



*Furious Styles*

**ALL PROGRAMS**

# **STUDENT CATALOG**

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**2026 – 2027**

*Updated: 06-05-2026*

**FURIOUS STYLES BARBER & BEAUTY INSTITUTE**

3655 Macland Rd., Suites 104–111, Hiram, Georgia 30141 · (770) 943-6811

*I certify this copy to be true and correct as to content and policies.*

Date: June 05, 2026

Signature: Leola D. Johnson

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## Mission Statement

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Our mission at Furious Styles Barber and Beauty Institute is to deliver exceptional knowledge of the beauty industry and career related educational programs to differences in populations of student diversity. With an emphasis in personal/professional development, that will secure the student's entire career life successes.

### Our vision related to our mission:

- Offering convenience of day/evening schedules that will accommodate various lifestyles
- Offering students exceptional instruction that includes assessments and consultations, in addition to salon-life realities with our educators as well as industry leaders and employers of interest.
- Supporting and celebrating student's achievements and successes
- Aiding and encouraging student to attain and appreciate their capabilities proven by assessments and evaluations
- Delivering career goals in addition to career employment opportunities in alignment with their professional goals
- Proposing uncompromising graduates that excel in industry standards

We at Furious Styles Barber and Beauty Institute welcome you to assist us in securing our goals related to industry excellence to accomplish your successes as an industry professional.

**\*\*Note: Furious Styles Barber and Beauty Institute is not a CO-OP Training Institution.**

## Welcome

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### TO FURIOUS STYLES BARBER AND BEAUTY INSTITUTE

THE CHOICE YOU HAVE MADE TODAY IS THE MOST IMPORTANT CHOICE YOU HAVE MADE FOR YOUR FUTURE;

### YOUR EDUCATION IS THE KEY TO YOUR SUCCESS!

### “EDUCATION IS THE MOST POWERFUL WEAPON YOU CAN HAVE”!

YOU HAVE A PLAN AND A PURPOSE, STICK TO THE PLAN AND LIVE IN YOUR PURPOSE AND YOUR SUCCESS!

### “To Embrace the Future for Student Success”

### CORE VALUES:

- INTEGRITY
- ASSERTIVE COMMITMENT
- FOCUS
- ACCOUNTABILITY

● IMPROVEMENT

**CUSTOMER DEDICATION**

**FURIOUS STYLES BARBER AND BEAUTY INSTITUTE**

**3655 MACLAND RD., Suites 104 through 111**

**HIRAM, GEORGIA, 30141**

**Licensed by:**

GEORGIA STATE BOARD OF COSMETOLOGY  
AND BARBERS  
PROFESSIONAL LICENSING BOARDS  
DIVISION  
237 COLISEUM DRIVE  
MACON, GA 31217  
(478) 207-2440  
<https://sos.ga.gov/georgia-state-board-cosmetology-and-barbers>

**Accrediting Agency:**

National Accrediting Commission of Career Arts  
& Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

**\*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\***

Copies of documents describing the school's licensing may be reviewed by current or prospective Students by contacting the School's Executive Director.

**Faculty & Administration**

**3655 MACLAND RD, HIRAM, GEORGIA 30141**

**Phone: (770) 943-6811**

**Fax: (678) 653-8738**

**Email: [ljohnson.fsbbi.edu@gmail.com](mailto:ljohnson.fsbbi.edu@gmail.com)**

**Website: [www.furiousstylebarberandbeauty.com](http://www.furiousstylebarberandbeauty.com)**

**FACULTY:**

**EDUCATORS**

|                                   |                   |                                 |
|-----------------------------------|-------------------|---------------------------------|
| <b>Rita D. Johnson</b>            | <b>COI-000823</b> | <b>COSMETOLOGY INSTRUCTOR</b>   |
| <b>Rita D. Johnson</b>            | <b>BRI-000333</b> | <b>MASTER BARBER INSTRUCTOR</b> |
| <b>Darla M. Alexander-Freeman</b> | <b>COI-000740</b> | <b>COSMETOLOGY INSTRUCTOR</b>   |
| <b>Brittany Ford</b>              | <b>COI-002699</b> | <b>COSMETOLOGY INSTRUCTOR</b>   |
| <b>Erricka Clipper</b>            | <b>COI-002748</b> | <b>COSMETOLOGY INSTRUCTOR</b>   |
| <b>Leola D. Johnson</b>           | <b>COI-000778</b> | <b>COSMETOLOGY INSTRUCTOR</b>   |

**ADMINISTRATION**

**OWNER**

**EXECUTIVE DIRECTOR**

**BEVERLY PEACE-KAYHILL**

**LEOLA JOHNSON**

## Admissions Information

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### ADMISSION REQUIREMENTS

Furious Styles Barber and Beauty Institute is committed to equal educational opportunity and does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. This school does not recruit students already attending or admitted to another school offering a similar program of study.

All students must meet the state minimum age requirement to enter school (if applicable) and must submit the following:

- A copy of a valid state or federal issued photo identification
- A copy of a high school diploma or its equivalent
- Furious Styles Barber and Beauty Institute does not offer Ability to Benefit.
- A copy of Home-Schooling Credentials to include: Diploma / transcript signed by parent and a copy of letter of intent from parent
- A Career Planning interview
- The required fee(s)
- A complete Enrollment Package
- Students who apply for Educator Training programs must meet state enrollment requirements, and possess a  
Current Cosmetology License

### \*NOTE\*

Students may have to complete an admissions assessment. Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

Students should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial Aid is available to only those that qualify.

### STUDENT ORIENTATION

All incoming students must attend Orientation which will be held prior to the start of the programs. After the student has clocked in for the day, orientation will begin before class. The student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performances will be measured.

### TRANSFER POLICY

This school may accept appropriate credit from other licensed schools for previous education. This School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the institution. Furious Styles Barber and Beauty Institute will allow students to transfer in from another beauty school and may accept their hours based on receiving official transcripts and record of completed services prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Official Transcripts will be used to

determine the appropriate entry point into the curriculum to provide a better educational experience. Students who transfer into a Furious Styles Barber and Beauty Institute school system will be treated as a new student in terms of making satisfactory academic progress. The school will not make adjustments to recognize a student's prior education once the student has started a Furious Styles Barber and Beauty Institute. Transfer students must be evaluated to determine academic level.

*\*Credit for previous training will be extended only to persons who have received training through a licensed school. Training and tuition will be reduced in proportion to the amount of satisfactory credit from previous training. Students accepted as transfer students will not receive a kit or books, they must use the ones they received from their enrollment at their previous school.*

*\*A student's transferred hours are treated as both completed and attempted hours in the determination of the student's pace of completion.*

*Transfer hours within the school of attendance: The Georgia State Board of Cosmetology and Barbers does not allow the transfer of any clock or credit hours within any programs of attendance.*

### RE-ENROLLMENT POLICY

Students who wish to re-enroll after withdrawing need to consult with and must have the approval of the Executive Director. Prior to re-enrollment. Any former student who withdrew in good standing must meet the requirements of admissions for transfer students. Any student (s) that has withdrawn or terminated due to violation (s) of Furious Styles Barber and Beauty Institute rules and regulations will not be allowed to re-enroll depending on the severity of the offense (s) or event (s).

### ADDITIONAL ADMISSIONS INFORMATION

#### Admission Requirements for Foreign Students:

Foreign diplomas must be translated into English and confirm the academic equivalence to a U.S. high school diploma by a recognized agency such as World Education Services (WES), Globe Language Services, and Josef Silny and Associates.

- It is the student's responsibility not Furious Styles Barber and Beauty Institute to make sure their foreign diploma is translated into the equivalency of English.
- The student must have tangible verifying evidence of said translation for the school's records.
- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with Form I-551, I-151, or I-551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid if issued before 4/1/80)
  - Parolee-must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intends to become a U.S. citizen or permanent resident.

- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- “Battered immigrant-qualified alien” who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act.
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464)
- Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

*\*Students should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.*

*\*(All courses are taught in English. Textbooks and course materials are only offered in the English Language).*

In addition to satisfying the requirement for a valid high school diploma or equivalent, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation (s) for which the program provides training. In determining whether to grant or deny admission, Furious Styles Barber and Beauty Institute will consider information about the applicant’s prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Furious Styles Barber and Beauty Institute to obtain information from other educational institutions, employers, credit agencies, accrediting agencies and law enforcement authorities (Any prior criminal offenses will be evaluated with respect to time, circumstances seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Furious Styles makes no guarantee that the criminal record will not be an impediment to the applicant’s ability to obtain employment and pursue a successful career). Furious Styles Barber and Beauty Institute also will consider an applicant’s statement and demeanor during the admissions and orientation process. Furious Styles Barber and Beauty Institute reserves the right to deny admission to any applicant who Furious Styles Barber and Beauty Institute, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Furious Styles Barber and Beauty Institute.

### **Americans with Disabilities Act (ADA)**

Furious Styles Barber and Beauty Institute does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin/ national origin, disability, perceived gender, or gender identity. The school is responsible for ensuring that students with disabilities are provided reasonable accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with ADA as amended and Section 504, of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the student’s disability and is determined by the needs of the student, documentation from the student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student’s documentation, personal needs, and academic requirements.

A Student’s Reasonable Accommodation may be subject to review and adjustment from time to time. The Executive Director of the school is generally designated as the Local Disability Compliance

Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Local Disability Compliance Coordinator. Depending on the requested accommodation. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

### RESPONSIBILITIES OF STUDENTS WITH DISABILITIES

- MEET admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
- SELF-IDENTIFY as a Student with a disability
- COMPLETE the Request for Reasonable Accommodation and provide documentation
- FOLLOW established procedures for requesting accommodations
- REQUEST accommodations in a timely manner by meeting with the Executive Director
- NOTIFY the Executive Director if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided

**\*\*NOTE:** Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that Furious Styles Barber and Beauty Institute will conclude that the student is disabled and/or agree to provide the student with the same services or accommodations received at other educational institutions or agencies

- FILE an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial

### RESPONSIBILITIES OF FURIOUS STYLES BARBER AND BEAUTY INSTITUTE

- Ensures that programs, services, and activities are accessible
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the educational program
- Communicate with the student with a disability about Reasonable Accommodations using the Interactive Process
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

## Academic Calendar 2026–2027 Class Dates

| Class Start Date |              |               |
|------------------|--------------|---------------|
| 2026             |              |               |
| January 5th      | January 26th | February 16th |
| March 9th        | March 30th   | April 20th    |
| May 11th         | June 1st     | June 22nd     |
| July 13th        | August 3rd   | August 24th   |
| September 14th   | October 5th  | October 26th  |
| November 16th    | December 7th |               |
| 2027             |              |               |

|                |              |                |
|----------------|--------------|----------------|
| January 4th    | January 25th | February 16th* |
| March 8th      | March 29th   | April 19th     |
| May 10th       | June 1st*    | June 21st      |
| July 12th      | August 2nd   | August 23rd    |
| September 13th | October 4th  | October 25th   |
| November 15th  | December 6th |                |

\*Moved to the next business day because the regular three-week start date falls on a school holiday closure: February 15, 2027 (Presidents' Day) and May 31, 2027 (Memorial Day).

\*\*NORMAL TIME TO COMPLETE: Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated in weeks and include estimated days the school is closed for holidays, educator training, inclement weather and a limited number of days scheduled to allow students to make up missed work as necessary for state licensing purposes

## Unexpected Closures

If the school is closed due to inclement weather, it will be announced on 11 Alive News and Fox 5 Atlanta both on the television. Also, some instructors will group text their students concerning a closure.

## Recognized Holiday Closures

| Holiday                    | 2026                            | 2027                            |
|----------------------------|---------------------------------|---------------------------------|
| Martin Luther King Jr. Day | Monday, January 19              | Monday, January 18              |
| Presidents' Day            | Monday, February 16             | Monday, February 15             |
| Memorial Day               | Monday, May 25                  | Monday, May 31                  |
| Independence Day           | Saturday, July 4                | Sunday, July 4                  |
| Labor Day                  | Monday, September 7             | Monday, September 6             |
| Columbus Day               | Monday, October 12              | Monday, October 11              |
| Thanksgiving               | Thursday–Friday, November 26–27 | Thursday–Friday, November 25–26 |
| Winter / Christmas Break   | December 24 – January 3, 2027   | December 24 – January 3, 2028   |

\*\*Furious Styles Barber and Beauty Institute reserves the right to change holiday closures at any time\*\*

**\*Any additional days the school will be closed will be posted\***

## Educational Class Schedule

### Master Cosmetology Program

*The Master Cosmetology Program consists of 1500 hours of instruction. Subjects include haircutting, hair coloring, facials, makeup, nail sculpting, salon management and much more. Upon completion of the program, the student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the student may seek employment as an entry-level licensed Master Cosmetologist.*

| SCHEDULE  | NORMAL TIME TO COMPLETE | DAYS      | TIMES         | INSTRUCTIONAL CREDIT |
|-----------|-------------------------|-----------|---------------|----------------------|
| FULL-TIME | 50 WEEKS                | M-F       | 8:45AM-4:30PM | 7 hours/day          |
| PART-TIME | 103 WEEKS               | MON-THURS | 4:45PM-9:00PM | 4.25 hours/day       |

| SCHEDULE | NORMAL TIME TO COMPLETE | DAYS | TIMES | INSTRUCTIONAL CREDIT |
|----------|-------------------------|------|-------|----------------------|
| EVENING  |                         |      |       |                      |

\*Full-time and part-time day students have a 45-minute lunch and two 10-minute breaks. Part-time evening students have one 10-minute break. Breaks are scheduled at the discretion of the staff

### COURSE DESCRIPTION

The Cosmetology program consists of Pre-Salon and Student Salon.

#### Pre-Salon

##### Technical and Fundamental skills:

Hair Cutting and Shaping; Hair Coloring and Hair Lightening; Permanent Waving and Chemical Hair Relaxers; Hairdressing; Skin Care including Facial Treatments, Make-Up, and Hair Removal; Communicable Diseases, HIV and AIDS; and Nail Care including Manicures, Pedicures, and Nail Sculpting; all incorporating Safety Precautions, Sanitation and Sterilization, Chemistry and Beauty Product Chemistry, Electricity, Anatomy and Physiology, State Board of Cosmetology Laws and Rules; and Stylist Success Skills as they relate to Social Skills in the Salon Environment.

#### Salon Floor

Involves performing advanced techniques and services on live models or mannequins on the Student Salon floor and time in the classroom studying the following areas:

Georgia State Board of Cosmetology/ State Law; Salon Hair Cutting and Shaping; Salon Hair Coloring and Hair Lightening; Salon Permanent Waving and Chemical Hair Relaxers; Salon Hairdressing; Salon Skin Care; Salon Nail Care, all incorporating Sanitation and Sterilization.

### EDUCATIONAL OBJECTIVES / GOALS

**Upon completion/graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Hair Cutting and Shaping; Hair Coloring and Hair Lightening; Permanent Waving and Chemical Hair Relaxers; Hairdressing; Skin Care including Facial Treatments, Make-Up, and Hair Removal; Communicable Diseases, HIV and AIDS; and Nail Care including Manicures, Pedicures, and Nail Sculpting
- Proficiency in all Theory related topics
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

#### ● COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

### INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment Activities will be provided so that the student can individualize their education.

## Master Barber Program

*The Master Barber Program consists of 1500 hours of instruction. Subjects include haircutting, hair coloring, facials, shaving, barber retail sales management and much more. Upon completion of the program, the student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the student may seek employment as an entry-level licensed Master Barber.*

| SCHEDULE          | NORMAL TIME TO COMPLETE | DAYS      | TIMES         | INSTRUCTIONAL CREDIT |
|-------------------|-------------------------|-----------|---------------|----------------------|
| FULL-TIME         | 50 WEEKS                | M-F       | 8:45AM-4:30PM | 7 hours/day          |
| PART-TIME EVENING | 103 WEEKS               | MON-THURS | 4:45PM-9:00PM | 4.25 hours/day       |

\*Full-time and part-time day students have a 45-minute lunch and two 10-minute breaks. Part-time evening students have one 10-minute break. Breaks are scheduled at the discretion of the staff

### COURSE DESCRIPTION

The Master Barber program consists of Pre-Clinic level I and Clinic Floor level II

#### Pre-Clinic Level 1

##### Technical and Fundamental skills:

Hair Cutting; Hair Coloring and Hair Lightening; Permanent Waving and Chemical Hair Relaxers; Shaving; Facial Hair Design; Men's Facials; Communicable Diseases, HIV and AIDS; all incorporating Safety Precautions, Sanitation and Sterilization, Chemistry and Beauty Product Chemistry, Electricity, Anatomy and Physiology, State Board of Cosmetology and Barbers Laws and Rules; and Barber Success Skills as they relate to Social Skills in the Clinic Floor Environment.

#### Clinic Floor Level 2

Involves performing advanced techniques and services on live models or mannequins on the Student Salon floor and time in the classroom studying the following areas:

Georgia State Board of Cosmetology and Barbers State Law; Advanced Hair Cutting and Shaving; Advanced Hair Coloring and Hair Lightening; Advanced Permanent Waving and Chemical Hair Relaxers; Facial Hair Design, all incorporating levels of Decontamination.

### EDUCATIONAL OBJECTIVES / GOALS:

**Upon completion/graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Hair Cutting; Shaving; Hair Coloring and Hair Lightening; Permanent Waving and Chemical Hair Relaxers; Facial Hair Design; Communicable Diseases, HIV and AIDS.
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

### COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful clinic level service.

## INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment activities will be provided so that the student can individualize their education.

## Esthetician Program

*The Esthetician Program consists of 1000 hours. Subjects include facials, makeup, extractions, dermabrasion techniques, reflexology, salon management and much more. Upon completion of the program, the student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the student may seek employment as an entry-level licensed Esthetician.*

| SCHEDULE          | NORMAL TIME TO COMPLETE | DAYS      | TIMES         | INSTRUCTIONAL CREDIT |
|-------------------|-------------------------|-----------|---------------|----------------------|
| FULL-TIME         | 31 WEEKS                | M-F       | 8:45AM-4:30PM | 7 hours/day          |
| PART-TIME EVENING | 62 WEEKS                | MON-THURS | 4:45PM-9:00PM | 4.25 hours/day       |
| PART-TIME DAY     | 50 WEEKS                | WED-FRI   | 8:45AM-4:30PM | 7 hours/day          |

\*Full-time and part-time day students have a 45-minute lunch and two 10-minute breaks. Part-time evening students have one 10-minute break. Breaks are scheduled at the discretion of the staff

## COURSE DESCRIPTION

The Esthetician Program consists of Pre-Clinic level I and Clinic Floor level II

### Pre-Clinic Level 1

#### Technical and Fundamental skills:

Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Facials; Hair Removal; Spa/Salon Management; Communicable Diseases, HIV and AIDS; all incorporating Safety Precautions, Sanitation and Sterilization, Chemistry and Esthetic Products, Electricity, Anatomy and Physiology, State Board of Cosmetology Laws and Rules; and Esthetic Success Skills as they relate to Social Skills in the Clinic Floor Environment.

### Clinic Floor Level 2

Involves performing advanced techniques and services on live models or mannequins on the Student Clinic floor and time in the classroom studying the following areas:

Georgia State Board of Cosmetology and Barbers / State Law; Clinic Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Facials; Hair Removal; Spa/Salon Management; Communicable Diseases, HIV and AIDS; all incorporating Safety Precautions of Decontamination.

## EDUCATIONAL OBJECTIVES / GOALS:

**Upon completion/graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Facials; Hair Removal; Spa/Salon Management; Communicable Diseases, HIV and AIDS.
- Practice General Safety, Sanitation, Disinfection and Sterilization

- Knowledge of the many job opportunities in the Esthetics Industry
- Professionalism with a focus on providing excellent Customer Service

### COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Clinic level service.

### INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment activities will be provided so that the student can individualize their education.

## NAIL TECHNICIAN PROGRAM

### Nail Technician Program

*The Nail Technician program consists of 525 hours of instruction. Subjects include, nail sculpting, gel nails, manicuring, drilling techniques, natural nail techniques, gel polish techniques, pedicures, nail tips/overlay, nail salon management and much more. Upon completion of the program, the student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the student may seek employment as an entry-level licensed nail technician.*

| SCHEDULE          | NORMAL TIME TO COMPLETE | DAYS      | TIMES         | INSTRUCTIONAL CREDIT |
|-------------------|-------------------------|-----------|---------------|----------------------|
| FULL-TIME         | 16 WEEKS                | M-F       | 8:45AM-4:30PM | 7 hours/day          |
| PART-TIME EVENING | 33 WEEKS                | MON-THURS | 4:45PM-9:00PM | 4.25 hours/day       |
| PART-TIME DAY     | 27 WEEKS                | WED-FRI   | 8:45AM-4:30PM | 7 hours/day          |

\*Full-time and part-time day students have a 45-minute lunch and two 10-minute breaks. Part-time evening students have one 10-minute break. Breaks are scheduled at the discretion of the staff

### COURSE DESCRIPTION

The Nail Technician Program consists of Pre-Clinic level I, Salon Clinic Floor level II

#### Pre-Clinic Level 1

##### Technical and Fundamental skills:

Nail Salon Business; Business Development; Career Business Planning; Manicure w/hand and forearm massage; Pedicure w/Foot and leg Massage; Nail Sculpting; Nail Composition and Structure; The Art of Massage/ Reflexology; Artificial Tip Application w/ overlay; Nail Wrapping; UV-GEL Nails; Fill in application; Artificial nail removal/nail repair; Professional nail drill; Nail art techniques; Airbrush nail art; Paraffin treatments on hands and feet; Student competition: advanced techniques Facility and Personal Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Communicable Diseases, EPA/OSHA; HIV and AIDS; all incorporating Safety Precautions,

Sanitation and Sterilization, Chemistry and Esthetic Products, Electricity, Anatomy and Physiology, State Board of Cosmetology Laws and Rules; and Esthetic Success Skills as they relate to Social Skills in the Clinic Floor Environment.

## Clinic Floor Level 2

Involves performing advanced techniques and services on live models or mannequins on the Student Clinic floor and time in the classroom studying the following areas:

Georgia State Board of Cosmetology and Barbers / State Law; Clinic Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Spa/Salon Management; Communicable Diseases, HIV and AIDS; all incorporating Safety Precautions of Decontamination.

## EDUCATIONAL OBJECTIVES/ GOALS

**Upon completion/graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Spa/Salon Management; Communicable Diseases, HIV and AIDS.
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Knowledge of the many job opportunities in the Esthetics Industry
- Professionalism with a focus on providing excellent Customer Service

## COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Clinic level service.

## INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment activities will be provided so that the student can individualize their education.

## Student Educator Trainee Program

### Student Educator Training Program

*The Educator Training program consists of 750 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program, the student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the student may seek employment as an entry-level licensed educator.*

| SCHEDULE          | NORMAL TIME TO COMPLETE | DAYS      | TIMES         | INSTRUCTIONAL CREDIT |
|-------------------|-------------------------|-----------|---------------|----------------------|
| FULL TIME DAY     | 22 WEEKS                | M-F       | 8:45AM-4:30PM | 7 hours/day          |
| PART TIME DAY     | 36 WEEKS                | WED-FRI   | 8:45AM-4:30PM | 7 hours/day          |
| PART TIME EVENING | 45 WEEKS                | MON-THURS | 4:45PM-9:00PM | 4.25 hours/day       |

\*Full-time and part-time day students have a 45-minute lunch and two 10-minute breaks. Part-time evening students have one 10-minute break. Breaks are scheduled at the discretion of the staff

## **COURSE DESCRIPTION**

The Educator Training Program consists of Theory and Practical Application needed to teach Cosmetology.

### **THEORY**

#### **Includes the following:**

The Career Education Instructor; Basic Learning Styles and Principles, Retaining Students; Teaching Success Strategies for a Winning Career; State Law; Sterilization, Sanitation and Bacteriology; Cosmetology Review, Communication Skills; Special Learning Needs; Classroom Management, Presentation Skills; Student Salon Education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Study and Testing Skills; Educational Aids and Technology in the Classroom.

### **PRACTICAL APPLICATION**

#### **Includes the following:**

Practicing and improving techniques learned by using Peer Groups, teaching in Cosmetology classrooms and on the Student Salon floor. Topic to be demonstrated and assessed are: Basic Learning Styles and Principles; Retaining Students; Communication Skills; Special Learning Needs; Classroom Management; Presentation Skills; Student Salon education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Study, and Testing Skills; Educational Aids and Technology in the Classroom.

Georgia State Board of Cosmetology and Barbers / State Law; Clinic Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Facials; Hair Removal; Spa/Salon Management; Communicable Diseases, HIV and AIDS; all incorporating Safety Precautions of Decontamination.

### **EDUCATIONAL**

#### **Objectives/goals:**

#### **Upon completion/graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Professional Practices; Facility Hygiene; Public Health and Safety; Professional Ethics; Business Practices; Sciences; Cleansing and Disinfection of Tools/Implements and Equipment; Body Treatments; Facials; Hair Removal; Spa/Salon Management; Communicable Diseases, HIV and AIDS.
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Knowledge of the many job opportunities in the Esthetics Industry
- Professionalism with a focus on providing excellent Customer Service

### **COURSE FORMAT**

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Clinic level service.

### **INSTRUCTIONAL METHODS**

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-

on practice. Enrichment activities will be provided so that the student can individualize their education.

**\*\*NOTE:** Full-time and part-time day students have a 45-minute lunch and two 10-minute breaks; part-time evening students have one 10-minute break. Lunch and breaks cannot be combined.

## Programs Overview Hours

### MASTER COSMETOLOGY PROGRAM OVERVIEW – 1500 HOURS

| Subject                               | Hours     |
|---------------------------------------|-----------|
| Hair Cutting and Shaping              | 105 hours |
| Multicultural & Hairdressing          | 105 hours |
| Nails/Pedicures                       | 105 hours |
| Hair Color & Hair Lightening          | 105 hours |
| Skin & Makeup                         | 105 hours |
| Permanent Wave & Relaxers             | 105 hours |
| State Board I Preparation & Laws      | 105 hours |
| Adv. Haircutting                      | 105 hours |
| Adv. Skin & Makeup                    | 105 hours |
| Adv. Management                       | 105 hours |
| Adv. Hairdressing & Specialty Styling | 105 hours |
| Adv. Nails/Pedicures                  | 105 hours |
| Adv. Permanent Wave & Relaxers        | 105 hours |
| Adv. Hair Color-Hair lightening       | 105 hours |
| State Board II-Practicals & Exams     | 30 hours  |

### MASTER BARBER PROGRAM OVERVIEW - 1500 HOURS

| Subject                           | Hours     |
|-----------------------------------|-----------|
| Haircutting & Shaving             | 105 hours |
| Hair Color & Hair Lightening      | 105 hours |
| Chemical Texture                  | 105 hours |
| Skin-Facials                      | 105 hours |
| Hair Styling                      | 105 hours |
| Hair & Scalp Treatment            | 105 hours |
| Adv. Haircutting & Shaving        | 105 hours |
| Adv. Hair Color & Hair Lightening | 105 hours |
| Adv. Chemical Texture             | 105 hours |
| Adv. Skin-Facials                 | 105 hours |
| Adv. Hair Styling                 | 105 hours |
| Adv. Hair-Scalp Treatment         | 105 hours |
| Barber Business & Retail Sales    | 105 hours |
| State Board I Preparation & Laws  | 105 hours |
| State Board II Practicals & Exams | 30 hours  |

### ESTHETICIAN PROGRAM OVERVIEW – 1000 HOURS

| Subject                          | Hours     |
|----------------------------------|-----------|
| General Science                  | 105 hours |
| State Board Laws and Regulations | 210 hours |
| Professional Skills              | 55 hours  |
| Skin Science                     | 210 hours |
| Esthetics                        | 210 hours |
| Salon Business/Retail Sales      | 210 hours |

**NAIL TECHNICIAN PROGRAM OVERVIEW - 525 HOURS**

| Subject                          | Hours     |
|----------------------------------|-----------|
| General Science/Mani/Pedi        | 105 hours |
| Skin and Nail Science            | 105 hours |
| Nail Services                    | 105 hours |
| Salon Business/Retail Sales      | 105 hours |
| State Board Laws and Regulations | 105 hours |

**STUDENT EDUCATOR TRAINEE PROGRAM OVERVIEW – 750 HOURS**

| Subject                             | Hours     |
|-------------------------------------|-----------|
| Career Education Instructor         | 210 hours |
| Teaching Plan /Learning Environment | 105 hours |
| Effective Classroom Management      | 210 hours |
| Program Development/Lesson Plans    | 105 hours |
| The Art of Retaining Students       | 120 hours |

If the prospective student transfers from a clock hour school, the procedure for the conversion is as follows; a credit hour is equivalent to a minimum of each of the following:

- One semester credit for 15 clock hours of lecture
- 30 clock hours of laboratory
- Or 45 clock hours of work-based activities
- Or one quarter credit for 10 clock hours of lecture
- 20 hours of laboratory
- Or 30 clock hours of work-based activities.

**CLOCK TO CREDIT HOUR CONVERSION**

**\*\*Veterans must provide all transcripts. Furious Styles will maintain a written record of all previous education and training.**

The Georgia State Board requires that credit hours acquired from a transcript be converted into clock hours by this institution if clock hours are not represented on the transcript.

If the prospective student transfers from a clock hour school, the procedure for the conversion is as follows; a credit hour is equivalent to a minimum of each of the following:

- One semester credit for 15 clock hours of lecture
- 30 clock hours of laboratory
- Or 45 clock hours of work-based activities
- Or one quarter credit for 10 clock hours of lecture
- 20 hours of laboratory
- Or 30 clock hours of work-based activities

**FOR ALL GRADUATE PROGRAMS****Rule 240-6-.01 Examination Administration**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | The board may designate vendor(s) for the purpose of administering examinations to applicants for licensure in accordance with the authority and powers granted to the board by statute. The designated vendor(s) may perform tasks pertaining to the examination of applicants including, but not limited to, receiving applications for examination, scheduling examinations, notifying applicants, and conducting examinations. All such tasks shall be identified in writing and performed only with the written approval of the board. |
| (2) | The board, through its designated vendor(s), will provide reasonable accommodations to a qualified applicant with a disability in accordance with the Americans with Disabilities Act. The request for such an accommodation must accompany the license application, be in writing, and received by the designated agent of the board by the application deadline accompanied with appropriate documentation as indicated in the Request for Disability Accommodation Guidelines.                                                           |
| (3) | All exams shall be administered in English. No foreign language translators will be allowed or furnished.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (4) | Properly credentialed Board or Board staff shall have the authority to observe examinations at any time.                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**Rule 240-6-.02 Examination for Cosmetology or Barber License**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | An applicant for the cosmetology examination at the master cosmetology, master barber, barber II, hair designer, esthetician, nail technician, or instructor for any license shall receive notice of eligibility sent by the Board or the Board's designated agent, stating the date, time and place of examination. If the applicant fails the examination or fails to report to the examination upon notice, such person may qualify for examination again by submitting another examination fee. |
| (2) | The applicant taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.                                                                                                                                                                                                                                                           |
| (3) | An applicant may be excused from examination in an emergency, from taking that examination only one time without payment of additional examination fee. An emergency is defined as illness or death in an applicant's family. Only written excuses, with proof of emergency, will be considered.                                                                                                                                                                                                    |
| (4) | Any applicant receiving a notice of examination, who fails to report to the examination or submit a written excuse to the Board or the Board's designated agent, within 10 days after the date of examination, will be required to pay another examination fee before being permitted to take the examination.                                                                                                                                                                                      |

**Rule 240-6-.03 Application for Cosmetology License at the Master Cosmetologist, Master Barber, Barber, Esthetician or Nail Technician Level**

● Any person desiring to practice cosmetology or barbering at the master cosmetologist, master barber, barber II, hair designer, esthetician or nail technician level in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and Barbers and show by such application that applicant has met all the requirements of the laws and the rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- Proof of passing a written and practical examination from Board's designated agents.
- Any other information requested by the Board required for licensure by law or rule.
- The required application license fee(s) which is non-refundable.

## APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirements may not appeal this determination. To appeal termination for any other violation the student must submit a written appeal to the Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of decision. This appeal must be received by the director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a dependent minor), the student's instructor, and the director. A decision on the student's appeal will be made within three (3) business days by the director and will be communicated to the student in writing. This decision will be final. The "Warning" status may not be appealed.

## GRADUATION REQUIREMENTS

The school has defined successful completion of the selected Program as follows: (i) documented attendance for the Total clock and credit unit hours of Instruction in the Program; (ii) achieving a 70% in practical and theory exams in all curriculum requirements for the Program as set forth in the Catalog and any supplement to the Catalog; (iii) and fulfilling all financial obligations to the school. Student acknowledges that the Program is intended to qualify Student to take the licensing examination of the State in which the school is located, but that the school does not guarantee that Student will pass the examination. Three (3) weeks prior to graduation, students are given final examinations. The final examinations are like the Georgia State Board of Cosmetology and Barbers examination. If a student's grades fall below 70% the remaining time is devoted to bringing the grade up. If additional schooling is needed to bring the grade up, there is no charge to the student. Each graduate student must participate in exit counseling.

### Georgia Licensure Required Completion Hours

| Program                            | Required Hours |
|------------------------------------|----------------|
| Cosmetology/Master Barber Programs | 1500           |
| Esthetician Program                | 1000           |
| Nail Technician Program            | 525            |
| Student Educator Program           | 750            |

*\*Note: All students will need to schedule an exit appointment, after completing your exit appointment Furious Styles will send your testing application to PSI. It will take 10 business days from the time your application is sent to PSI for acknowledgement of receipt of your application. All students are required to contact Furious Styles 10 days after completion of exit to schedule a test day, which will be chosen by you. Once you have passed both your written and practical exams, please contact the Executive Director for further assistance to complete your licensure. It takes 2 weeks to a month for you to become licensed. \*\*Please note, if any additional documents are needed by the Georgia State Board, they will notify you and it could delay your licensure. \*\* Students will receive a diploma from Furious Styles Barber and Beauty Institute upon completion of all school and the state obligations. Whether it be financial, credit/clock hours and a packed and inspected State Board Kit.*

## Financial Information

### Tuition – All Programs

| Program             | Application Fee | Registration Fee | Tuition    | Student Supplies |
|---------------------|-----------------|------------------|------------|------------------|
| Master Barber       | \$25.00         | \$50.00          | \$9,550.00 | \$1,000.00       |
| Master Cosmetology  | \$25.00         | \$50.00          | \$9,550.00 | \$1,000.00       |
| Esthetician Program | \$25.00         | \$50.00          | \$7,550.00 | \$1,000.00       |

| Program                  | Application Fee | Registration Fee | Tuition    | Student Supplies |
|--------------------------|-----------------|------------------|------------|------------------|
| Nail Technician Program  | \$25.00         | \$50.00          | \$6,900.00 | \$650.00         |
| Student Educator Program | \$25.00         | \$50.00          | \$9,000.00 | \$550.00         |

*(Does not include Sales Tax)*

### **METHODS OF PAYMENT (Self Pay)**

**Cash, Credit, Check or Money Order**

**Down payment all programs \$675.00**

**Monthly payments all programs \$375.00**

### **NOTE:**

**\*For VA students- the application fee cannot be certified to the VA\***

## **Satisfactory Academic / Attendance Progress Policy (SAP)**

### **SATISFACTORY PROGRESS A PUBLISHED DOCUMENT**

Satisfactory progress on attendance and academic work is a requirement for all students enrolled in Furious Styles Barber and Beauty Institute. All students are provided access to the catalog and SAP policy prior to the first day of class. It is the same for all students, full or part time and without regard for payment method. It complies with all laws and regulations applicable to the school.

### **REQUIREMENTS**

In order to meet SAP, students must meet the following:

**Academic Requirement – 70% Cumulative Grade Average || Attendance Requirement –70% Cumulative Attendance Average.**

School holidays are not considered in the calculation of cumulative attendance. Course incomplete and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hours. (Transfer students are evaluated on actual contracted hours.) Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

\*If a student is tardy or leaves early 3 times within a Class Module, 1 (one) point will be deducted from their final progress grade. \*

Students meeting the minimum requirements at a scheduled evaluation period will be considered as making satisfactory progress until the next scheduled evaluation. Any student not in attendance for two weeks (14 consecutive days) will be terminated unless on an approved Leave of Absence.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered to be maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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:** If a student must attend additional Program hours beyond his/her maximum program length to complete academic graduation requirements, this Agreement will terminate. The

school, at its discretion, may have any student whose contract had terminated execute a new Agreement if the student is readmitted to the Program in such case, the student shall be required to pay the \$75 fee (\$50 registration fee + \$25 application fee). The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

| Program                  | Regular Months | Maximum Months |
|--------------------------|----------------|----------------|
| Cosmetology /Barbers     | 12 months      | 18 months      |
| Esthetician              | 9 months       | 15 months      |
| Nail Technician          | 5 months       | 11 months      |
| Student Educator Trainee | 8.5 months     | 11 months      |

\*\*The institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks. The maximum time allowed for transfer students who need less than the full program requirements or part – time students will be determined based on 70% of the scheduled contracted hours. Students who have not completed the program within the maximum timeframe will be terminated. Students will be permitted to reenroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admissions policy.

### School Refund Policy:

#### ● SUPPLEMENT TO THE CATALOG, RULES AND REGULATIONS OF THE SCHOOL AND INSTRUCTIONAL SERVICE:

Student agrees that the school reserves the right to modify and may supplement or amend the Catalog by any student handbook, bulletins, or other notice that the school may furnish to Student from time to time ("Supplement to the Catalog"). Student agrees to comply with the

rules and regulations of the school as published in the Catalog or Supplement to the Catalog ("Rules and Regulations"). Students understand that a violation of any of the Rules and Regulations of the School may be grounds for dismissal. If dismissed, students will still be liable for all amounts set forth in this Agreement.

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 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that an applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$25.00, and registration fee of \$50.00

- A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$25.00, regardless of whether or not the student has actually started classes.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$25.00 and the registration fee in the amount of \$ 50.00.
- 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 will be determined by the institution by monitoring attendance at least every 30 days.)
- In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

The following Refund Policy is the same or less strict than the relevant State refund policy and shall apply, after the Return of Title IV Funds. (\*This School is not currently eligible to participate in Federal Title IV Financial Aid Programs\*). Calculation has been made, if applicable, to remaining tuition payments once the student has started actual class attendance. The following refund policy is for all students, including persons enrolled under provision of Title 38, United States Code (Veterans).

- APPLICATION FEE: This fee is not refundable except as provided in paragraph 1, above.
- REGISTRATION FEE: This fee is not refundable except as provided in paragraph 1, above.
- STUDENT SUPPLIES FEE: Student Supplies Fee will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) Calendar days from receipt of the student supplies issued by the school on day one. If the student cancels within (7) days of enrollment, Student Supplies Fee will be fully refunded.
- TUITION:

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

## 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 as completed and counted toward program completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

## GRADING PROCEDURE

**A – 90-100**

**EXCELLENT**

**B – 80-89****C – 70-79****D – Below 70****VERY GOOD****SATISFACTORY****UNSATISFACTORY**

In case of a failure the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The enrichments are evaluated on a Pass or No Pass basis.

Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

## EVALUATION PERIODS:

An academic year consists of nine hundred (900) clock hours over a period of not less than 26 weeks.

**\*Transfer Students-Evaluation periods will be based on actual contracted hours at this institution.**

- For programs with a total length that is one academic year or less, the program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student reaches both (1) half of the scheduled clock hours and (2) half of the academic weeks while the second evaluation period is the period in which the student reaches the full scheduled hours and academic weeks of the program.
- For programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with subsection (see above) and the remainder of the program is either:
- Treated as a single evaluation period if the remainder is less than or equal to half of an academic year; or
- Divided into two equal evaluation period wherein the first evaluation period is the period in which the student reaches both (1) half of the scheduled clock hours and (2) half of the academic weeks while the second evaluation period is the period in which the student reaches the full scheduled hours and academic weeks of the program. Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the student's file. Students that take a Temporary Leave of Absence, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out. For students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the student must meet both the cumulative Academic and Attendance requirements of 70%. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

**\*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\***

### Master Cosmetology/Barber 1500 Hours

Payment period 1 - 450 hours || Payment period 2 - 900 hours || Payment period 3 - 1200 hours || Payment period 4 - 1500

### Esthetician 1000 Hours

Payment period 1 – 450 hours || Payment period 2 – 900 hours || Payment period 3 – 1000 hours

### Nail Technician 525 HOURS

Payment period 1 – 262.5 hours || Payment period 2 – 525 hours

### STUDENT EDUCATOR TRAINEE 750 HOURS

Payment period 1 – 375 hours || Payment period 2 – 750 hours

## DETERMINATION OF PROGRESS STATUS

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

### **\*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\***

**At the time of evaluation, a student will be in one of four statuses:**

- **SATISFACTORY** requires no action by student or school. Maintains status until next evaluation
- **WARNING** not meeting minimum satisfactory academic/attendance progress standards. Requires no action by the student, aid eligibility is retained until next evaluation.
- **UNSATISFACTORY** students have the right to appeal but must do so in writing. If appeal is granted the student will be put on Probation until the next evaluation period and is eligible for aid. If appeal is denied or the student does not file a written appeal, the student shall be terminated.
- **PROBATION** students will be placed on probation after a warning status; must be on a satisfactory status at the time.

## WARNING AND UNSATISFACTORY STATUS

*Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status which last for 6 weeks. Students may continue to receive Title IV assistance for one payment period while on Warning status. If the student does not achieve SAP by the end of the Warning Status, the student will be placed on Unsatisfactory Status, and eligibility. If applicable for Title IV program funds, will cease. \*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\**

A student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the Executive Director. The Executive Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time. \*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\*

## PROBATION STATUS

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 on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of 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.

\*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\*

### REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in this school and will be considered as making satisfactory progress at the point of re-entry. If a student re-starts their training within six months or less of leaving during “WARNING” will re-start their training in the “WARNING” status. Re-starts will be treated as transfer students for the determination of their completed and transfer hours.

### RE-ESTABLISH TO SATISFACTORY PROGRESS

*A student who has been placed on Official Warning Status may re-establish satisfactory progress by meeting the minimum academic and/or attendance requirements. An academic plan will be given to any student placed on Probation to ensure that said student will meet satisfactory academic progress before the next evaluation. Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above, they will be placed on probation. The probation period will last for 30 days. All students will be notified by the school Executive Director.*

*A formal termination (unofficial withdrawal) by the student shall occur not more than 14 consecutive calendar days*

**from the last day of physical attendance.**

### INTERRUPTIONS, PROGRAM 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 and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### NONCREDIT, REMEDIAL PROGRAMS

The above do not apply to this School. Therefore, these items have no effect upon the school’s satisfactory academic progress standards.

### 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.

### ITEMS NEEDED FOR EXIT:

- Completion of all clock and credit hours
- Properly completed academic file
- Current ID or Driver’s license
- State Board Exam /Licensure

## Student Services

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During career planning interviews and Student orientation, you will receive information about the instructional programs, goals of each course, policies affecting Students and service available to Students

**Our goal is to provide you with a clear picture about:**

- Program requirements
- Student performance expectations
- Successful enrollment and financial planning

Furious Styles Barber and Beauty Institute recognizes that balancing the demands of school, family and work can be overwhelming. Often students experience stress and tension while juggling these demands. The Executive Director will give students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges.

**In addition, we may assist you in preparing for school by offering information about:**

- Childcare options, if necessary
- Housing and /or roommates'
- Transportation options and parking
- Career options and placement information

**CAREER PLACEMENT / EMPLOYMENT and GUIDANCE ASSISTANCE**

Student acknowledges that the school offers Employment Assistance and Career guidance and services to assist Students in obtaining employment after graduation but does not guarantee Student's placement. Student also acknowledges and agrees that school has not offered or guaranteed Student placement in employment in order to cause students to enter School's Program. Student acknowledges that School is not responsible for any failure to obtain a placement for Student or for any problem that should arise upon placement in any employment. Student further acknowledges that the school has defined Employment Assistance as the posting of positions related to the programs offered by the school.

**CAREER OPPORTUNITIES****Here are some of the careers available to our graduates:**

| Salon / Clinic                  | Spa             | Product                             | Industry                   |
|---------------------------------|-----------------|-------------------------------------|----------------------------|
| Nail Artist/Manicurist          | Esthetician     | Product Distributor                 | School Educator            |
| Cosmetologist/Barber            | Day Spas        | Sales Consultant                    | School Owner               |
| Makeup Artist                   | Cruise Ships    | Manufacturer's Sales Representative | Freelance Makeup Artist    |
| Hair Color Specialist           | Day Spa Manager | Product Educator/Trainer            | Image Consultant           |
| Chemical Texturizing Specialist | Day Spa Owner   | Salon Sales Consultant              | Photo/Movie Stylist/Barber |
| Esthetician                     |                 |                                     | Magazine Writer/Editor     |
| Salon/Barber/Clinic Manager     |                 |                                     |                            |
| Salon/Clinic/Barber Owner       |                 |                                     |                            |

\*Some positions require a specialized course of study, which may not be available at our school.

**School Policies****ATTENDANCE POLICY**

Regular class attendance is considered essential to the educational process and serves as an important trait that employers

consider the placement process. All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to ensure successful completion of their program. Each student is required to clock in to the time and attendance system when entering and clock out when leaving the school.

### **TARDINESS**

Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and/or Executive Director. Tardiness will be clocked at the nearest ¼ hour.

### **ABSENCE**

All students must attend all classes. Failure to communicate an absence with your Educator and/or Executive Director may result in dismissal from school and/or loss of Title IV funding. Any student who is absent for fourteen (14) consecutive calendar days will be terminated.

### **MAKE-UP WORK**

Make-up work is permitted for any missed work related to an absence. Students may make-up work on any Tuesday, of unscheduled hours, with prior approval from an Educator/or the Executive Director. Students are not allowed to exceed 100% attendance or “Bank Hours” in advance of, or in anticipation of an absence. Once the final module grade is submitted, the student has 1 week to complete any missed or failed quiz and/or test.

### **WEATHER OR SCHOOL-RELATED CLOSINGS**

In case of a weather or school emergency, the Executive Director makes the decision to open late or close. Check your text messages, Facebook, local TV and/or radio stations for school information.

### **SCHEDULE & START DATE CHANGES**

Schedule changes may be approved. An approval is dependent upon the course rotation. A student who meets the admissions requirements for a start date may request a change to their current start date.

### **PROGRAM CANCELLATION POLICY**

If the start of a program needs to be delayed or cancelled, the school will work with the students to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

### **GRADING PROCEDURE**

In Pre-Start/Barber, Nail & Esthetician Clinic assigned work will be weighted:

THEORY: 60%

PRACTICAL: 40%

In Salon/Barber, Nail & Esthetician Clinic II assigned work will be weighted:

THEORY: 40%

PRACTICAL: 60%

Students take a predetermined number of theory and/or practical assessments per module. Work is graded using the following grading scale:

**A – 90-100**

**B – 80-89**

**C – 70-79**

**D – below 70**

In case of a failure, the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The enrichments are evaluated on a Pass or No Pass basis. Satisfactory completion is needed in the following areas:

General Safety and Technical Skills. At the completion of Pre-Start or Clinic I level modules, students must have a minimum cumulative academic grade of 70% in order to proceed to the Salon

and Clinic II levels to perform services on Guests. Students are required to have a minimum number of salon/clinic services and credits in each subject. Each service or practical assignment a student performs is recorded on a daily basis. These services/credits are part of the graduation requirements.

The goal of an assessment is to measure competence. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

### RECORD RETENTION POLICY

The school maintains educational records for six (6) years and attendance records for a period of seven years. These records include:

- Evidence of compliance with the school's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals, when known
- Daily attendance
- Tuition and financial aid records, when applicable
- Records shall be maintained after student either terminates training or graduates

### STUDENT RECORDS

\*Students must submit a written request to review his/her records on file with the school. These files will be available to the student within seven (7) days after the school has received the student's written request to review his/her records.

### LEAVE OF ABSENCE POLICY (LOA)

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Furious Styles Barber and Beauty Institute grants a Leave of Absence for documented reasons such as medical or health reasons, a personal or family emergency, military service or deployment, maternity, paternity or childbirth, bereavement, jury duty or a court-ordered appearance, or another circumstance beyond the student's control.

*If a student on an approved Leave of Absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.*

In order for a student to be placed on a Leave of Absence, the student must:

- Complete and sign the school's Leave of Absence Request Form in advance, unless unforeseen circumstances prevent the student from doing so\*
- Must state the reason for the Leave of Absence (LOA) request
- Be approved by the Executive Director

LOA requests can be approved for a minimum of (5) consecutive calendar days and may not exceed 180 calendar days in a 12-month period. A leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. Students do not earn clock hours during an LOA, and no additional tuition or fees are charged for an approved LOA. The

student is expected to return to school on the next school day following the end of the LOA. Failure to be approved for an LOA or to return from LOA will result in the termination of the student's enrollment agreement. The student will be responsible for any remaining balance after the refund calculation is completed. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance. Upon the student's return, the student will resume the same payment period and coursework and, if the student receives Title IV federal financial aid, will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

\*In special circumstances, such as a medical emergency or accident, the school may, at the Executive Director's discretion, grant a Leave of Absence to a student in the case of an emergency that would prevent the student from requesting the leave of absence prior to the incident occurring. Approval of a request submitted after the leave has begun is not guaranteed. In these cases, the school will collect the request from the student at a later date and document the reason for granting the LOA after the incident occurred. The beginning date of the LOA will be based on the first date it has been determined that the student cannot participate in the class due to the emergency. \*Furious Styles Barber and Beauty Institute is currently in Candidacy Status\*

### **RE-ESTABLISH TO SATISFACTORY PROGRESS**

A student who has been placed on Official Warning Status may re-establish satisfactory progress by meeting the minimum academic and/or attendance requirements. An academic plan will be given to any student placed on Probation to ensure that said student will meet satisfactory academic progress before the next evaluation. All students will be notified by the school Executive Director.

### **APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may not appeal this determination. To appeal termination for any other violation the student must submit a written appeal to the Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of decision. This appeal must be received by the director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a dependent minor), the student's instructor, and the director. A decision on the student's appeal will be made within three (3) business days by the director and will be communicated to the student in writing. This decision will be final. The "Warning" status may not be appealed.

### **WITHDRAWAL / TERMINATION POLICY**

A student will be considered as withdrawn when one of the following occurs:

- The student officially notifies the Executive Director of his/her intent to withdraw.
- The school officially notifies the student of dismissal from the program.
- A formal termination (unofficial withdraw) by the student shall occur not more than 14 consecutive calendar days from the last day of physical attendance

### **GROUND FOR DISMISSAL/SUSPENSION**

The school reserves the right to dismiss/suspend a student for any reason, including but not limited to the following:

- Providing fraudulent information or documentation of requirements for admission or attendance
- Failure to attend classes regularly
- Refusal to complete assigned classes or student salon work
- Breach of school rules and regulations
- Falsification of school records
- Cheating, hazing, theft
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other students, guest or employees of Furious Styles Barber and Beauty Institute
- Failure to make required cash payments.
- Unapproved LOA
- Not returning by expiration of a LOA
- Intentional destruction of school property, destruction of other students' or staff member's property
- Physical violence and threats of violence can mean immediate dismissal/suspension without previous warning

Students are responsible for their own education equipment and personal belongings that may have been left in the school. These items must be removed by the student from the school's premises within 30 days from their last day attendance or the equipment and personal belongings will be removed by the school and disposed of accordingly.

## **HARASSMENT POLICY**

### **Treating Staff and Students with Dignity and Respect**

The Company is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Company expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

### **Definitions of Harassment**

- Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advance or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female Co-workers and not males) may also constitute discrimination if it is severe or pervasive and directed at Co-workers because of their sex.
- Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age disability, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that; (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.
- Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Sexual Violence is a form of sexual harassment prohibited by Title IX. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any federally funded education program or activity.

#### **Definitions of Harassment cont.**

- It is the responsibility of every Co-Worker to take immediate and effective steps to respond to sexual violence in accordance with the requirements of Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.
- If we know or reasonably should have known about student-on-student harassment that creates a hostile environment, title IX requires us to take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects. If a student files a complaint with us, regardless of where the conduct occurred, we must process the complaint in accordance with our established procedures.

These policies apply to all applicants and Co-Workers, and prohibit harassment, discrimination and retaliation whether engaged in by fellow Co-workers, by a supervisor or manager or by someone not directly connected to our Company) e.g., an outside vendor, consultant or customer). All Co-Workers have the responsibility to respond under these guidelines to issues of student harassment or violence.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Furious Styles Barber and Beauty Institute prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a

claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Harassment Complaint Procedure**

Furious Styles Barber and Beauty Institute strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. An individual who believes that may have experienced conduct that is contrary to Company policy or who has concerns about such matters should file his/her complaint with his/her Supervisor, Executive Director. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of their Executive Director.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include training, referral to counseling, coaching, monitoring of the offender and/or disciplinary action up to and including termination of employment, as deemed appropriate by the Company.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Furious Styles Barber and Beauty Institute prohibit disparate treatment based on sex or any other protected characteristic, about terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **ZERO TOLERANCE**

Furious Styles Barber and Beauty Institute has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school when an investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at any Furious Styles Barber and Beauty Institute location will not be approved.

### **GRIEVANCE PROCEDURE GUIDELINES**

Furious Styles Barber and Beauty Institute has an open-door policy. Issues or concerns should immediately be shared with school staff. If the issue or concern is not resolved or the student, staff, or interested third party feels uncomfortable addressing the issue in person a formal written complaint may be submitted to the Executive Director. If a resolution is not found and you want to file a formal complaint you must follow the steps below:

- Request a Grievance form from the Executive Director.
  - Complete all fields
  - Give clear detailed information / summary
  - Complete contact information

- The Executive Director will meet with you within five business days to review your complaint
- Records of complaints are retained according to the school's record keeping policy.

If a complainant wishes to pursue a matter, a complaint form is available through the school's accrediting agency. Furious Styles Barber and Beauty Institute's accrediting agency requires the complainant to attempt to resolve any issues through the school's complaint process prior to filing a complaint with the school's accrediting agency. This procedure does not in any way limit a student's right to exercise his or her legally protected rights.

**A complaint may be submitted to:**

**The Georgia State Board of Cosmetology and Barbers**

**On an online complaint form at**

<https://sos.ga.gov/georgia-state-board-cosmetology-and-barbers>

**Also at The National Accrediting Commission of Career Arts and Sciences (NACCAS)**

**3015 Colvin Street**

**Alexandria, VA 22314**

**(703) 600-7600 // [www.naccas.org](http://www.naccas.org) (if applicable)**

Your complaints will be given serious consideration by the board and further investigative action may be taken, if appropriate. You may be contacted by the board investigator. A referral of a complaint for further investigation does not necessarily mean that a licensing violation has occurred. Investigations are completed as soon as possible, depending upon the nature and circumstances of the complaint. Investigative files are considered confidential (pursuant to O.C.G.A. 43-1-19(h) (2)) for any purpose other than a hearing before the board; however, the board is authorized to release such records to another enforcement agency or lawful licensing authority.

## **Title IX of the Education Amendments of 1972**

Furious Styles Institute is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Furious Styles Institute has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Executive Director or when updated Reports are distributed annually.

Additionally, in accordance with our school's obligation under Title IX, Furious Styles Institute will excuse student absences due to pregnancy or related conditions, as long as the student's doctor deems the absence to be medically necessary. Students would need to provide the school with written confirmation from the doctor confirming that the absence occurred based on the doctor's medical opinion that the student should not attend. The doctor will also need to identify the dates which should be excused based on his/her medical determination.

## **CONSUMER DISCLOSURE STATEMENT**

Students interested in other NACCAS-accredited institutions may obtain information by visiting the NACCAS website: [www.naccas.org](http://www.naccas.org)

## **SOCIAL MEDIA GUIDELINES**

Furious Styles Barber and Beauty Institute students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube,

blogs, wikis, file-sharing and user-generated video and audio). Furious Styles Barber and Beauty Institute does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in

conduct that would not be acceptable in Furious Styles Barber and Beauty Institute on any of Furious Styles Barber and Beauty Institute's social media sites. Furious Styles Institute reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Furious Styles Institute to protect itself from undue harm related to information that is shared on social networking sites.

### **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities.

**Release of Student Information:** Furious Styles Barber and Beauty Institute gives the right to any student and parent or guardian of any dependent minor. If a student is over the age of 18, personal information cannot be released without the student's consent. Furious Styles Barber and Beauty Institute also provides a release of any student and their records of information to Law Enforcement agencies and all Accrediting agencies

### **FERPA and GLB POLICY**

In accordance with The Family Educational Rights and Privacy Act (FERPA), it is the Policy of Furious Styles Institute to maintain confidentiality of information entrusted to it by eligible Students, prospective students or parent / guardians(s) of a dependent minor child. This is a federal law enacted in 1974 that requires all educational institutions to safeguard the confidentiality of all student records and information, other certain basic enrollment information known as "directory information" for which the student has given consent for disclosure, and to not make disclosure of student records and information other than in response to governmental agencies, court subpoenas and orders and written authorizations by students or their parents.

The Gramm Leach Bliley Act (GLB) requires all institutions to develop and maintain an active plan for information security. While those Furious Styles Barber and Beauty Institute employees having direct involvement in information technology and systems will have greater responsibility for safeguarding student records and information, in an age of increasing "identity theft", it is imperative that all Furious Styles Barber and Beauty Institute employees exercise vigilance with respect to student records and information and report to their immediate supervisors or the Executive Director any facts or circumstances suggesting that confidential student information or records are being improperly disclosed or used.

It is important that all co-workers familiarize themselves with both FERPA and GLB Acts; and Co-workers must understand that any student information they obtain on the job must be handled with confidentiality and discretion. Co-Workers must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, co-workers may not acquire student records information that is not relevant to their jobs, FERPA and GLB violations may result in disciplinary action, including, but not limited to termination.

A student shall be permitted to review his/her record on file with the school within seven (7) days after the school has received the student's written request to review his/her records in accordance with the manner set forth in this Catalog or any Supplement to this Catalog.

### **PROFESSIONAL DRESS CODE**

Students at Furious Styles Barber and Beauty Institute are held to the beauty industry standard professional dress code. We require all students to present themselves in a professional manner with regard to attire, personal hygiene and appearance. Students should dress in a manner that is appropriate for a business setting, is not offensive to Guests, and is safe to wear while performing services. Clothing must be clean and neat and must fit appropriately, being neither too tight nor too loose. Additionally, dress codes must meet individual state requirements. Tops and bottoms must

be black. School issued name tags must be worn at all times. If you are out of dress code or forget your name tag, you are asked to clock out and clock back in when you conform to the dress code. If you lose your name tag, you will be asked to purchase a new one; if you do not purchase one, you will be asked to clock out. Listed below are examples that meet the dress code standard.

**ACCEPTABLE**

Slacks, yoga pants/leggings, capris, or knee length  
Tops (minimal writing) and bottoms must be black  
“Furious Styles” logo polo shirt  
Suits, jackets, dress shirts, or blouses  
Shirts must have sleeves and must cover midriff  
Closed-toe comfortable shoes  
Hair, nails, and make-up are to be done prior to attending school

**UNACCEPTABLE**

leggings that show skin, undergarments, or have see-through panels  
hoodies or sweatshirts  
clothing with holes or rips  
denim jeans  
hats and head scarves (religious purpose only)  
flip flops, sandals, open toed shoes  
Excessive obscene words

**STUDENT STANDARDS**

- Students are responsible for the cleanliness of their work area and equipment used throughout the day
- Students are required to wear personal protective equipment (e.g., gloves, mask and safety glasses) as specified in the Safety Data Sheets (SDS)
- Students must have a complete tool kit, all required class materials and completed assignments each day
- Students must get an educator’s approval for all personal service
- Students must not eat or drink in the classroom or on the clinic/salon floor
- Students must smoke in designated area
- Students must use lockers provided by the school
- Students may not use the school business phone for personal use
- Students are not to provide service at home in exchange for money. Solicitation of Furious Styles Barber and Beauty Institute guests to be serviced in your home is unethical and is grounds for termination
- Students must behave in a professional and courteous manner. Respectful communication with staff, fellow students, and service guests is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.
- *Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.*

**Student Code of Conduct:**

Students, faculty, staff, and visitors to campus are expected to follow the Student Code of Conduct and federal and state laws. The following types of behavior are not allowed, and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including the sanction of suspension or expulsion from the program.

**Academic Infractions**

- Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
- Selling or giving away all or part of an examination
- Copying or obtaining information from another Student's examination paper
- Stealing, buying or otherwise obtaining all or part of an examination
- Submitting as one's own any practical assignment, written work or examination of another person
- Submitting for another person or permitting another person to substitute for one's self to take an examination

**Informational Infractions**

- Fabricating, forging, altering, or misusing any Furious Styles Barber and Beauty Institute document, record, instrument of identification, etc.
- Furnishing false information to Furious Styles Barber and Beauty Institute with intent to deceive
- Providing false identification to duly authorized Furious Styles Barber and Beauty Institute personnel

**Personal Conduct Infractions**

- Disorderly conduct which disturbs the orderly functions and processes of the facility and/or infringes on the rights of others as defined by this Code
- The intentional interference with the lawful rights of any person on school property
- Loud music, noise, or disruptive conduct at the school that interferes with educational events or processes

**Property Infractions**

- Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property whether intentional or by negligence

**Other Infractions**

- Failure to comply with a lawful order, direction or request of a Furious Styles Barber and Beauty Institute employee, made by the employee in the performance of the employee's duties
- Any conduct not specifically stated herein which adversely affects the educational processes or the rights of members of the community or others
- Aiding or inciting others to commit any infraction in this Code

## CONDUCT STANDARDS

This company expects its students to follow its Core Values. However certain Student actions may result in disciplinary action up to and including expulsion. Below is a list of prohibited conduct. This list is extensive, but not all encompassing. There may be other situations that warrant disciplinary action up to and including:

- Violation of the company Code of Conduct and Code of Ethics Policy
- Repeated or excessive tardiness or absenteeism
- Failure to observe attendance schedules (starting time, quitting time)
- Misrepresentation or falsification of any Company records or documents
- Theft of Furious Styles Barber and Beauty Institute property or theft of the property of others on Company premises or while on Company business
- Malicious or willful damage to property
- Co-worker/student fraternization
- Unsatisfactory work performance
- Violation of Furious Styles Barber and Beauty Institute drug and alcohol policy
- Unprofessional behavior or immoral conduct of any kind that reflects negatively on Furious Styles
- Disparaging Furious Styles Barber and Beauty Institute in any way
- Dishonesty
- The use of profanity or abusive language on Company premises or while on company business
- Unauthorized use or disclosure of confidential or proprietary Furious Styles Barber and Beauty Institute information
- Discrimination against or harassment of fellow co-workers, students' customers, or others with whom the co-worker comes into contact through Furious Styles Barber and Beauty Institute employment
- Retaliation against someone who has reported harassment, discrimination, or other violations of compliance
- Insubordination or the failure or refusal by staff to follow management's lawful instructions
- Conviction of a felony or a misdemeanor offense if, in Furious Styles Barber and Beauty Institute's sole discretion, it is considered serious and/or job related or deemed to potentially put the business, its' co-workers, property, students, or guests at risk
- Possession of a weapon or firearm on Company property, without permission (or approval for security purposes)

- Assault on a fellow co-worker or student
- Sleeping in class-time/ lunch/break time on campus
- Violation of the company's harassment policy
- Disruptive behavior
- Threatening behavior, either verbally or physical
- Gossiping
- Bullying- verbally, physically, or cyber bullying
- Violations of safety regulations
- Violation of the Company's Electronic Communications Policy
- Violation of the Company's social media Policy
- Any other act or circumstance which, in the judgement of management, is harmful or detrimental any way to the morale, culture, safety, health, work environment or operation of the Company
- Violation of Company policies or compliance regulations
- Any other violations/circumstances deemed to be detrimental or harmful to the Company, its Co-Workers, its management, its students, its property, or its business.
- Class disruptions or nuisance, cell phone usage in class, cheating on test, touching school computers without permission
- Violating Clinic floor rules, no cell phones, eating/drinking, no visitors on salon floor, no head gear.
- No drugs or alcohol usage before or during school sessions day or evening or field trips with school
- We are following the Drug-Free Schools and Communities Act
- Any student or staff will be terminated for violating this Act

## DRUG FREE SCHOOL AND WORKPLACE

### STANDARD OF CONDUCT

Students are prohibited from unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from Furious Styles Barber and Beauty Institute.

There are numerous legal sanctions under local, state, and federal laws which can be used to punish violators, Penalties can range from suspension, revocation, and denial of a driver's license to 20-50 years' imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated. Examples of penalties found in federal law for drug trafficking are

included as part of the U.S. Department of Justice Appendix A. (More information can be obtained from your Executive Director).

Some descriptions of the health risk associated with illicit drugs and alcohol are: People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifferences, comas, convulsion or even death can result from overuse or abuse of

drugs. Not only does the person using the drug subject themselves to all sorts of health risks, drug use can and, in many instances, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events.

There are drugs or alcohol counseling, treatment, and rehabilitation facilities available in our area where you can seek advice and treatment. The internet is an excellent source. Look under” Drug Abuse and Addiction- Information and

Treatment”. There are national organizations one can contact for help. Drug abuse information is available from the National Institute on Drug Abuse at [www.drugabuse.gov](http://www.drugabuse.gov), and treatment referrals are available by calling the SAMHSA National Helpline at 1-800-662-HELP (4357). The Substance Abuse and Mental Health Services Administration is available 24 hours a day, 7 days a week. It offers free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues.

Students who violate these standards of conduct subject themselves to disciplinary action. Employees, upon being hired by Furious Styles Barber and Beauty Institute, acknowledge in writing that they understand the provision of the Drug-Free Workplace Act of 1988. Employees must notify the Executive Director, in writing, of a conviction of a criminal drug statute occurring in the workplace within five days after receiving the conviction, which may lead to admonishment, suspension from work and/or enrollment in a rehabilitation program to termination for employment.

## FACILITY DESCRIPTION

- Spacious classrooms (3)
- Office space
- Cosmetology, Barbering, Esthetician, Nail Technician and Educator in Training
- A Reception Desk
- Admission office and Administration office
- Two break rooms
- Eight bathrooms
- Three clinic floors with fully equipped stations
- Nail stations
- Esthetic equipment and tables
- Shampoo bowls,

- Dryers
- Eight entrance and exit doors
- Front and Back Parking

## Veterans Affairs

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### Veterans Education Benefits

#### Standards of Progress

- Students must maintain a 70% average on academic work to take the final exam and must make 70% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.
- Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for Veterans Education benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Policy Attached.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above, they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and /or attendance will have Veterans Education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program

Students do have a right to appeal. Appeals must be submitted in written form to the school Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study, a student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

#### Grading System

A – 90-100

B – 80-89

C – 70-79

D – below 70

#### Leave of Absence Policy

- Any student who begins a period of leave of absence will be terminated from Veterans Education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for Veteran's education benefits after returning to classes. Should a second period of leave of absence occur students will be terminated for the Veterans education benefits and Veteran's education benefits will not be reinstated upon return to school unless

the period of leave of absence was due to mitigating circumstances as determined by the school Director.

## **Veterans Student Conduct Policy**

- Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:
  - Theft or damage of property
  - Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
  - Possession or consumption of alcohol or drugs on the premises.
  - Possession of dangerous weapons.
  - Obscene or disorderly conduct.

\*A student dismissed due to conduct does have the right to appeal and the appeal must be made to the school Director within 5 business days of dismissal. Reinstatement is at the discretion of the school Director.

### **Policy for granting credit for previous education and training**

- Veterans Education Benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school Director.

### **Refund policy**

- For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

### **Title 38: Pensions, Bonuses, and Veterans' Relief**

## **CHAPTER I: DEPARTMENT OF VETERANS AFFAIRS (CONTINUED)**

### **PART 21: VOCATIONAL REHABILITATION AND EDUCATION**

#### **Subpart D: administration of Educational Assistance Programs**

##### **: Courses**

#### **21.4255 – Refund policy; non-accredited courses.**

(a) Acceptable refund policy. A refund policy meets the requirements of 21.4254(c)(13), if it provides that the amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. The school may make provision for refund within the following limitations:

(1) Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

(2) Breakage fee. Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

(3) consumable instructional supplies. Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

(4) Books, supplies and equipment. (i) A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

## VETERANS AFFAIRS

(A) He or she purchased them from a bookstore or other source, and

(B) Their cost is separate and independent from the charge made by the school for tuition and fees.

(ii) The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

- The school furnishes the books, supplies and equipment.
- The school includes their cost in the total charge payable to the school for the course.
- The veteran or eligible person withdraws or is discontinued before completing the course.

(iii) The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

(5) Tuition and other charges. Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proportion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

(6) Prompt refund. In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make prompt refund, as required by this paragraph.

(b) Waiver. (1) An educational institution may apply through the appropriate State approving agency to the Director of the VA facility of jurisdiction for a waiver of the requirements of paragraph (a) of this section as they apply to a veteran or eligible person. The State approving agency shall forward the application to the Director along with its recommendations. The Director shall consider the recommendations and shall grant a waiver only when he or she finds that the educational institution:

(i) Is a college, university, or similar institution offering post-secondary level academic instruction leading to an associate or higher-degree;

(ii) Is operated by an agency of a State or a unit of local government;

(iii) If operated by an agency of a State, is located within that State;

(iv) If operated by a unit of local government, is located within the boundaries of the area over which that unit has taxing jurisdiction;

(v) Is a candidate for accreditation by a regional accrediting agency; and

(vi) Charges the veteran or eligible person no more than \$120 per quarter, \$180 per semester or \$360 per school year in tuition, fees and other charges for the course.

(2) If an educational institution disagrees with a decision of a Director of a VA facility, it may ask that the Director, Education Service review the decision. In reviewing the decision, the Director must consider the evidence of record. He or she may not grant a waiver unless all the criteria of paragraph (b)(1) of this section are met.

**(Authority: 38 U.S.C. 3676(d))**

**[47FR 42733, Sept. 29, 1982]**

## ADDENDUM

### Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as \_\_\_\_\_ absence.

Students exceeding \_\_\_\_\_ unexcused absences in a \_\_\_\_\_ (identify time period) will be terminated from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veterans' file for USDVA and SAA audit purposes.

**This Addendum becomes a part of the Catalog for all intents and purposes.**

**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

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School Official's Signature

Date

Title

---

School

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Address

---

City, State, Zip Code

### **TITLE 38 UNITED STATES CODE SECTION 3679 (e) SCHOOL COMPLIANCE FORM**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of the title 38 United States Code was amended, and educational institutions will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:

*NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.*

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the

education institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website- benefits, or a VA 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delay in disbursement of funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

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Print Name and Title of Official

Signature and Date

## Student Pre-Enrollment Profile Application

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Name

Email

Home Address

City

State

Zip

### FUTURE ASPIRATIONS

Why did you choose this profession?

What are your future plans after graduation?

Why did you choose this time to start this program?

### PERSONAL BACKGROUND SUPPORT SYSTEM

What goals have you set for yourself and accomplished them?

Do you have a person(s) who supports and encourages you or are you self-driven?

Is there anything that might prevent you from achieving your dream of starting and completing school?

### ACADEMIC/FINANCIAL BACKGROUND

What is your previous education?

What are your plans for payment of your future education?

Are you familiar with financial aid?

Would you be able to take out a personal loan for your future education in your chosen program?

### 6 Months review of goals:

**I have received a copy of this pre-enrollment catalog.**

Signature

Date

Print Name

## Disclosures

### FURIOUS STYLES BARBER AND BEAUTY INSTITUTE

The U. S. Department of Education Requires all Schools to Disclose the following Information:

#### OUTCOME ASSESSMENT INFORMATION

National Accrediting Commission of Career Arts & Sciences (NACCAS)

|                        |             |
|------------------------|-------------|
| <b>Graduation Rate</b> | <b>82%</b>  |
| <b>Placement Rate</b>  | <b>100%</b> |
| <b>Licensure Rate</b>  | <b>100%</b> |

NACCAS rates are based on students who were scheduled to graduate from 01/01/2023 to 01/01/2024

**\*The percentage for graduation, placement and licensure are cumulatively derived from all programs\*.**

#### STUDENT RIGHT TO KNOW

As part of the “Student Right to Know Act” institutions are required to disclose disaggregated completion rates and retention rates to all students.

Categories: Completion Rate · Gender · Race · Pell/Stafford Loan

| Measure                            | Rate       |
|------------------------------------|------------|
| First time, undergraduate students | <b>59%</b> |
| Men                                | <b>47%</b> |
| Women                              | <b>81%</b> |
| Non-resident Alien                 | <b>0</b>   |
| Hispanic                           | <b>20%</b> |

| Measure                                                      | Rate |
|--------------------------------------------------------------|------|
| American Indian/Alaska Native                                | 0%   |
| Asian                                                        | 0    |
| Black/African American                                       | 59%  |
| White                                                        | 1.4% |
| Two or More Races                                            | 2.9% |
| Race unknown                                                 | 1.5% |
| Recipients of a Subsidized Loan, but not a Pell grant        | N/A  |
| Federal Pell Grant Recipients                                | N/A  |
| Received neither a Pell Grant nor a Subsidized Stafford Loan | N/A  |

**N/A Non-applicable**

D/P Data Protected

**Full-Time Retention****88%****Part-Time Retention****100%**

The completion rates cohort includes all completers from 01/01/2023 to 01/01/2024. Retention rate cohort is determined by enrollment any time between 01/01/2023 and 01/01/2024 and retention based on 01/01/2023. The outcome rates listed above are reflective of mandated formulas which represent a specific period of time and do not reflect a true current outcome of the program offered. Other disclosures provided on the additional consumer information, retention rates, and student body diversity can be found on the College Navigator website at [nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator).

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print** \_\_\_\_\_