	<i>AMOUNT OF TOTAL TUITION SCHOOL SHALL</i>
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%

Students who withdraw or terminate prior to course completion are charged a fee of \$150.00 to cover the costs for administrative fee or cancellation. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution will be calculated separately at the time of withdrawal. All fees are identified in the catalog and on the enrollment agreement.

Enrollment time is the scheduled time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student will be refunded within 45 days of written cancellation as defined above or formal termination by the school, which will occur no later than 45 days after the date school determines student is withdrawn either officially or unofficially. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both.

If the school is permanently closed, the student is entitled to a pro-rata refund. If the school cancels the course before the student starts, the school will provide a full refund or provide for completion of course. If the school cancels a course and/or program and ceases to offer the instruction after students have enrolled and instruction has begun, the school at its option will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide a completion of the course or program; or participate in a teach-out agreement; or provide a full refund of monies paid.

An hourly fee of \$10.60 is assessed to every student who requires additional time to complete the course beyond the normal time allotted. The fees are assessed, as additional time is required and are not refundable.

When a student is withdrawn either officially or unofficially, the school performs necessary refund calculations and issues an invoice of any remaining balance due. Student is notified via certified mail of balance owed, if applicable, along with any pertinent information needed for student loan repayment obligations. Student has 15-30 days to respond to this notification, if student does not respond within designated time frame then student account will be turned over to school collection department. School follows Fair Debt Collection Practices Act as determined by the Federal Trade Commission. The collection department is not affiliated with any branch of the federal government, local government, state government, accrediting agency or any court system, nor are their images, likenesses, logos, names or contact information used in collection efforts. The collection letters from Fayetteville College of Cosmetology clearly indicates the college is attempting to collect a debt. Fayetteville College of Cosmetology adheres to school's Withdrawal and Settlement Policy. Fayetteville College of Cosmetology does not sell or discount student collection accounts to third party servicers for collection efforts. All collections are performed by Fayetteville College of Cosmetology's collection department and school attorney, if deemed applicable.

### *Student Consumer Rights and Responsibilities*

Education after high school involves a large amount of time, effort and money. Therefore, the student should carefully evaluate the education or training being considered. To assist in making the best possible choice, the student should have information on the school's academic program, facilities, dropout rates, full cost of attendance, financial aid programs, refund policy and any other information that will help him/her make a good decision.

### *Privacy Policy Student Records*

Should a student wish to gain access to his/her cumulative records, in order to check on his/her standing or progress or verify the accuracy of the information included, he/she may do so by appointment and under the supervision of an instructor.

Information pertaining to a student's cumulative record will be released only upon the written instructions and/or permission of the student. Parents or guardians of the student are afforded the same rights in the event the student is a dependent minor. School follows FERPA regulations to ensure the safety of student's personal information. The institution maintains a record of all release forms and request for information.

**\*\***Exceptions to release student information includes: U.S. Department of Education, National Accrediting Commission Career Arts and Sciences, Tennessee State Board of Cosmetology, Internal Revenue Services, U.S. Department of Veterans Affairs, U.S. Department of Education Loan Servicers, Champion College Solutions, financial aid third party servicers, and other state/federal agencies that pertains to a student's education.

## *Student Rights*

The student has the right to ask a school:

- The names of its accrediting/licensing organizations.
- About its' programs, instructional, clinicals, and other physical facilities.
- What the cost of attending is, and what school policy is on refund to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs?
- What procedures and deadlines are for submitting applications for each available financial aid program?
- What criteria it uses to select financial aid recipients.
- How it determines a student's financial need. This process includes how costs for tuition and fees, room and board, travel, books, and supplies, personal and miscellaneous expenses, etc. are considered in the student's budget. It also includes what resources (such as parental contributions, other financial aid, personal assets, etc.) are considered in the calculation of the student's need.
- How much of the student's financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in the student's financial aid package, and how and when it will be paid.
- To reconsider the student's aid package, if he/she believes a mistake has been made.
- How the school determines whether a student is making satisfactory progress, and what happens if he/she is not.
- What special facilities and services are available to the handicapped?

## *Student Responsibilities*

It is a student's responsibility to:

- Review and consider all information about a school's program before he/she enrolls.
- Pay special attention to his/her application for student financial aid, complete it accurately, and submit it on time to the correct place. Errors can delay the student's receiving financial aid.
- Provide all additional documentation, verification, correction, and/or new information requested by either the financial aid office or the agency to which he/she submitted his/her application.
- Carefully read and understand all forms that he/she is asked to sign and keep copies of them.
- Accept responsibility for all agreements that he/she signs.
- Notify the lender of changes in name, address, or school status, if the student has a loan.
- Know and comply with the deadlines for application or reapplication for aid.
- Understand and comply with the school's refund procedures.

## *Internal Complaint Procedure*

Fayetteville College of Cosmetology Arts & Sciences has established the following procedure for receiving and responding to complaints by students, faculty or any interested party.

Complaints should be reported in writing to the director, Mr. Rufus Hereford, and should outline the allegations or nature of the complaint. The complaint form must indicate name and address of the complainant, telephone number and date the problem occurred. Mr. Hereford will designate a school representative to investigate complaint. The appointed school representative will meet with the complainant within (10) days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school complaint committee.

The committee will meet and review the allegations within (21) days of receipt of the written complaint. If more information is needed, the complainant will be notified in writing outlining the additional information needed.

If no further information is needed the complaint committee will act on the allegations and a written response will be sent to the complainant within (15) days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS. NACCAS may be contacted at the following:

NACCAS  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
Tel. 703-600-7600 Fax 703-379-2200

The complainant should make every effort possible to resolve the issue through Fayetteville College of Cosmetology Arts & Sciences prior to contacting NACCAS. Fayetteville College of Cosmetology Arts & Sciences will make every effort possible to resolve the situation through the school's complaint committee.

## Addendum "A"

Effective July 1, 2014

### *Tuition - Cosmetology*

Student Kit and books are required; however it is not mandatory to purchase supplies from Fayetteville College of Cosmetology Arts & Sciences. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student's marketability as a visual resume. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans' Administration, private scholarships or school tuition waiver.

- |   |             |
|---|-------------|
| 1. Application Fee (non-refundable).....            | \$ 100.00   |
| 2. Kit and Books when purchased from Bookstore..... | \$ 1,444.00 |
| 3. Portfolio(Visual Resume).....                    | \$ 400.00   |

4. Tuition.....	
.....	\$ <u>15,900.00</u>
TOTAL COST.....	\$ 17,844.00

SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.

### *Tuition - Manicuring*

Student Kit and books are required; however it is not mandatory to purchase supplies from Fayetteville College of Cosmetology Arts & Sciences. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student’s marketability as a visual resume. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans’ Administration, private scholarships or school tuition waiver.

1. Application Fee (non-refundable).....	\$	100.00
2. Kit and Books when purchased from Bookstore.....	\$	918.00
3. Portfolio(Visual Resume).....	\$	400.00
4. Tuition.....		
.....	\$	<u>7,950.00</u>
TOTAL COST.....		\$ 9368.00

SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.

### *Tuition - Aesthetics*

Student Kit and books are required; however it is not mandatory to purchase supplies from Fayetteville College of Cosmetology Arts & Sciences. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student’s marketability as a visual resume. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans’ Administration, private scholarships or school tuition waiver.

1. Application Fee (non-refundable)	.....\$	100.00
2. Kit and Books when purchased from Bookstore.....	\$	1,494.00
3. Portfolio(Visual Resume).....	\$	400.00
4. Tuition.....	\$	<u>7,950.00</u>
TOTAL COST.....	\$	9,944.00

SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.

### *Tuition - Teacher Training*

Student Kit and books are required; however it is not mandatory to purchase supplies from Fayetteville College of Cosmetology Arts & Sciences. If you choose to purchase through the school bookstore, these items are non-returnable /non-refundable. The student portfolio is optional, but could entice student’s marketability as a visual resume. Methods of payment include full payment at time of signing the enrollment agreement, application fee paid at time of signing agreement unless prior arrangements have been made with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, U. S. Department of Education Financial Aid – Federal Pell Grant / Direct Loan Programs, non-federal funded agency, state programs, Veterans’ Administration, private scholarships or school tuition waiver.

1. Application Fee (non-refundable).....	\$	100.00
2. Kit and Books when purchased from Bookstore.....	\$	371.00
3. Portfolio(Visual Resume).....	\$	400.00
4. Tuition.....	\$	<u>4,770.00</u>
TOTAL COST.....	\$	5,641.00

SELF-PAY OPTIONS ARE AVAILABLE IF YOU DO NOT QUALIFY OR CHOOSE NOT TO USE FINANCIAL AID.

## Addendum “B”

Effective July 1, 2014

*Administrative Staff and Faculty*

Owner,  
 CEO.....  
 ...Rufus T. Hereford  
 Executive VP of  
 Operations.....Darl  
 a Bates  
 Senior VP/Director of Financial Aid, Admissions, Student Portfolios.....Tina  
 Freeman  
 V.P. /Director of Education/Managing  
 Instructor.....Kate Oliver  
 Senior Freshmen  
 Instructor.....Sarah  
 Rochelle  
 Night Instructor  
 .....Amber  
 Capshaw  
 Aesthetics Instructor  
 .....Diane  
 Thompson  
 Administrative  
 Assistant/Bookkeeping.....Debbie  
 McCool  
 Student Resource  
 Officer.....Nikki  
 Jones

Addendum “C”

Effective July 1, 2014

*Fayetteville College of Cosmetology Bookstore*  
 Books, Kit, Supply Purchases and Other Costs (Optional)

*Cosmetology*

The Bookstore carries all required books and supplies. Students should expect to pay approximately \$1,444.00 for books and supplies required for the full Cosmetology Course. Optional Portfolio \$400.00.

*Manicuring*

The Bookstore carries all required books and supplies. Students should expect to pay approximately \$918.00 for books and supplies required for the full Manicuring Course. Optional Portfolio \$400.00.

### *Aesthetics*

The Bookstore carries all required books and supplies. Students should expect to pay approximately \$1,494.00 for books and supplies for the full Aesthetics Course. Optional Portfolio \$400.00.

### *Teacher Training*

The Bookstore carries all required books and supplies. Students should expect to pay approximately \$371.00 for books and supplies required for the full Teacher Training Course. Optional Portfolio \$400.00.

## Addendum “D”

Effective July 1, 2014

### *Return of Title IV Funds (R2T4)*

CHANGE OF POLICY EFFECTIVE OCTOBER 7, 2000

Return to Title IV calculation, as required by federal regulations, will be used to determine how much Title IV aid has been earned by the student and how much the institution and/or student/parent must return to the Department of Education.

NOTE: Students receiving assistance from Federal Title IV programs may be subject to a special refund or return to Title IV requirements as of 10-7-00 per Federal Regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized Loans, Subsidized Loans, Perkins Loan, Plus Loans, Pell Grants, SEOG or other Title IV.

### *Veteran Student Addendum 2003*

Effective July 1, 2014

***This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending Fayetteville College of Cosmetology Arts & Sciences. Please acknowledge by your signature below that you have read and understand the information in this addendum, and that you have received, read and understand the school's policies, rules and regulations.***

**Conduct Policy:** Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior as delineated in the school catalog, rules and regulations, or as deemed inappropriate or unsatisfactory conduct by school officials will result in termination of veteran's education benefits, and possible dismissal from Fayetteville College of Cosmetology Arts & Sciences. Re-admittance after conduct dismissal will be at the discretion of the school Director.

**Academic Progress Policy:** Students receiving veterans education benefits must maintain a 75% overall grade point average on theory test scores and practical work grades. Failure to meet these criteria will result in being placed on academic probation for one month, during which the school will make every effort to help the student return to satisfactory progress. If the criteria are not met by the end of the one month probationary period, veteran's education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory progress is achieved.

**Attendance Policy:** Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected. V.A. requires any period of seven days or more be disclosed. Students whose absences are excused, or result from **authorized** mitigating circumstances, as determined by the school Director, will not have their education benefits terminated. Excused absences include personal illness, serious illness or death in the family, active military duty, jury duty or other unavoidable circumstances. Students whose veteran's education benefits have been terminated for unsatisfactory attendance may be recertified only after regaining satisfactory attendance.



**Transfer Credit Policy:** Veterans must submit a copy of their DD-214 discharge certificate, and request that official transcripts from all previous postsecondary schools attended be sent to Fayetteville College of Cosmetology Arts & Sciences.

---

Student Signature/Date

---

Printed Name

*Annual Report Summary*

During the most recent reporting period, the rates for the students who entered Fayetteville College of Cosmetology Arts and Sciences was:

Completion Rate: 55.74%  
Placement Rate: 61.76%  
Licensure Rate: 100.00%

*Campus Security Report*

During the most recent school year there were:

0 Murders on Campus  
0 Rapes on Campus  
0 Robberies on Campus  
0 Aggravated Assaults on Campus  
0 Burglaries on Campus  
0 Motor Vehicle Thefts on Campus

*Family Educational Rights & Privacy Act*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

### **Student Information Release Authorization**

In compliance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974, Fayetteville College of Cosmetology is prohibited from providing certain information from your student records to a third party by making an appointment with the appropriate school staff member.

Students and parents/legal guardians of dependent minors are guaranteed the right to access and review the student's educational records. You may, at your discretion, grant Fayetteville College of Cosmetology permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. This form allows students to authorize the release of confidential academic, financial aid and student financial account information, academic progress reports and grades to a third party (for example: certain individuals, organizations, or class of parties such as potential employers). The specified information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party, however; FERPA allows schools to disclose student records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate education interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Appropriate officials in cases of health and safety emergencies
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Submit your completed form to the Financial Aid | Admissions office. Please note that you must authorize to release information the school wants or has a need to release from your student file each time information from a third party is requested. You may revoke your authorization at any time by sending a written request to the same office. NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. NOTE: Student must create a code for each person. When requesting information, the applicable FERPA Code must be known by the student

or the third party designee. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent minor student under IRS laws.

## *Admission Checklist for New Students*

We will need to make copies of the following:

- Driver's license or State ID
- Social security card
- High school diploma, GED, or official copy of high school transcript from your old high school

Paperwork you will need to complete for us:

- School application
- Apply for a pin number
- FAFSA (Free application for Federal Student Aid)
- Request a Tax Transcript for tax return information used on FAFSA
- Do online Direct Loan Entrance Counseling
- Fill out online Master Promissory Note

- 
1. Create a Pin number for your FAFSA: [www.pin.ed.gov](http://www.pin.ed.gov)
    - Select **"Apply for a Pin"** and follow instructions
    - IF you already have a pin and cannot remember it, you may select **"Request a Duplicate Pin"** and follow instructions. At the end of session, pin website should ask you if you would like to "display now". Please select YES so that you may have access to your pin immediately. Otherwise you will have to wait for it to be mailed to you.
  2. To request a Tax Transcript of your tax return requested: Go to [www.irs.gov](http://www.irs.gov)
    - Look under "Tools"
    - "Get Tax transcript of your records"
    - Fill out requested information
    - You will want to request a "RETURN Transcript"
    - Please try to do the online request which will allow you to access your tax transcript immediately after answering several security questions.
  3. Submit your FAFSA application: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) - If you are not comfortable with filling out your FAFSA (Free application for federal student aid), then we would be happy to help you.
  4. Go online to [www.studentloans.gov](http://www.studentloans.gov) and fill out:  
Select:  
**"Complete Master Promissory Note"**
    1. Create an account if you do not already have one from previous student loans at another school
    2. Select "subsidized/unsubsidized" – following steps.
    3. **School Code: 025950 – will say Fayetteville Beauty School after selecting the state.**
    4. **Please print and bring copy to the school. If you cannot print, let the financial aid office know and we can let you login to one of the school's computer/printers to that you can print a copy for school's records.**

**NEXT STEP** after completing Master Promissory Note you will need to do **"Entrance Counseling"** – very important that you do this prior to starting school

- a. [www.studentloans.gov](http://www.studentloans.gov)
- b. Select "Complete Counseling" under the blue text.
- c. Select "Entrance Counseling"

- d. Follow instructions
- e. Fayetteville College of Cosmetology's school code: 025950

*To get you started we will need the following information:*

**To Enroll in School, bring the following:**

- (1) of the following: High School Diploma  
High School Transcript  
GED
- \_\_\_ Driver's License or ID
- \_\_\_ Social Security Card (if applicable)
- \$100.00 Non-Refundable Application Fee – you may pay in advance or with down-payment by first day of class
- \$100.00 Down-payment – due by first day of class  
(Down-Payment on textbooks, Smock, Nametag, Clipboard & (1) Mannequin if Cosmetology Student)

**If Applying for Financial Aid, bring the following:**

- \_\_\_\_\_ Signed Federal Tax Return, with W-2's (if applicable)
  - a.) If SINGLE, bring your individual tax return & W-2(s)
  - b.) If MARRIED, bring yours and your husband's tax return(s) & W-2(s)
  - c.) If DEPENDANT, student, bring yours and parent's Federal Tax Return  
And W-2(s) (if applicable)