



**1141 Shreveport Barksdale Hwy Shreveport,  
Louisiana 71105**

**(318) 865-5591**

**STUDENT HANDBOOK**

**September 15, 2022**

(Date of Publication)

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## HISTORY

Guy's Beauty School was founded January 1, 1954 on Youree Drive by Guy M. Dorman as a post graduate school for the sole purpose of further training licensed beauticians for employment in Guy's Beauty Salon. Talented beginner students were first accepted February 7, 1955. Hershel Ferguson bought the school in January 1982. On July 1, 1982, Mr. Ferguson and Claude Burch formed a partnership and changed the name to GUY'S SHREVEPORT ACADEMY OF COSMETOLOGY.

In November 1987 the school was accredited by NACCAS and in February 1988 began Title IV funding with the United States Department of Education. In 1996 we expanded our facility and programs to include a 900-hour program in skin care. The Esthetics program was granted accreditation in 1997. The Advanced Student Designers and Day Spa Training Center opened in 1997 and provided a salon-type environment in which Advanced Students sharpen their skills.

In June 2000 Guy's Shreveport Academy of Cosmetology expanded the facilities to include a chemical processing lab, large classroom and retail center. We expanded to include a Nail Center in August 2001. Throughout the past twenty years Guy's Shreveport Academy of Cosmetology has continued to maintain and expand its reputation locally and in the surrounding communities. Guy's Shreveport Academy of Cosmetology, Inc. purchased the partnership on September 1, 2000. Following the death of Mr. Ferguson in January 2001, Mr. Burch purchased his stock and became the sole stockholder.

On March 26, 2003, a fire destroyed the Youree Drive location. Students missed only nine days of class, as we relocated in a temporary building in Shreve City on the 8<sup>th</sup> of April. Construction on the new building began in July 2003. On December 1, 2003, the new cosmetology school known as Guy's Academy Hair, Skin & Nails opened at 1141 Shreveport Barksdale Highway in a 10,260 square foot facility.

In June 2017, Mrs. Sue Burch acquired the stock in the corporation and became the sole owner. Her professional experience reflects consistent growth within the cosmetology and beauty industry.

On September 15, 2022, Guy's Academy Hair, Skin & Nails was purchased by Ms. Denisha Danel- Shepard, owner of BELBO Beauty Institute. Ms. Shepard served as a student and employee under Mrs. Sue Burch for many years and opened her very own beauty school in Little Rock, AR. After purchasing Guy's Academy Hair, Skin & Nails, the institutional name was transferred as BELBO Beauty Institute where it will serve in multiple locations.

We commemorate our very own living legend, Mrs. Sue & honor the memory of her husband, Mr. Claude Burch as well as their dedication to others through their post- secondary cosmetology school, Guy's Hair, Skin & Nails. September 15, 2022 will be known as "Mrs. Sue P. Burch Day" in the city of Shreveport, Louisiana.

## APPROVALS AND ORGANIZATIONS OF AFFILIATION

Licenses and certificates are available for viewing upon request

- \* U. S. Department of Education: approved to participate in Title IV Federal Financial Aid Programs  
Federal School code: 0 1 7 3 7 5
- \* Louisiana Department of Veterans' Affairs/Bureau of State Approving Veterans' Training
- \* Louisiana Association of Cosmetology Schools
- \* American Association of Cosmetology Schools
- \* The American Aestheticians Education Association
- \* National Accrediting Commission of Career Arts & Sciences
- \* Cosmetology Educators of America
- \* National Coalition of Estheticians, Manufacturers/Distributors & Associations

## LICENSING AND ACCREDITING AGENCIES

BELBO Beauty Institute is licensed by the Louisiana State Board of Cosmetology and authorized as a Postsecondary Educational Institution  
11622 Sunbelt Court  
Baton Rouge, Louisiana 70809-4275  
(225) 756-3404

[www.lsbclouisiana.gov](http://www.lsbclouisiana.gov)

BELBO Beauty Institute is accredited by the National Accrediting Commission of Career Arts & Sciences

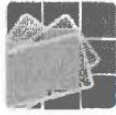
An accredited school is one that meets the standards of excellence, which demonstrates financial stability that hires a competent faculty and has an array of services that respond to the learner's needs. Accreditation is a voluntary process that identifies and acknowledges educational programs and/or institutions for achieving and maintaining a level of quality, performance and integrity that meet meaningful standards.

## MISSION STATEMENT

BELBO Beauty Institute "The School of Advancement" is an educational facility that empowers our students and staff to develop personally and professionally. The primary goal of our institution is to provide our students with the education they need to become employable, responsible, and accountable job candidates.

## ADMINISTRATIVE STAFF AND FACULTY

President / Administrator	Denisha Shepard
Business Manager / Fiscal Officer	Heather Green
Financial Aid Officer	Lashelia Murphy
Admissions Director	Tenita Almore
Student Services & Information Security Coordinator	Denise Spann
Inventory Control / Campus Security / Title IX Coordinator	Theresa Smith
Cosmetology Instructors	Latosha Crawford, Keenya McCarthur,
Varonica Johnson, Romunda Lockett, Savannah Dudley, Sharon Cason	
Esthetics Instructors	Maria Davis
School Director	Ali Johnson

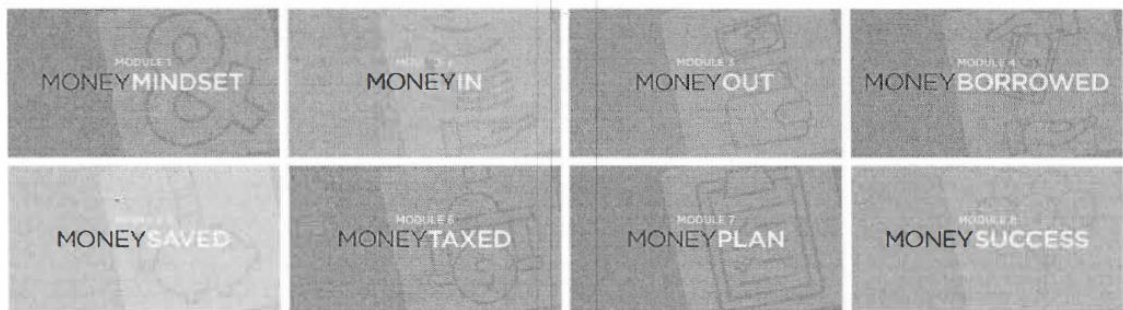


# MONEY









BY QNITY

## CURRICULUM OVERVIEW

As part of your enrollment, you'll get top financial training **empowering you to succeed with your money AND your craft**. The MONEY by Qnity program will guide you through eight visually engaging modules; each module featuring five timeless and timely MONEY lessons; including videos, activities, discussions, real life money stories, and so much more!



## MODULE HIGHLIGHTS

-  **MONEY MINDSET:**  
Transform your MONEY story and define your money why
-  **MONEY IN:**  
Discover the SIMPLE path to build an income and choose the best career for YOU
-  **MONEY OUT:**  
Learn to manage spending and a basic profit and loss statement
-  **MONEY BORROWED:**  
Understand the true cost of debt and how to pay it back
-  **MONEY SAVED:**  
Create three savings funds and make your money work for you
-  **MONEY TAXED:**  
Gain timeless tax tips and truths to avoid common mistakes
-  **MONEY PLAN:**  
Turn your money dreams into goals with the power of a PLAN
-  **MONEY SUCCESS:**  
Apply the full MONEY by Qnity program and set yourself up for lasting success

## **COSMETOLOGY COURSE**

### **DESCRIPTION:**

The Cosmetology Course is 1500 hours in 47 weeks. The primary purpose of the Cosmetology Course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to sit for the State Board Examination.

### **COURSE GOALS:**

1. To provide each student, theoretical knowledge and practical skills in the actual practice of shampooing, hairstyling, hair cutting, manicuring, facials & make-up.
2. To provide each student the technical skills and knowledge necessary for the diagnosis and application of chemical processes related to hair coloring, permanent waving and hair relaxing.
3. To inform each student for any of the following levels of occupation: Hair Stylist, Colorist, Perm Technician, Manicurist, Make-up Artist, Salon Owner, Salon Manager, or Manufacturers' Representative.
4. To prepare students to sit for the State Board examination.
5. To provide an understanding of employee/employer relationships and effective communication.
6. Apply safety and sanitary measures for the protection of the public.

### **INSTRUCTIONAL TECHNIQUES AND METHODS:**

The students will receive instruction that relates to the performance of useful, creative, and productive career-oriented classes. Equipment, implements, and products are compatible with those used currently in the beauty industry. The course is presented through well-developed lesson plans, which reflect current trends and educational methods. Subjects are presented by demonstration, workshops, lectures, group discussions, panel discussions, role playing, written and practical examinations, guest speakers, and audio visual materials such as discs, power point, videos and DVD's. Techniques and methods are taught using the Milady's Standard Cosmetology Textbook.

### **EVALUATION PROCEDURES:**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed according to the practical grading criteria. Students must maintain a minimum average of 80% in theory, practical and academic work. Students must pass a final written and practical exam with a grade of at least 80%. Students are given a progress report every month and graded according to the following system:

E - Excellent 94-100%, G - Good 87-93%, S - Satisfactory 80-86%, U - Unsatisfactory 0-79%.

#### **Textbooks:**

	<b>ISBN #</b>	<b>MFG PRICE</b>
Milady's Standard Cosmetology Textbook	978-128-576941-7	\$ 146.95
Milady's Standard Cosmetology Workbook	978-128-576945-5	\$ 58.95
Milady's Standard State Board Exam Review	978-128-576955-4	\$ 42.95
Milady Updos Textbook	978-128-544449-9	\$ 35.95
Milady's Cosmetology Haircutting Book	978-128-576970-7	\$ 42.95
Louisiana State Board Rules & Regulations	Title 46	\$ 10.00

## COSMETOLOGY CURRICULUM

<p><b>Sciences</b> <span style="float: right;"><b>175 hours</b></span></p> <ul style="list-style-type: none"> <li>Hair &amp; Scalp Analysis</li> <li>Chemistry and pH</li> <li>Bacteriology/Biology</li> <li>Sanitation &amp; Infection Control</li> <li>Anatomy/Physiology</li> <li>Trichology</li> </ul>	<p><b>Shampooing/Rinsing</b> <span style="float: right;"><b>50 hours</b></span></p> <ul style="list-style-type: none"> <li>Product Knowledge</li> <li>Procedures/Techniques</li> <li>Scalp Massage</li> <li>Wet &amp; Dry Draping</li> </ul>
<p><b>Hair &amp; Scalp Treatments</b> <span style="float: right;"><b>40 hours</b></span></p> <ul style="list-style-type: none"> <li>Scientific Brushing</li> <li>Conditioning</li> <li>Scalp Treatments</li> </ul>	<p><b>Nail Care</b> <span style="float: right;"><b>50 hours</b></span></p> <ul style="list-style-type: none"> <li>Nail Design</li> <li>Application of Artificial Nails</li> <li>Manicure &amp; Pedicure Procedures</li> <li>Structure &amp; Disorders of the Nail</li> </ul>
<p><b>Hair Design</b> <span style="float: right;"><b>320 hours</b></span></p> <ul style="list-style-type: none"> <li>Wet Styling - Finger Waves / Pin curls / Rollers</li> <li>Thermal Styling - Air Forming / Scrunching / Press &amp; Curl</li> <li>Design Decisions / Design Composition</li> <li>Client Consultation</li> <li>Comb Out Techniques</li> <li>Long Hair Styling</li> <li>Ladies Hair Styling</li> </ul>	<p><b>Hair Sculpting</b> <span style="float: right;"><b>200 hours</b></span></p> <ul style="list-style-type: none"> <li>Scissors / Razor / Clipper</li> <li>Texturizing Techniques</li> <li>Ladies Hair Cutting                             <ul style="list-style-type: none"> <li>Solid / Increase / Graduated / Uniform</li> </ul> </li> <li>Men's Hair Cutting                             <ul style="list-style-type: none"> <li>Men's Clipper Cutting</li> </ul> </li> </ul>
<p><b>Hair Color</b> <span style="float: right;"><b>200 hours</b></span></p> <ul style="list-style-type: none"> <li>Color Theory</li> <li>Color Application Techniques</li> <li>Foiling Techniques</li> <li>Bleaching, Toning, Dimensional Color</li> <li>Chemistry of Products</li> <li>Formulations &amp; Consultation / Safety</li> </ul>	<p><b>Skin Care</b> <span style="float: right;"><b>80 hours</b></span></p> <ul style="list-style-type: none"> <li>Cleansing / Masque Treatments</li> <li>Moisturizing and Toning</li> <li>Facial Massage                             <ul style="list-style-type: none"> <li>Skin Disorders</li> </ul> </li> <li>Make-up</li> <li>Hair Removal</li> </ul>
<p><b>Chemical Texturizing</b> <span style="float: right;"><b>240 hours</b></span></p> <ul style="list-style-type: none"> <li>Chemistry of Products</li> <li>Chemical Relaxing</li> <li>Curl Restructuring</li> <li>Rod Selection &amp; Placement</li> <li>History of Permanent Waving</li> <li>Design Perm Wraps</li> </ul>	<p><b>Business Building</b> <span style="float: right;"><b>80 hours</b></span></p> <ul style="list-style-type: none"> <li>Professionalism / Ethics / Client Retention</li> <li>Interview Preparation / Job Search</li> <li>Resume Writing &amp; Cover Letter</li> <li>Goal Setting, Building Clientele</li> <li>Financial Literacy Training</li> <li>Success Habits, Getting Retail Results</li> <li>Marketing, Tracking, Accountability</li> </ul>
<p><b>State Rules &amp; Regulations</b> <span style="float: right;"><b>20 hours</b></span></p> <ul style="list-style-type: none"> <li>Louisiana Laws &amp; Regulations</li> <li>Safety &amp; Sanitation Requirements</li> <li>Licensing Requirements</li> </ul>	<p><b>State Board Preparation</b> <span style="float: right;"><b>45 hours</b></span></p> <ul style="list-style-type: none"> <li>State Board Criteria and Practice                             <ul style="list-style-type: none"> <li>Written Exam</li> <li>Practical Exam</li> </ul> </li> </ul>

Total 1500 hours

## CHI Environmental School Program

By embracing the **CHI** Environmental School Program we are committed to our future professionals. The **CHI** program has been developed to support the **Environment** by using safer products. We provide students the opportunity to work with better and safer products such as 100% ammonia free products and low EMF appliances.

### TUITION, BOOKS, UNIFORMS, KITS AND FEES

TUITION 47 week course (35 hours per week)	\$24,500.00
Cosmetology Books	334.00
Lab fees	500.00
Kit & Uniforms (Larger sizes cost extra)	2,655.00
Registration Fee	100.00
Sales Tax	410.17
Technology EQP	1,500.00
<b>Total Cost 47 Week Course</b>	<b>\$24,500.00</b>

Extra instruction charge beyond contracted graduation date (per hour or any part of) \$15.00

#### Non-institutional charges:

Registration Fee with the Louisiana State Board of Cosmetology	\$10.00
Examination and License Fee to the Louisiana State Board of Cosmetology	\$158.00

**Hours of Attendance: Full Time: 35 hours per week Part Time: 25 hours per week**

Monday - Friday 9:00 A.M. - 5:00 P.M.

Monday - Friday 5:00 P.M. - 10:00 P.M.

### ENROLLMENT

**2023**

**January 9**  
**January 30**  
**February 20**  
**March 13**  
**April 3**  
**April 24**  
**June 5**  
**July 17**  
**August 28**  
**October 10**  
**November 20**

### GRADUATION

**December 1, 2023**  
**December 22, 2023**  
**January 12, 2024**  
**February 2, 2024**  
**February 23, 2024**  
**March 15, 2024**  
**April 26, 2024**  
**June 7, 2024**  
**July 19, 2024**  
**September 2, 2024**  
**October 11, 2024**

ENROLLMENT DATES SUBJECT TO CHANGE

### NON-RETURNABLE, NON-REFUNDABLE ITEMS

Books, uniforms and kit items are non-returnable and non-refundable due to sanitary reasons. Students get everything they need for the entire program all in one neatly pre-assembled kit. Students have the option to purchase books, kit items and uniforms elsewhere. An itemized kit list is available upon request from the Admissions Office. Students are required to have all books and kit items necessary for theory and practical work with them every day at school. Students receiving Veterans benefits are required to purchase all books, uniforms and kit items from the school.



## COSMETOLOGY KIT LIST

Hot Tools Spring Curling Iron ½ inch  
EvoLe Ionic Salon Flat Iron 1”  
Tripod  
Roll-About  
Shark Fin Shears  
Wahl 2000 Clipper  
Wahl Peanut  
CHI Nylon Small Round Brush  
CHI Nylon Medium Round Brush  
CHI Nylon Large Round Brush  
CHI Nylon Jumbo Round Brush  
CHI Detangling Brush  
CHI Backcombing Brush  
CHI 9 Row Styling Brush  
(11pc)  
CHI Vent Brush  
CHI Styling Brush  
CHI Large Paddle Brush  
CHI Small Paddle Brush  
CHI Curl Clips - 1 box of 100  
CHI Mirror  
CHI Ionic Color Manual  
CHI 2-Sided Vent Brush  
Color Brush- Small (2)  
Color Brush- Large (4)  
Tint Bottle  
Double Color Bowl (1)  
Single Color Bowl (2)  
Deluxe Nylon Super Cape  
Shimmer Cape  
Deluxe Color Apron  
Frostin & Tipping Cap (5 caps & 1 needle)  
Jane Iredale Intermediate Makeup Kit  
CHI Briana Long Hair Mannequin  
Men’s Mannequin with Beard  
Ms. Megan Ethnic Mannequin  
Cutting Mannequins (5)  
Set Magnetic Styling Rollers (144pc)  
All Purpose Curl Clips (3)  
BELBO Beauty Institute T-Shirts  
Lab Jacket  
Uniforms Scrub Sets  
Qnity Financial Literacy Program

BAG

Hot Tools Spring Curling Iron 1 inch  
Ionic Professional Hair Dryer  
CHI Turbo Tail Comb (2)  
CHI Turbo Metal Tail Comb (4)  
CHI Turbo Metal Styler Comb (3)  
CHI Turbo Large Taper Comb` (3)  
CHI Turbo Short Taper Comb (3)  
CHI Turbo Fine Tooth Cutting Comb  
CHI Turbo All Purpose Comb  
Grip Clips (2)  
Wahl Flat Top Comb  
Manicure Nail Bowl  
Nail Brush  
Manicure & Pedicure Set with Zipper Bag  
  
Ultra Kolinsky Sable Brush 38  
Dappen Dish  
Carbon Basin Comb  
Carbon Tail Comb (2)  
Carbon Cutting Comb  
Styling Combs (6 pk)  
Mark IV Salon Timer  
Trigger Spray Bottle 22 oz  
Cholesterol  
Ego Gel  
Foil (1 box)  
End Wraps (1 box)  
Long White Perm Rods (3 dozen)  
CHI Reusable Latex Gloves  
Processing Caps  
Duckbill Clips (2)  
Single Prong Clips

**KITS WILL NOT BE RELEASED UNTIL STUDENT HAS REACHED 9TH WEEK OF PROGRAM**

**The following information is to help you make an informed decision about enrolling at BELBO Beauty Institute;**

Occupational Data

The cosmetology program at BELBO Beauty Institute is a recognized occupation as defined by a Standard Occupation Classification (SOC) code established by the Office of Management and Budget (OMB) or an Occupation Network O\*NET-SOC code established by the Department of Labor. For information regarding occupations, visit The Department of Labor's O\*NET at [www.onetonline.org](http://www.onetonline.org)

SOC Code Hairdressers, Hairstylists, and Cosmetologists	39-5012.00
Classification of Instructional Program Code (CIP)	12.0401

PAY

According to [www.onetonline.org](http://www.onetonline.org) the 2022 annual median wage for Hairdressers/Hairstylists and Cosmetologists was \$33,290. Ten percent of workers earn \$18,840 or less and ten percent of workers earn \$53,410.

JOB OUTLOOK

According to the same website, employment is projected to grow 11 percent from 2021 – 2031, much faster than the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation.

Estimated Cost of Attending Cosmetology

Typical charges for Room & Board - \$15,939.00. Miscellaneous / Personal - \$10,593.00. Testing and Licensing fees \$158.00. The estimated cost of attendance is calculated for 9 months and is based on a standardized 9 month budget in Louisiana for an Independent student with dependents, living off campus by Financial Aid Services. On-campus housing is not available.

Completion Licensure and Placement Rates

Information is calculated using the National Accrediting Commission of Career Arts & Sciences guidelines as it appears in the 2021 annual report.

**COSMETOLOGY ONLY**

GRADUATION RATE	75.00%
PLACEMENT RATE	62.00%
LICENSURE RATE	100.00%

An On-Time completion rate is the percentage of students who start Cosmetology and graduate on or before contracted graduation date. Students attending at a rate of less than 91% of scheduled hours or have an interruption during the term of their contract will be unable to complete on time. On-Time Cosmetology Completions for 2021 was 38%.

Median Debt

Median debt means that half of the students graduate with less outstanding debt than the figure provided here, and half graduate with more.

Title IV student loan debt	\$8100.00
Institutional Financing	\$ -0-
Private student loan debt	\$ -0-

## ESTHETICS COURSE

### DESCRIPTION:

The Esthetics Course is 900 hours in 28 weeks. The primary purpose of the Esthetics Course is to prepare the student to sit for the State Board Exam. Esthetics is a study of the artistic and scientific principles of esthetics, in theory, concept and application. The course covers basic knowledge and techniques in developing skills in facials, massage, hair removal and make-up. Students will receive a basic understanding of science, business management and state law, as it relates to esthetics. The State of Louisiana requires 750 hours, but our course requires 900 hours to discover additional skills in the field of Esthetics such as Microdermabrasion, Hydro Infusion, Micor-Phototherapy, Nano-needling, Microcurrent, Ultrasonic, Spray Tanning, Airbrush Makeup, Eyelash Extensions and Eyelash Perming.

### COURSE GOALS:

Upon completion of this course, the student will have demonstrated competencies required to pass the State Board examination and the ability to:

1. Analyze and recognize skin disorders.
2. Perform facial and body treatments
3. Operate skin care treatment machines
4. Perform Microcurrent, Microdermabrasion, Photorejuvenation, and Nano-needling
5. Perform full body waxing
6. Recommend home care products and other Business Skills.
7. Apply Make-up including Air Brush Make-up
8. Apply Individual Eyelash Extensions
9. Apply safety and sanitary measures for the protection of the public.
10. Be informed of the following positions as an: Esthetician, Make-up Artistry, Hair Removal Specialist, Lash Technician, Cosmetic Buyer, Beauty Editor, Spa Manager or Owner, Manufacturers' Representative.

### INSTRUCTIONAL TECHNIQUES AND METHODS:

BELBO Beauty Institute offers the latest skin care techniques taught by licensed Estheticians. We are committed to preparing our future professionals by providing them with the opportunity to use top industry product lines such as: Dermalogica, Bio-therapeutic, Skin Script and Jane Iredale. Equipment, implements, and products are compatible to those used currently in the spa and medi spa industry. Subjects are presented by demonstration, workshops, interactive lectures, discussion, question, and answer, written and practical examination, guest speakers, student participation, powerpoint and audio-visual aids.

### EVALUATION PROCEDURES:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated according to the practical grading criteria. Students must maintain an average of 80% in theory, practical and academic work. Students must pass a final written and practical exam with a grade of at least 80%. Students are given a progress report every month and graded according to the following system:

E - Excellent 94-100%, G - Good 87-93%, S - Satisfactory 80-86%, U - Unsatisfactory 0-79%.

### TEXTBOOKS:

Milady Standard Foundations & Standard Esthetic : Fundamentals

Milady Standard Fundamentals & Esthetics: Fundamentals Workbooks

Milady's Makeup Book

Skin Script Product Manual

Dermalogica "The Book"

Louisiana State Board Rules and Regulations

### ISBN #:

978-0-357-26379-2

978-1-337-09502-0

978-0-357-18284-1

978-1-111-53959-7

SS029

6661519202 1 7

Title 46

### MFG PRICE

\$171.95

\$146.95

\$ 66.00

\$10.00

\$25.00

\$10.00



**TUITION, BOOKS, UNIFORMS, KITS AND FEES**

TUITION	28 Week course (35 hours per week)	
\$19,500.00		
Esthetics Books		\$349.00
Lab Fees		\$300.00
Kit & Uniforms (Larger sizes cost extra)		
\$3,014.00		
Registration Fee		\$100.00
Sales Tax		\$446.00
Technology EQP		1,500.00
Total cost	28 Week Course	\$19,500.00
Extra instruction charge beyond contracted graduation date (per hour or any part of)		\$15.00
Non-institutional charges:		
Registration Fee with the Louisiana State Board of Cosmetology		\$10.00
Examination and License Fee to the Louisiana State Board of Cosmetology		\$158.00
Microdermabrasion Permit		\$ 25.00

**Hours of Attendance:            Full Time: 35 hours per week            Part Time: 25 hours per week**

Monday – Friday 9:00 A.M. - 5:00 P.M.  
Monday – Friday 5:00 P.M. - 10:00 P.M.

<u>ENROLLMENT DATE</u>	<u>GRADUATION DATE</u>
2023	
<b>January 30</b>	<b>August 11, 2023</b>
<b>March 13</b>	<b>September 22, 2023</b>
<b>April 24</b>	<b>November 3, 2023</b>
<b>June 5</b>	<b>December 15, 2023</b>
<b>July 17</b>	<b>January 26, 2024</b>
<b>August 28</b>	<b>March 8, 2024</b>
<b>October 10</b>	<b>April 22, 2024</b>
<b>November 20</b>	<b>May 31, 2024</b>

ENROLLMENT DATES SUBJECT TO CHANGE

**NON-RETURNABLE, NON-REFUNDABLE ITEMS**

Books, uniforms and kit items are non-returnable and non-refundable due to sanitary reasons. Students get everything they need for the entire program all in one neatly pre-assembled kit. Students have the option of finding and purchasing each kit item on their own. An itemized kit list including vendor and item number is available upon request from the Admissions Office. Students are required to have all books and kit items necessary for theory and practical work with them every day at school. Students receiving Veterans benefits are required to purchase all books, uniforms and kit items from the school.

## ESTHETICS KIT LIST

Hand Mirror 9" X 12" - White  
Teri Towel 15" X 25" (5)  
Terry Salon Wrap  
Dura-Lash Student Kit  
Invisibands Wispies - Black  
Make-Up Wedges 32-ct (2)  
Disposable Mascara Brushes 25-ct (5)  
Disposable Lip Liner Brush 25-ct (5)  
5 Piece Esthetic Tool Kit with 3 Extractors, Tweezers  
Small Scissors  
Large Scissors  
Hand Sanitizer 8 oz  
Round Cotton Pad 100-ct  
Body and Face Mask Brush Set  
Compressed Facial Sponges 100-ct  
Cotton Bands 1 1/4" X 180"  
Masque Cup (6)  
Headbands ( 6)  
Small Rubber Bowl  
Large Rubber Bowl  
Reusable, Sanitizable Waxing Spatula (se of 3)  
Full Head & Shoulders Mannequin  
Jane Iredale Comprehensive Makeup Kit  
Jane Iredale Makeup Cape  
Brush Belt Apron  
Flocked Sponge  
EyeLash Extension Kit  
Glass Dappen Dish  
Jade Stone  
Lash Air Conditioning Fan  
Reflectocil Lash Perm Kit  
Ultrasonic Skin Scrubber  
Nano-Needling Pen  
Air Brush Kit  
Poly Duffle Bag  
Roll-About  
Qnity Financial Literacy Program  
BELBO Beauty Institute Short Sleeve White T-Shirt  
Uniform Scrub Sets - White (3)  
Lab Jacket - White  
Dermalogica Graduation Kit

**KITS WILL NOT BE RELEASED UNTIL STUDENT HAS REACHED 9TH WEEK OF PROGRAM**

**The following information is to help you make an informed decision about enrolling at BELBO Beauty Institute**

Occupational Data

The esthetics program at BELBO Beauty Institute is a recognized occupation as defined by a Standard Occupation Classification (SOC) code established by the Office of Management and Budget (OMB) or an Occupation Network O\*NET-SOC code established by the Department of Labor. For information regarding occupations, visit The Department of Labor's O\*NET at [www.onetonline.org](http://www.onetonline.org)

SOC Code Skin Care Specialists	39-5094.00
Classification of Instructional Program Code (CIP)	12.0409

PAY

According to [www.onetonline.org](http://www.onetonline.org) the 2022 annual median wage for Skin Care Specialists was \$38,060. Many Estheticians pursue careers in medical clinics and spas.

JOB OUTLOOK

According to the same website, employment of skin care specialists is projected to grow 11-14% from 2021-2031, much faster than the average for all occupations. The desire among women and a growing number of men to reduce the effects of aging will result in rapid employment growth. Good job opportunities are expected.

Estimated Cost of Attending Esthetics

Typical charges for Room & Board - \$12,397.00. Miscellaneous / Personal - \$8239.00. Testing and Licensing Fees - \$158.00- \$183.00. The estimated cost of attendance is calculated for 7 months and is based on a standardized budget in Louisiana for an Independent student with dependents, living off campus by Financial Aid Services. On-Campus housing is not available.

Completion Licensure and Placement Rates

Information is calculated using the National Accrediting Commission of Career Arts & Sciences guidelines as it appears in the 2021 annual report.

ESTHETICS ONLY

GRADUATION RATE	75.00%
PLACEMENT RATE	62.00%
LICENSURE RATE	100.00%

An On-Time completion rate is the percentage of students who start Esthetics and graduate on or before the contracted graduation date. Students attending at a rate of less than 91% of scheduled hours or have an interruption during the term of their contract will be unable to complete on time. On-Time Esthetics Completions for 2021 was 36%.

Median Debt

Median debt means that half of students graduate with less outstanding debt than the figure provided here, and half graduate with more.

Title IV student loan debt	\$9454.00
Institutional Financing	\$ -0-
Private student loan debt	\$ -0-

## INSTRUCTOR TRAINING COURSE

### DESCRIPTION:

The Instructor Course is 600 hours in 22 weeks. The course is for students who are pursuing a career in the educational field of cosmetology arts and sciences. Following sound training principles, the program provides an opportunity for each student instructor to observe and assist experienced instructors in the performance of their duties, to perform skill demonstrations, to practice teach, and to thoroughly study the principles of teaching. The program permits trainees to apply, in a classroom atmosphere, the practices and theories to which they are exposed as the program unfolds. The cosmetology professionals in need of well trained, qualified instructors. This course of study is planned to present a program for the training of the personnel required to supply that need. The State of Louisiana requires 500 hours, but our course requires 600 hours to utilize more practical teaching and clinical evaluations.

### COURSE GOALS:

Upon completion of the course student will have demonstrated competencies required to pass the State Board examination and the ability to:

1. Apply skills and techniques related to the teaching of cosmetology related arts and sciences
2. Experience theoretical and practical teaching in a classroom situation
3. Prepare and utilize lesson plans, record keeping
4. Prepare, design and administer tests
5. Recognize, observe and evaluate individual students' needs and abilities
6. Apply safety and sanitary measure for the protection of the public
7. Be informed of the employment information as an instructor, beauty school owner or manager

### INSTRUCTIONAL TECHNIQUES AND METHODS:

The course will be a combination of lecture, demonstration and student participation. Subjects are presented by demonstrations, workshops, lectures, written and practical exams, student participation, audio visual aids, workbooks and role-playing.

### EVALUATION PROCEDURES:

Students are assigned a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated according to the practical grading criteria. Students must maintain an average of 80% in theory and practical work. Students must pass a final written and practical exam with a grade of at least 80%. Students are given a progress report every month and graded according to the following system:

E – Excellent 94% - 100%, G – Good 87% - 93%, S – Satisfactory 80% - 86%, U – Unsatisfactory 0% - 79%

<b>TEXTBOOKS:</b>	<b>ISBN#</b>	<b>MFG PRICE</b>
Milady's Course Textbook for Cosmetology	9781285769417	\$146.95
Milady's Course Textbooks for Esthetics	9780357263792	\$171.95
Milady's Course Textbook for Manicuring	9780357446867	\$143.95
Milady's Master Educator Student Course Book	9781133693697	\$185.95
Milady's Master Educator Student Exam Review	9781133776598	\$56.95
Louisiana State Board Rules and Regulations	Title 46	

		<b><u>CURRICULUM</u></b>		
<b>Teaching Methodology</b>	<b>75 hours</b>	<b>Instructor Assist</b>	<b>130 hours</b>	
Course content review		Preparation		
Students and learning		Classroom management		
Lesson plan development		Evaluating student performance		
Preparation of teaching aids				
Designing tests				
<b>Student Salon / Spa Supervision</b>	<b>135 hours</b>	<b>Practice Teaching</b>	<b>135 hours</b>	
Observation		Demonstration		
Recognizing individual students		Maintaining control		
Evaluating performance		Teaching techniques		
Communication skills		Evaluation / feedback		
		Presentation / Organization		
<b>Administrative Responsibilities</b>	<b>75 hours</b>	<b>Career &amp; Employment Info</b>	<b>30 hours</b>	
Course outline / Development		Professional ethics		
Record keeping / Business management		Compensation packages		
Organizational and regulatory requirements				
<b>State Rules &amp; Regulations</b>	<b>20 hours</b>			
Licensing requirements				
Louisiana laws & regulations				
Safety & Sanitation requirements				

**Total 600 hours**







## TUITION, BOOKS AND FEES

TUITION	22 week course (30 hours per week)	\$ 10,000.00
Manicuring Books		\$ 334.83
Lab Fees		\$ 200.00
Kit & Uniforms (Larger sizes cost extra)		\$1,455.17
Registration Fee		\$ 100.00
Sales Tax		410.10
Technology EQP		1,500.00

Total Cost 22 Week Course \$14,500.00

Extra instructional charge beyond contracted graduation date (per hour or any part of) \$ 15.00

Non-institutional charges:

Registration Fee with the Louisiana State Board of Cosmetology 10.00

Examination and License Fee to the Louisiana State Board of Cosmetology 158.00

**Hours of Attendance:** **Full-time: 30 hours per week** **Part-time: 25 hours per week**

Monday – Friday 9:00 A.M. – 4:00 P.M. 5:00 P.M. – 10:00 P.M.

Enrollment Schedule: Continuous enrollment

### NON-RETURNABLE, NON-REFUNDABLE

Books, uniforms and kit items are non-returnable and non-refundable due to sanitary reasons. Students get everything they need for the entire program all in one neatly pre-assembled kit. Students have the option to purchase books, kit items and uniforms elsewhere. An itemized kit list is available upon request from the Admissions Office. Students are required to have all books and kit items necessary for theory and practical work with them every day at school. Students receiving Veterans benefits are required to purchase all books, uniforms and kit items from the school.

### MANICURING KIT LIST

Nail Training Practice Hand	Fiberglass Starter Kit	Nail Glue
Deluxe Flexible Practice Hand with Swivel Base	Odorless Student Kit	Nail Brush
Mannequin Clamp	Sanitizable Foot Files (2)	Nail Art Brushes
Kolinsky Sable Brush	Deep Dish Manicure Bowl	Pedicure Set 8 pc
Sterilizer Jar	Sanitizable Sanding Blocks (3)	100 Nail Tips
Nail Implement Kit	BELBO Beauty Institute Short Sleeve T-Shirt	Dappen Dish (2)
Uniform Scrub Sets- White (3)	Lab Jacket - White	

### KITS WILL NOT BE RELEASED UNTIL STUDENT HAS REACHED 9TH WEEK OF PROGRAM

The following information is to help you make an informed decision about enrolling at BELBO Beauty Institute

#### Occupational Data

The Manicuring Course at BELBO Beauty Institute is a recognized occupation as defined by a Standard Occupational Classification (SOC) or an Occupation Network O\*NED-SOC code established by the Department of Labor. For information regarding occupations, visit The Department of Labor's O\*NET at [www.onetonline.org](http://www.onetonline.org).

SOC Code Nail Technician 39-5092.00

Classification of Instructional Program Code (CIP) 12.0410

#### PAY

According to [www.onetonline.org](http://www.onetonline.org) the 2022 annual median wages for Nail Technicians was \$31,130.00.

#### JOB OUTLOOK

According to the same website, employment of nail technicians is projected to grow 11% from 2021-2023, much faster than the average for all occupations.

#### Estimated Cost of Attending Manicuring

Typical charges for Room & Board - \$5160.00. Miscellaneous /Personal \$ 6384.00. Tests and Licensing Fees - \$158.00. The estimated cost of attendance is calculated for 5 months and is based on a standardized 9 month budget in Louisiana for an Independent student with dependents, living off-campus by Financial Aid Services. On-campus housing is not available.

#### Completion Licensure and Placement Rates

Information is calculated using the National Accrediting Commission of Career Arts & Sciences guidelines as it appears in the 2021 annual report.

GRADUATION RATE 75.00%

PLACEMENT RATE 62.00%

LICENSURE RATE 100.00%

An on-time completion rate is the percentage of students who start Manicuring and graduate on or before the contracted graduation date. Students attending at a rate less than 100% of scheduled hours or have an interruption during the term of their contract will be unable to complete on time. On-time Manicuring Completions for 2021 were 0%.

\*Manicuring is an approved program, however was not offered in 2021

#### Median Debt

Median debt means that half of students graduate with less outstanding debt than the figure provided here, and half graduate with more.

Title IV student loan debt \$ - 0 -

Institutional Financing \$ - 0 -

Private student loan debt \$ - 0 -

## ADMISSION POLICY

BELBO Beauty Institute, in their admission, instruction, and graduation policies practice no discrimination on the basis of sex, age, race, color, religion, disability, sexual orientation, ethnic origin or financial status. If a student is not a U.S. Citizen, documentation of eligible noncitizen status must be provided. However, BELBO Beauty Institute may not accept students that are convicted felons or are under indictment for a felony. Information provided to applicants or students relevant to their decision to enroll in school or to satisfactorily complete the course will be printed in English. It is the policy of BELBO Beauty Institute not to recruit students from other Cosmetology schools.

### COSMETOLOGY, ESTHETICS, AND MANICURING

#### Admission Requirements:

- Must be at least 17 years of age
- Admissions Interview
- Completed Student Questionnaire
- Standard High School Diploma or Transcript OR General Education Diploma or Transcript\*
- Birth Certificate or Driver's License
- Social Security Card
- \$100.00 School Registration Fee

#### INSTRUCTOR TRAINING

- Same as above along with a copy of your current Cosmetology, Esthetics or Manicuring license

\* Please note that a Modified High School Diploma, a Certificate of Completion, or a Certificate of Attainment is not accepted for our Admissions requirements. They are not considered equivalent to a Standard High School Diploma. We are required to verify that your proof of education is from a valid high school or High School equivalency program. The Institute will check with the high school to confirm the validity of the student's diploma/transcript and confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary education. If the Admission Officer or Belbo Beauty Institute has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education in order to satisfy the requirements of the regulation on this issue (34 CFR 668.16(p)), you will be denied admission to the school.

Students that have received a high school diploma or equivalent education outside of the United States may be considered for enrollment under our foreign diploma policy. All students with a foreign diploma must submit documentation from an outside agency that is qualified to translate documents into English and qualified to confirm the document is academically equivalent to a U.S high school diploma.

Admissions of Ability to benefit students.

For student admissions based on their ability to benefit, student shall complete either:

1. A nationally recognized, standardized or industry developed test that measures a student's ability to successfully complete the program/course to which he or she has applied
2. After enrolling in a program of 600 hours or more, students must complete a total of 225 clock hours as applicable

**The Louisiana State Board of Cosmetology does not recognize SBESE-approved Home Study Programs as proof of high school education. Research and approval of high school diploma issued by any Home Study Program will be completed by the Louisiana State Board of Cosmetology.**

To receive a Louisiana State Equivalency Diploma, students must pass a General Educational Development (GED) test. GED courses are available from Louisiana Technical College, 2010 North Market, Shreveport, LA (318) 676-7811 or Bossier Parish Community College, 6220 E. Texas St., Bossier City, LA (318)678-6000. Students receiving Veterans benefits must provide academic transcripts from all prior schools or universities. If any Diploma or GED can't be verified or is questionable, BELBO Beauty Institute reserves the right not to accept the document. Student-certification is not sufficient. This decision may not be appealed.

#### TRANSFER STUDENTS

Transfer students with previous hours/credits from a licensed school are accepted, however the school has discretion as to how many hours/credits will be accepted. Tuition charges are pro-rated according to the students' need and hours required for successful completion of the course. Transfer hours from another school that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining financial aid eligibility and maximum time-frame. Students must obtain a transcript from their previous school, if it is still in business, showing their attendance and level of accomplishment.

#### RE-ENTRY STUDENTS

Re-entry students are accepted as approved by the Administrator. A \$100 re-enrollment fee is required. Re-entry students must meet and satisfy all entrance requirements. Tuition charges are pro-rated according to the students' needs and hours required for successful completion of the course. A process report will be used to determine academic level. Students must re-enter with the same GPA and attendance rate as of their last day of attendance. Students returning with 180 calendar days of their last day of attendance may re-enter in the same repayment period for the purpose of financial aid. Students re-enrolling after 180 calendar days will be considered a re-enrollment.

Following acceptance into the school all students must be registered with the Louisiana State Board of Cosmetology. A \$10.00 money order from the student must accompany the registration papers.

## **REGISTRATION AND ORIENTATION SCHEDULE**

Registration should be done no later than the Wednesday prior to the scheduled class start date. Orientation will be held on the Thursday prior to the class start date and registration and book fees must be paid in full prior to the first day of class. Student must arrive in the proper dress code.

### **INSTITUTIONAL REFUND POLICY**

The School refund policy applies to all cancellations/terminations for any reason by either party, including student decision (parent or legal guardian). Cancellation/termination include, but not limited to the dismissal from enrollment, course cancellation, school closure, and withdrawal. Official cancellation or withdraw shall occur on the earlier of the dates that a student is expelled or when student notifies the school of his/her withdrawal in writing. The date of official cancellation/termination will be determined by the postmark on written notification, or the date said information is delivered to the school in person. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. All cancellations/terminations must be properly processed in the Financial Aid Office by completing the withdrawal from enrollment form. Verbal notification to administrative and/or other BELBO Beauty Institute staff will not be acceptable.

1. In the event a student or legal guardian cancels the Enrollment Agreement and demands his/her money back within three (3) business days of signing the Enrollment Agreement, regardless of whether the student has actually started training, all money collected by the school is refunded.
2. Cancellation requested after three (3) business days of signing, but prior to entering classes, will result in the refund of all money paid to the school, less the \$100.00 registration fee.
3. In the event an applicant is not accepted by the school during the three (3) week introductory period, and the student (parent or legal guardian)demands his/her money back, all money collected by the school is refunded.
4. In the event of a transfer, withdrawal, or dismissal after the introductory period, the student (parent or legal guardian of a minor) will be charged an administrative fee of\$150.00.
5. Cost of items to students such as administrative fees, instruction supplies, equipment, service charges, lab fees, textbooks, kits, uniforms or rentals are not considered in the tuition adjustment computation. Uriforms, kit and books are non refundable and non returnable due to sanitary reasons and are charged during the first payment period of enrollment. All fees are identified in the handbook and Enrollment Agreement.
6. In cases of an illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, The School may make a settlement which is reasonable and fair to both.
7. If the school is permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school shall provide a pro rata refund of tuition received. If the course is canceled subsequent to the student's enrollment, the School will provide a full refund of all monies paid OR provide completion of the course.If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund of tuition received OR provide completion of the course.

The school will use the U. S. Department of Education's "RETURN OF TITLE IV FUNDS" policy (34 CFR 668.22), based on payment period, as required by law.

The School complies with all refund requirements as set forth by state and/or federal programs. Collection procedures reflect sound and ethical business practices, and all collection correspondence are in accordance with the Refund Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with The School Refund Policy.

After all applicable returns to Title IV aid have been made, this refund policy will be applied to determine the amount earned by The School and owed by the student. If a student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. For any student who fails to complete their course, the following schedule of tuition earned by The School applies. All charges and refunds are based on scheduled hours of attendance per pay period as defined in the Enrollment Agreement.

% OF SCHEDULED HOURS			% OF TUITION EARNED
0.01%	to	4.9%	20%
5.0 %	to	9.9 %	30%
10.0%	to	14.9%	40%
15.0%	to	24.9%	45%
25.0%	to	49.9%	70%
50.0%	to	100%	100%

All refunds will be calculated based on the students last date of attendance. Any money due to the applicant or student is refunded within

thirty (30) days of a determination that a student has withdrawn, whether officially or unofficially. The School will be considered to have returned funds timely and as soon as possible but no later than (30) days after the date it determines that the student withdrew.

### **RETURN OF TITLE IV FUNDS**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned.

Payment periods for Title IV funds are divided into segments. If a student has completed 60% or less of the payment period the school may have to return part of the funds to the U. S. Department of Education (DOE). So, even though the school may have received money to credit to your tuition account, it may not be eligible to keep all of the money received. BELBO Beauty Institute will calculate the amount of tuition to be returned to the Federal fund programs according to the policies listed below.

### **RETURN OF TITLE IV FUNDS POLICY**

The federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student

Withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Financial Aid Administrator of the school. The notification must be in writing. The withdrawal email notification may be emailed to [shvfinoffice@belboeautyinstitute.com](mailto:shvfinoffice@belboeautyinstitute.com) or by mail to BELBO Beauty Institute 1141 Shreveport Barksdale Hwy Shreveport, La. 71105. The date the notification is received is the date of determination and will begin the withdrawal process.

**Unofficial Withdrawal Process:** For unofficial withdrawals, a student's withdrawal date at the school that is required to take attendance is their last day of physical attendance. The date of determination is 14 calendar days after the student's last day of physical attendance

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**Post Withdrawal Disbursement:** If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

**Credit Balance:** If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. Federal funds may not cover all unpaid institutional charges due to the institution at the time the student withdraws. The law requires that a

student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

**Overpayment of Title IV:** Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the school;
2. Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
3. Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time the student fails to meet the terms of the repayment agreement with the school:

1. The student chooses to enter into a repayment agreement with the Department.
2. The student who owes an overpayment is ineligible for Title IV program funds.

You must make arrangements with the school or Department of Education to return the amount of unearned grant funds.

## **PHYSICAL DEMANDS, SPECIAL FACILITIES FOR SERVICES FOR DISABLED AND REASONABLE ACCOMMODATIONS**

Students need to be aware of physical demands related to the field of Cosmetology Arts and Sciences. The main areas of stress are the back, neck, shoulders, wrists, feet and legs. Being in good physical condition will help to alleviate any problems. Also, we suggest support hose and shoes be worn to reduce strain and pressure.

## **SPECIAL FACILITIES AND SERVICES FOR DISABLED**

Disabled persons should contact the school to discuss our educational programs and how to meet their individual needs. Should a student be or become disabled during enrollment and choose to communicate this to the Administrator, reasonable accommodations may be necessary to ensure that program requirements **can be performed**. Please be advised that where he/she is **unable to perform** all curriculum requirements for completion, with or without accommodations, withdrawal may be deemed necessary until such time as he/she is able to perform program requirements. **BELBO Beauty Institute is unable to waive the physical requirements of any curriculum approved by Louisiana State Board of Cosmetology.**

## **SAFETY REQUIREMENTS**

We will teach you how to protect your clients and yourself through proper sanitation, disinfection and sterilization practices. Students will be responsible for properly sanitizing/disinfecting all tools, implements and work spaces. Gloves should be worn during chemical procedures and anytime there is a possible contact with bodily fluids. Students will share in the responsibility of keeping all areas of the school neat, clean and safe.

## **LICENSING REQUIREMENTS**

After completing program clock hours and curriculum requirements, students will be scheduled for the State, National Theory and Practical exams given by the Louisiana State Board of Cosmetology. (All state board testing is done in Baton Rouge) After successfully completing all exam phases the State Board will issue a license in the field for which you were trained. Licenses must be renewed annually on your birthday.

## **HOLIDAYS/CLOSURES**

The following holidays are observed: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. No hours are given for holidays. Additional closings for in-service days will be announced and posted.

should check with local radio /television stations and BELBO Beauty Institute Website and/or Facebook page for closure information due to bad weather.

### **ACCESS TO FILES**

Each student (parent or legal guardian of a dependent minor) has the right to access his/her cumulative records. Any student who wishes to review his/her file with proper supervision and interpretation of the filed documents from an administrator or a person designated by the administration as qualified to assist with the file. BELBO Beauty Institute has the right to require a twenty-four-hour written notice from student/parent/guardian wishing to review their cumulative records. Cumulative records contain documents such as, but not limited to, grades, tests, activity sheets, financial aid records, payment records for tuition and fees, counseling records, class attendance, birth certificates, and the Enrollment Agreement. Copies may be requested for a fee. All files are retained for six years. Refer to the FERPA policy on page 28.

### **COUNSELING / ADVISING**

Staff personnel are available for advice and counseling sessions, as needed, and may cover such areas as attendance, academic progress, personal/ social behavior, financial assistance, study habits, grooming, etc. Referral to professional assistance may be included if necessary. The school will meet with parents of any student under the age of eighteen, if that student does not meet the standard responsibilities of the school.

### **FACILITIES**

BELBO Beauty Institute is an attractive, fully furnished, 10,260 square foot facility designed to afford maximum support to the teaching and learning environment. The school consists of executive/administrative offices, six classrooms, 42 stations, body treatment room, dressing room, shower, student lounge, laboratories and student salon spa areas for practical applications and demonstrations. The support areas of the school are well-appointed and round out the educational facility designed with today's student in mind. The school is close to public transportation routes and has ample parking available.

### **EQUIPMENT**

BELBO Beauty Institute consists of approximately 42 hairstyling stations, sterilizers, 9 shampoo bowls, professional nail tables, pedicure area, dryers, makeup stations, electric facial beds, machinery and other equipment for the benefit of each student learner. Educational classroom equipment consists of WiFi internet access, flat screen televisions, DVD players, anatomy charts, tables and chairs, dry erase boards, bulletin boards, and a library.

### **EMPLOYMENT ASSISTANCE**

BELBO Beauty Institute does not guarantee employment upon graduation. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. The school maintains a professional relationship with leading salons in the local and surrounding areas. A current list of job openings is available to students upon request from the Student Services Coordinator. Recommended web sites include [www.beautyschools.org](http://www.beautyschools.org), [www.firstchair.com](http://www.firstchair.com), [www.behindthechair.com](http://www.behindthechair.com) or [www.naccas.org](http://www.naccas.org) Graduates are encouraged to maintain contact with the school and follow-up with current employment information, success stories or employment needs.

### **GRADUATION REQUIREMENTS**

Students will be considered a graduate after completing the required number of program clock hours, completing all academic requirements, and making satisfactory arrangements for payment of all debts owed to the school. Upon graduation student may schedule for the Louisiana State Board Licensing Examination. BELBO Beauty Institute will issue diplomas and applicable certificates upon students being scheduled for the State Board Testing. Louisiana State Board examination and license fees are \$158.00.



## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Progress is a cumulative measure of both quantitative (attendance) and qualitative (academic) performance. Provided to students prior to enrollment, applies to full-time students enrolled in a contracted course of study, and consistently applied to all students enrolled at BELBO Beauty Institute.

Minimum requirement for both weighted grade point average and attendance must be no less than 80% Students are evaluated for Satisfactory Progress as follows:

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of scheduled hours to be considered maintaining satisfactory progress. Progress reports are used to evaluate satisfactory progress at each evaluation period. Attendance rate is calculated by dividing attended hours by scheduled hours from the beginning of the course.

### MAXIMUM TIME FRAME

Maximum time frame is measured at 100% attendance of scheduled hours and may not exceed 125% of the NACCAS approved program length.

<u>Approved Program Length</u>	<u>Maximum Time</u>
Cosmetology (Full time, 35 hrs a wk)- 1500	54 weeks 1875 scheduled hours
Esthetics (Full time, 35 hrs a wk) -900	33 weeks 1125 scheduled hours
Instructor Training (Full time, 30 hrs a wk) – 600	25 weeks 750 scheduled hours
Manicuring (Full time, 30 hrs a wk) – 600	25 weeks 750 scheduled hours

BELBO Beauty Institute does not offer part time schedules. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

Students who exceed the maximum time frame shall be terminated from the program. The student may then re-enroll in the program on a cash-pay basis according to the re-enrollment provisions of the institution's admission policy.

### ACADEMIC PROGRESS EVALUATIONS

Components weighed in measuring Satisfactory Academic Progress include academics in theory, clinic and project work. All grades are calculated according to the following scale:

E- Excellent	94-100%
G- Good	87- 93%
S- Satisfactory	80- 86%
U- Unsatisfactory	0- 79%

Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and count toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, the assignment must be repeated. Practical assignments are evaluated in the student salon monthly as well as in the classroom. Practical assignments are evaluated according to criteria adopted by the school based on text procedures. Students must attain an 80% minimum grade in all academics. Students must satisfactorily pass any missed, failed or incomplete assignments and the highest recorded grade will be 80%.

### EVALUATION PERIODS

All periods of enrollment are considered in the evaluation of Satisfactory Progress, including periods in which the student did not receive Title IV funds. Evaluations are scheduled at the following attended hour interval: first evaluation occurs prior to academic year or course midpoint, whichever occurs sooner: Campus uses an academic year of 900 hours for each program.

<b>Cosmetology</b> (AY 900 Hours)	
0-450 hours= 13 weeks	451-900 hours= 13 weeks
901-1200 hours= 8.5 weeks	1200-1500 hours = 8.5 weeks
<b>Esthetics</b> (Academic Year 26 weeks, 900 Hours)	
0-450 hours= 13 weeks	451-900 hours= 13 weeks
<b>Instructor Training</b> (Academic Year 20 weeks, 900 Hours)	
0-300 hours= 10 weeks	301-600 hours= 10 weeks
<b>Manicuring</b> (Academic Year 20 weeks, 900 Hours)	
0-300 hours= 10 weeks	301-600 hours= 10 weeks

## **SATISFACTORY ACADEMIC PROGRESS POLICY (CONTINUED)**

### **DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS**

Computer generated progress reports will be used to determine Satisfactory Academic Progress. Student receive a hard-copy for payment periods : 451, 901, and 1201 hours and sign a copy for file retention at each evaluation. Students who are meeting the minimum requirements for academic and attendance performance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not to be maintaining Satisfactory Academic Progress may have their Title IV funding interrupted unless the student is placed on Financial Aid Warning or has prevailed upon appeal resulting in a status of Financial Aid Probation.

### **FINANCIAL AID WARNING**

Students who fail to meet minimum Satisfactory Academic Progress requirements are placed on Financial Aid Warning and considered to be making Satisfactory Academic Progress during the warning period. The student will be advised in writing on actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has not met both attendance and academic requirements, the student may be deemed ineligible to receive Title IV funds.

### **FINANCIAL AID PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory acad1 mic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students may re-establish Satisfactory Academic Progress and Title IV aid eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probation Period.

### **APPEAL PROCEDURE**

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

### **INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS**

BELBO Beauty Institute believes it is in the student's best interest not to have interruptions in their educational program, therefore, does not have or recognize a leave of absence policy. Circumstances may require that a student withdraw until which time they can complete their program without interruption. Students will re-enter with the same status attained at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses do not apply and have no effect upon satisfactory academic progress.

## **GROUNDS FOR TERMINATION**

A student may be terminated for failure to maintain satisfactory progress, financial obligations or failure to comply with standards/policies as defined in the Handbook and addendums. The school reserves the right to modify the standards/policies and student will be advised of any and all modifications.

## **CONCERNS AND COMPLAINTS**

Students should be aware that should they have concerns or complaints about any allegation that the institution acted inappropriately or did not act to investigate or correct charges of either (or both), mismanagement of Title IV funds and misleading advertising or recruitment of students who are candidates for Title IV funding, should seek resolution thru the institutions internal complaint procedure before involving others. The complaint procedure is published in the handbook.

## **POLICY ON HOURS**

BELBO Beauty Institute is a clock hour school utilizing an electronic real time system. Students will receive only the hours clocked each day. Hours are never deducted nor additional hours given for any reason. Students are responsible for making up course work missed while absent.

## **METHODS & TERMS OF PAYMENT**

Payment methods may include but are not limited to Financial Aid, TOPPS and cash arrangements. As specified in the Enrollment Agreement down payments are due on or prior to the first day of class. Cash payment due dates vary based on start dates and are to be paid monthly until paid in full. Monthly tuition payments that are 5 days past the due date will incur a 5% late fee. Satisfactory arrangements for payment of all debts owed to the school must be made prior to graduation. Payments may be made using cash, check, money order or credit card. Installment Contracts including Truth-In-Lending Act disclosure are made through the Business Office.

Students cannot always afford to pay educational costs in full at the beginning of their program of study. In addition to cash payment arrangements, BELBO Beauty Institute participates in various programs designed to assist students meet educational costs on an affordable basis.

United States Department of Education approved Title IV programs including Federal Pell Grants, Direct Student Loans (Subsidized, Unsubsidized and Parental Loans for Undergraduate Students) available to those who qualify.

Other assistance may be available from Vocational Rehabilitation and the Veterans Administration and must be pre-approved by these agencies prior to enrolling. BELBO Beauty Institute does not offer scholarship and fee waivers. VA students will not have any penalty, including assessment of late fees, denial of access to class, libraries, or other institutional facilities, or be required to borrow additional funds, because of the inability to meet the financial obligations to the school due to delayed disbursements from VA under Chapter 31 or 33.

## **TITLE IV FINANCIAL AID**

(For the purpose of financial aid the BELBO Beauty Institute ACADEMIC YEAR is defined as 900 CLOCK hours)

Individuals may be eligible for Title IV assistance if all the following qualifications are met:

- Currently enrolled in an eligible BELBO Beauty Institute program;
- Holds a valid Social Security Number;
- Is a U.S. citizen or eligible non-citizen;
- Not in default on any Federal (Title IV) student loan;
- Does not owe a repayment on any federal grant;
- Possesses a high school diploma or its equivalent;
- Can demonstrate Selective Service registration (males only);
- Never been convicted of a drug offense while receiving federal financial aid;
- Maintains Satisfactory Academic Progress.

The following Title IV programs are available to those who qualify (subject to U.S. Department of Education availability of funds and any changes to award amounts and Direct Stafford Loan repayment interest rates)

1. Federal Pell Grant: A grant to assist undergraduates, who have not earned a bachelor's or professional degree, with educational expenses. There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. (Does not have to be paid back)
2. Federal Direct Subsidized Loan: Between 10/1/22-9/30/23 the origination fee is 1.057%. A low interest fixed rate loan based on financial need. The interest rate for loans disbursed on or after July 1, 2022 is 4.99%. Interest does not accrue while students are attending school, during their six-month grace period, and during periods of deferment. First time borrowers will be limited to eligibility that is equal to 150% of the published length of the borrower's current educational program.
3. Federal Direct Unsubsidized Loan: Between 10/1/22 - 9/30/23 the origination fee is 1.057%. A low interest loan not financial need based, with an interest rate of 4.99%, on loans disbursed between July 1, 2022 and June 30, 2023 for independent students. Interest will accrue on this loan while in school, during the six-month grace period and during periods of deferment; accumulated interest can be paid quarterly while attending school. (Must be paid back)
4. Federal Direct Plus Loan: Between 10/1/22 - 9/30/23 the origination fee is 4.228%. A low interest fixed rate loan for parents who want to borrow to help with their dependent student educational expenses. The interest rate is 7.54% for loans disbursed between July 1, 2022 and June 30, 2023 and is only available to parents without adverse credit histories. (Must be paid back)

Title IV eligibility and awards are solely for educational expenses related to attendance at BELBO Beauty Institute.

## FEDERAL TITLE IV APPLICATION PROCESS

Any student who wishes to apply for Federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). BELBO Beauty Institute school code is 017375. A processed Institutional Student Information Record (ISIR) will be electronically transmitted to the financial aid office and used to determine student Title IV eligibility and will be retained in the student financial aid file.

## CORRECTION OF INFORMATION

If for any reason a FAFSA is corrected by the student or financial aid administrator a new ISIR is generated and will be used to determine eligibility. If corrections result in a change in eligibility, or a student becomes ineligible for Title IV assistance, the Financial Aid Administrator will create an updated financial plan and inform the student.

## APPLICATION VERIFICATION REQUIREMENTS

A certain portion of FAFSA's processed will be subject to verification. Verification means that the applicant is asked to "verify" or confirm information on the application. Federal law says we have the right to ask for this information before awarding Title IV financial aid. Verification will be completed by obtaining a variety of documents for the applicant and/or parents and may vary based on information provided. Examples can include a verification worksheet, signed federal IRS tax return/transcript and/or W-2 information, marriage license, child's birth certificate and third party confirmation of income or benefits. Citizenship verification is determined by the United States Department of Education Central Processor. Data matches are made with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of these matches are reported on the applicants ISIR. Students with unusual enrollment patterns will be required to provide transcripts from all schools attended beyond the high school level for the last three award years.

Except in instances where extenuating circumstances intervene, required documentation must be provided within 30 days of the date requested. All financial aid disbursements are withheld until this process has been completed.

### **Consequences for failure to provide verification information within the 30-day period:**

Student will receive no disbursement of funds if they fail to provide the information required for verification within 30 days. In addition, student will be expected to make cash payments to BELBO Beauty Institute in lieu of any expected financial aid disbursements and may be dismissed from school. If results of the verification satisfy the requirements, first disbursement of funds to which the student is entitled will be released. If verification results in conflicting information, student will be asked to visit the Financial Aid Office where inaccurate items will be discussed and further documentation may be requested.

If the financial aid administrator has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such an application will be referred to the Department of Education Office of the Inspector General.

A student's financial need may not be funded entirely, or in some cases not at all, by Title IV programs. Students and/or parents (in the case of a dependent minor student) are expected to pay any unfunded portions.

### APPLICANT'S FINANCIAL AID HISTORY

It is a federal requirement that BELBO Beauty Institute determine any and all federal Title IV aid previously received by any financial aid applicant. BELBO Beauty Institute uses the National Student Loan Data System (NSLDS) to obtain the financial aid history of each applicant. This information is found on the applicant's ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received and the applicant is determined to be in good standing with the United States Department of Education. All information pertaining to student loans obtained for enrollment at BELBO Beauty Institute will be referred to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users.

To receive Title IV assistance, BELBO Beauty Institute students must meet the standards of Satisfactory Academic Progress. Satisfactory Academic Progress (SAP) is discussed in detail in the student handbook. Students SAP is evaluated both qualitatively and quantitatively at the end of each payment period as defined in the enrollment agreement. Students must maintain a minimum of 80% cumulative grade point average and attendance rate. Students must complete each payment period before further Title IV funds can be awarded. Students must complete their program of study within 125% of the normal time frame of the program as described in the student handbook. Course incomplete, withdrawals, and repetitions have no effect on satisfactory academic progress.

### CREDIT BALANCES

Charges are broken down into payment periods (0- 50, 450-900, 900-1200, 1200-1500, 0-300, 300-600). After Title IV funds for the payment period are posted to the student's account, if a balance is due, it carries over to the next payment period. If a credit balance occurs, students may sign an authorization to hold the funds and have them applied to the next payment period or request the credit balance be paid to them.

## **DIRECT LOAN ENTRANCE AND EXIT COUNSELING**

BELBO Beauty Institute requires Entrance and Exit Counseling for any student applying for Direct Loans, and will not originate any loan without documentation that counseling has been completed. Exit counseling will be done near the end of the program and is a requirement before students will be cleared for State Board Testing. In the case of a withdrawal or termination, exit counseling materials will be sent certified, return receipt requested, to the students address on file.

Entrance and Exit Counseling includes, but is not limited to the following:

- ☐ an explanation of the use of a master promissory note (MPN)
- ☐ importance of repayment obligations, and available options
- ☐ description of consequences of default
- ☐ sample repayment schedules
- ☐ information pertaining to a borrower's rights and responsibilities
- ☐ debt management and tax benefits
- ☐ budgeting based on student's minimum salary requirements

## **LOAN PAYMENT CALCULATOR**

The loan payment calculator may be used to calculate monthly payments under the Standard and Extended Repayment Plans. Choose one of the following website's to access a loan payment calculator:  
[finaid.org/calculators/loanpayments.html](http://finaid.org/calculators/loanpayments.html) or [ed.gov/offices/OSFAP/DirectLoan/calc/html](http://ed.gov/offices/OSFAP/DirectLoan/calc/html)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

BELBO Beauty Institute students have the right to know:

- ☐ names of accrediting and licensing agencies
- ☐ programs, facilities and faculty
- ☐ cost of attending
- ☐ refund policy for student who drops prior to completing the program
- ☐ financial assistance available from Federal, State, Local, Private and Institutional programs
- ☐ how the Financial Aid Administrator determines the student's financial need and eligibility
- ☐ each type of aid to be received and how it will be disbursed
- ☐ how to submit appeals under various school policies
- ☐ method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
- ☐ terms of all loans borrowed by the student including interest rates, repayment amounts, cancellation and deferment provisions
- ☐ criteria for continued eligibility for financial aid
- ☐ facilities and services available to disabled students
- ☐ placement types and placement rates
- ☐ completion rate
- ☐ retention rate
- ☐ student body diversity

BELBO Beauty Institute students have the following responsibilities:

- ☐ review and consider all aspects of programs before enrolling
- ☐ accurately and truthfully complete financial aid and enrollment applications
- ☐ provide additional supporting documentation, verification, necessary corrections, etc. as requested by BELBO Beauty Institute or affiliated agencies
- ☐ read, understand and keep copies of all forms received
- ☐ notify BELBO Beauty Institute of changes in financial circumstances, name, address, and contact information
- ☐ understand satisfactory academic progress policy
- ☐ understand refund policies
- ☐ sign all required certification statements
- ☐ repay Direct Stafford Loans according to terms and conditions of signed Master Promissory Note

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at BELBO Beauty Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. Students may request to review their educational records by submitting a written request to the School Director or Administrator and may review their educational records within 45 days of the request. The review will be allowed during regular school hours under appropriate supervision.
3. Students may request that BELBO Beauty Institute amend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the School Administrator, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. A school representative will review the request, if necessary meet with the student, then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the School Administrator will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issue. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
4. A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by BELBO Beauty Institute, except as provided by law. Access to a student's education records is afforded to school representatives who have a legitimate educational interest in the records. A school representative is defined as a person employed or engaged by BELBO Beauty Institute in an administrative, supervisory, academic or support staff position (including law enforcement) a person or company (including its employees) with whom BELBO Beauty Institute has contracted such as an attorney, auditor, consultant or collection agent; a trustee serving on a governing board; or a person assisting another school representative in performing his/her task. A school representative has a legitimate educational interest when the representative needs to review an education record to fulfill his/her professional responsibility or commitment to BELBO Beauty Institute.
5. The right to disclose personally identifiable information from the student's educational records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with an investigation or prosecution of terrorism crimes without written consent of the student is permitted. In addition, BELBO Beauty Institute is not required to record the disclosure in the student's file. BELBO Beauty Institute also may disclose personally identifiable information without written consent or knowledge of the student in order to comply with a lawfully issued subpoena or court order.
6. Written consent from the student is required before BELBO Beauty Institute can release personally identifiable information from educational records to a third party, except for those disclosures referenced above, and disclosures to accrediting commissions, government agencies, and other disclosures permitted by law. For this reason, certain aspects of a student's educational record may be redacted prior to review in order to avoid disclosing educational records of another student.
7. Directory information is information regarding a student that BELBO Beauty Institute may release to third parties at its discretion without the consent of a student. BELBO Beauty Institute has defined directory information as the student's name, address(es), telephone numbers(s), e-mail address(es), program of study, dates of enrollment, attendance, graduation date, grades, honors and awards as well as credentials awarded. If a student does not want his/her directory information to be released to third parties without the student's consent, that student must present such a request in writing to the Student Services Coordinator.
8. A student who believes that BELBO Beauty Institute has violated his/her right concerning the release of or access to his/her records may file a complaint with the U.S. Department of Education: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S. W. Washington, D.C. 20202-4605

## **COPYRIGHT INFRINGEMENTS AND PEER-TO-PEER (“P2P”) FILE SHARING POLICY**

The issue of P2P file sharing is receiving increasing attention in the U.S. and around the world. P2P file sharing is not itself illegal. However, it is often used for unauthorized downloading and uploading of copyright-protected material such as music, movies, video games, computer software and photographs, which activities can trigger civil and criminal liabilities. Several courts have determined that substantial P2P file sharing of copyright protected works generally does not fall within the fair use defense.

P2P applications are also considered a significant security risk because they use direct communications between computers (or “peers”) to share or transfer data. They require client software to be installed and, by doing so, expose the network to a number of risks.

Security flaws in P2P applications may provide attackers with ways to crash computers, access confidential information, or infect the entire network. In addition, P2P applications can consume large amounts of bandwidth that are reserved for academic and administrative purposes and are, therefore, considered network abuse.

For these reasons, the unauthorized distribution of copyrighted material, including peer-to-peer (P2P) file sharing, is prohibited on the campus network at BELBO Beauty Institute.

Fire walls have been established, and will be maintained, that block the ports by which P2P information travels. Through this method of technical enforcement, BELBO Beauty Institute strives to preserve the integrity of our network at all times.

Furthermore, any computer running P2P software will be blocked from campus network access until the software has been removed from the computer. A Systems Administrator must verify removal of the P2P software before network access is restored.

Any student found using campus computers or the campus network to illegally download and/or upload copyright-protected material is in violation of this policy and is subject to disciplinary actions up to and including dismissal from school. Students may also be subject to civil and criminal liabilities.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess court costs and attorneys’ fees. For details, see Title 17, United States Code, 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [222.copyright.gov](http://222.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)



## STUDENT BODY DIVERSITY

<u>Gender:</u>		<u>Ethnicity:</u>	
Female:	98.72%	Hispanic/Latino:	3.8%
Male:	1.28%	American Indian or Alaska Native:	3.8%
		Asian:	1.3%
		Black or African American:	38.5%
		Native Hawaiian or Other Pacific Islander:	0%
		White:	51.3%
		Two or more races:	1.3%

The information on student body diversity at BELBO Beauty Institute is for all students who were enrolled anytime between July 1, 2020 through June 30, 2021. This information is updated annually as of July 1<sup>st</sup> and is available upon request from the Financial Aid Office.

Federal Pell: 77.8%

The Federal Pell percentage is for all students who received Federal Pell Grant funds in the 2019/2020 award year and enrolled between July 1, 2021 through June 30, 2020.

## CONSUMER RIGHT-TO-KNOW

Consumer information is computed as a percentage for all programs offered at BELBO Beauty Institute for first-time, full-time students who enrolled from August 1, 2020 to October 31, 2020 and completed the program of study within 125% of the normal time frame. First-time students are defined as students that enroll in post-secondary training for the first time beyond the high school level.

GRADUATION RATE: 64.71%

The graduation rate represents first-time, full-time students who completed their program of study at BELBO Beauty Institute from the Fall 2020 cohort.

<u>Gender:</u>		<u>Ethnicity:</u>	
Female: 77		Hispanic/Latino:	3
Male: 1		American Indian or Alaska Native:	3
		Asian:	1
		Black or African American:	30
		Native Hawaiian or Other Pacific Islander:	0
		White:	40
		Two or more races:	1

### Financial Aid Recipients:

Federal Pell Grant:	42
Federal Direct Subsidized Loan:	53
No Title IV funding	8

LICENSURE RATE: 100%

The licensure rate represents first-time, full-time students who obtained Louisiana state licenses from the Fall 2020 cohort.

PLACEMENT RATE: 68.12%

The placement rate represents first-time, full-time students who completed their program of study from the Fall 2020 cohort, and are employed in their field of study.

## NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)

Outcome rates for NACCAS are calculated as a percentage of all students, in all programs attending BELBO Beauty Institute from January 1, 2021 through December 31, 2021 and are updated annually in November.

GRADUATION RATE: 75.00%    PLACEMENT RATE: 62.00%    LICENSURE RATE: 100%

The State of Louisiana does not require a placement calculation.

Typical positions held by Licensed Graduates: Most graduates work in salons/spas or open their own business. Career opportunities also include movie & fashion industry, sales consultants, cosmetic research and development, product distribution and education, freelance photography, beauty editor/consultant for newspapers or magazines.

## **DISCRIMINATION, HARASSMENT, BULLYING, OFFENSIVE BEHAVIOR & PERSONAL CONDUCT POLICY**

BELBO Beauty Institute has always held a high standard of training. We know that the quality of education that our graduates receive will be assets Industry Professionals will utilize for a lifetime. Harassment creates an intimidating, hostile, offensive school environment and interferes with the quality of education.

Harassment means to trouble, worry, or torment an individual, or group of individuals, or subjecting individuals to hostile or abusive actions, displays, or comments, arising from a legally protected characteristic or trait. The legally protected characteristic or trait can range from an individual's sex/gender to his/her age, race, color, national origin, religion, sexual orientation, disability (actual or perceived), or otherwise legally protected status or activity. Bullying is the continuous or repeated infliction of physical harm or psychological distress on one or more students, employees and guests.

Examples of conduct which may constitute harassment include verbal abuse referencing or implicating the protected characteristic or trait; degrading or vulgar descriptive words; continued or repeated taunting or questioning that targets the protected characteristic or trait; the display of offensive objects, pictures, posters or cartoons; intentional or exaggerated gestures; mimicry; noises; physical contact; or offensive communications of any sort, including e-mails, internet transmissions, computer graphics, social media posts, or screensavers.

This policy, as well as state and federal law, prohibits sexual harassment. Sexual harassment generally includes, without limitation, unwelcome sexual advances or propositions, requests for sexual favors, offensive or threatening verbal or written communication, sexually motivated physical contact, and the display of sexually suggestive objects or pictures. Sexual harassment may be committed by both men and women, and may be directed at a member of the same or opposite sex. BELBO Beauty Institute has a non-fraternization policy which includes social media relationships. No employee shall threaten or insinuate either explicitly or implicitly that any student's submission to or rejection of sexual advances will in any way influence any decision regarding that student's evaluation, advancement, assignments, educational opportunities or any other condition of enrollment or academic status.

Any student or employee of BELBO Beauty Institute who engages in discrimination, harassment, bullying or other offensive behavior, uses profanity, malicious slanderous comments, boisterous, vulgar, obscene or disruptive behavior, rudeness, loitering, defacing or destroying school property, threatening to or using physical violence or any other conduct deemed to be in violation of this policy will be subject to disciplinary action, up to and including termination and legal prosecution, if applicable. Other individuals found to have engaged in harassing or discriminatory behavior may be asked to leave the campus and not return.

Any student or employee who has a complaint of discrimination, harassment, bullying or offensive behavior should report the matter to the Administrator or Campus Security Officer. All complaints will be investigated and where appropriate, corrective action will be taken. All complaints will be handled with discretion and confidentiality, when possible, during investigation. Retaliation for filing a complaint will not be tolerated. False accusations of any harassment can have a serious effect on innocent people. If an investigation results in a finding that a complaint was maliciously or recklessly made, the accuser will be subject to disciplinary action, up to and including termination and legal prosecution, if applicable.

## TITLE IX, CAMPUS SAFETY, CAMPUS SECURITY POLICIES

### Reporting a Campus Crime or Criminal Incident

Cultivating and maintaining a safe environment is primarily dependent on the cooperation of students, guests and staff. As a student of BELBO Beauty Institute, it is your responsibility to report a crime, suspicious activity or other emergencies to the school Administrator or Campus Security Officer.

Should a student become a witness to or a victim of a crime, immediately report the incident to the school Administrator or Campus Security Officer. When making a report of the incident, include the following information:

1. Description of the incident
2. Date, time and location of the incident
3. Description of the persons or vehicles involved in the incident
4. Who was notified about the incident

Upon receipt of the report, BELBO Beauty Institute will determine the appropriate response to the incident that may include disciplinary action against the offender(s), notification to local law enforcement, and notification to students and staff.

If a criminal offense has occurred, students will be advised via notices on bulletin boards.

Only students, prospective students, guests, employees and individuals with official school business are allowed on the premises. **(All guests must use the front entrance, and sign in with the desk personnel.)**

### Safety & Crime Prevention

- Trust your instincts!
- If you think there is something wrong, there is probably something wrong.
- Do not prop open the doors! This compromises the security of the entire building.
- Avoid risky behavior!
- Remember that alcohol and drugs impair your judgment. Think before you drink and consider the risks before you act. The decisions you make now can have a significant impact on your safety and on your future.
- Be alert to what is going on around you!
- Be aware of your surroundings, and walk confidently and with determination. Avoid shortcuts in isolated areas, and walk in groups whenever possible.
- Be aware of your rights in social and sexual situations!
- Be willing to say NO if a situation becomes uncomfortable. Unwanted physical contact is a crime. Report it immediately to the Administrator or any staff member.
- Protect your property.
- Label or identify all of your personal property.
- Keep wallets, purses, checkbooks, jewelry out of sight and locked away.
- Do not keep large sums of cash at school.
- Keep track of credit cards and report their loss immediately.

### Emergency Assistance Phone Numbers

Shreveport Police Department	318-673-6900	Rape Crisis Center	800-656-4673
Drug Enforcement Admin	318-676-4080	Shreveport Narcotics	318-673-7040
Alcoholics Anonymous	318-865-2172	CODAC	318-868-8717
Alcohol & Drug Addiction Coalition	318-222-3273		

## SECURITY POLICIES & CRIMINAL STATISTICS

1. If you are aware of any criminal action or emergency on campus, report it to the Administrator or Campus Security Officer. The institution will take necessary action against those persons or actions involved. Any occurrences will be made available quarterly. Criminal actions include: RAPE, MURDER, ROBBERY, AGGRAVATED ASSAULT, BURGLARY, or MOTOR VEHICLE THEFT.
2. The institution is open from 8:00 A.M -5:00 P.M. Tuesday-Friday, 8:00 A.M.-4:00 P.M. Building is locked at all other hours by staff and owners. All maintenance is done on Monday during business hours or after 5:00 P.M.
3. The Administrator or Campus Security Officer is the authority to whom any criminal action should be reported but does not have the authority to arrest anyone. To ensure a safer campus, all criminal actions should be reported promptly and as accurately as possible to the Administrator and /or local police.
4. Annually, a class is conducted on campus, concerning your own security and the security of others. This class raises awareness and responsibility. It may also include self-defense. Local police also conduct an annual drug awareness class on campus. Brochures, manuals, hand-outs and books are distributed at both classes. Campus security procedures and policies are updated annually through the school handbook and personnel notices.
5. Programs designed to inform you concerning the prevention of crimes include: Rape Crisis Intervention, Family Violence Program, Rape Crisis Center, Crime Stoppers, Self Defense Safety Education, and Crime Prevention by local police.
6. During the period of January 1, 2022 through December 31, 2022, **and the two preceding years**, there have been no occurrences reported to the Authorities and/ or local police for the following crimes occurring on campus: MURDER, RAPE, ROBBERY, or AGGRAVATED ASSAULT. During the period of January 1, 2022 through December 31, 2022, and the **two preceding years**, there were no occurrences of BURGLARY or MOTOR VEHICLE THEFT reported to the Authorities and/ or local police.
7. If you take part in any off-campus activity, the assigned staff member(s) will monitor and record any criminal activity. That report will be turned over to the Administrator and/ or local police.
8. Between January 2022 and December 3, 2022, there have been no arrests for the following crimes occurring on campus: Liquor-law or drug abuse violations, and/or weapons' possession. There have been no arrests on campus for 2022 and the preceding two years.
9. No possession, use, sale or being under the influence of alcoholic beverages is permitted on campus. Anyone violating this policy will be terminated. Local, State, and/ or Federal authorities may be contacted for enforcement of these policies.
10. No possession, use, sale or being under the influence of illegal drugs is permitted on campus. Anyone violating this policy will be terminated. Any infraction should be reported to the Administrator or Campus Security Officer and/ or local police. Local, State, and/ or Federal authorities may be contacted for the enforcement of these policies.
11. Programs designed to inform you concerning drug or alcohol abuse include: Red Cross Drug Awareness, Drug Enforcement Administration, Narcotics Bureau of the Local Police, Alcoholics Anonymous, Alcohol & Drug Addiction Coalition and CODAC.
12. The school campus sexual assault program to prevent sex offenses is conducted annually by local agencies such as the local police or Rape Crisis Center to promote awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses.

## SECURITY POLICIES & CRIMINAL STATISTICS (CONTINUED)

- A. An alleged sex offense should be reported to the Administrator, Rape Crisis Center and / or local police, taking care to preserve any evidence.
- B. School officials will assist the student in their option to notify the proper law enforcement authorities if the student so requests.
- C. The school does not have on-campus counseling, mental health or student services for victims of sexual offense.
- D. In case of alleged sex offenses, both accuser and the accused are entitled to the equal opportunity to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any disciplinary proceedings which result from any alleged sex offense.
- E. Any sanctions the institution may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape or other forcible or non-forcible sex offense will be published and distributed.

### CODE OF ETHICS

Acquisition of knowledge and devotion to excellence are essential to the achievement of a quality education. Exercising professional judgment and integrity while maintaining respect toward each other, staff members, guests and clients of BELBO Beauty Institute are expected of students and staff at all times.

### DRESS CODE

Cosmetology and Manicuring students must wear (school issued) black scrubs, solid black leather enclosed rubber-soled shoes with black socks or natural/black hosiery containing no design or texture.

Esthetic students must wear (school issued) white scrubs, solid white leather enclosed rubber-soled shoes with white socks or natural/white hosiery containing no design or texture.

Instructor Training students must wear blue scrubs, solid white leather enclosed rubber-soled shoes with white socks or natural/white hosiery containing no design or texture. Any student may wear Black or White BELBO Beauty Institute T-shirts under scrub tops. BELBO Beauty Institute Sweatshirts and/or T-shirts may be worn with scrub pants.

All students must wear a school issued name tag with their name clearly visible. Name tags are to be returned upon graduation, termination or withdrawal. Replacement fee for name-tag is \$12.00.

Professional hairstyle and makeup are part of the dress code. Female students are required to arrive with makeup applied. All students are required to arrive with hair styled. Long hair may be pulled/clipped back away from the face while working, at the discretion of the staff. Long nails and body piercing may interfere with your work and scratch or injure your client and are therefore discouraged.

Students may not wear colored undergarments, collared socks or hosiery, hats/head wraps/coverings, rollers, sunglasses, or any T-shirt or Sweatshirt other than BELBO Beauty Institute under scrub tops or alone with scrub pants. Jackets, sweaters, scarves and purses are not allowed in the classroom or student salon spa.

Students must be in proper uniform at all times white on school property. Personal hygiene is of the utmost importance. Uniforms and shoes are to be clean and maintained. Scrub tops and bottoms are not to be altered, torn, un-hemmed, dragging the ground or worn below the waist. Students not in complete uniform will not be admitted to school. Transfer students must comply with this dress code.

## PERSONAL BEHAVIOR AND CONDUCT

Any person who violates school policies, uses profanity, malicious slanderous comments, boisterous, vulgar, obscene or disruptive behavior, rudeness, loitering, defacing or destroying school property, theft, consumption of alcohol or drugs prior to, during or while on school property, threatening to or using physical violence or any other conduct deemed to be unprofessional will be suspended or terminated.

Students are prohibited from soliciting products, merchandise or services on school property. Students are not allowed to socialize with staff members. Smoking is allowed in outdoor designated areas only.

## DISCIPLINARY ACTION

Students who do not comply with all policies and procedures of BELBO Beauty Institute may be subject to disciplinary action. Actions may include verbal and written warnings, being dismissed for the day, evaluation periods, suspension, termination and notification of local law enforcement. Students may be terminated after receiving three written warnings and/or being given two consecutive evaluation periods.

## ATTENDANCE / MAKEUP HOURS

BELBO Beauty Institute is a clock hour school utilizing an electronic time clock to record student hours. Students are required to scan in and sign in upon arrival, at lunch breaks and leaving for the day. Course hours are as follows:

Cosmetology students: Monday - Friday 9:00 a.m. to 5:00 p.m. Monday - Friday 5:00 p.m. to 10:00 p.m.  
Class begins Monday-Friday at 9:00 a.m. (**Monday – Friday students must arrive before 9:00 a.m. to be admitted for the day.**)

Esthetics students: Monday – Friday 9:00 a.m. to 5:00 p.m. Monday - Friday 5:00 p.m. to 10:00 p.m.  
Class begins daily at 8:00 a.m. (**Students must arrive before 9:00 a.m. to be admitted for the day.**)

Instructor Training and Manicuring students: Monday-Friday 9:00 a.m. to 4:00 p.m. Monday - Friday 5:00 p.m. to 10:00 p.m. (**Students must arrive before 9:00 a.m. to be admitted for the day**)

Students not attending school for the day must call (318) 865-5591 ext 223 before 8:15 a.m.

Leaving at any time during the day except for lunch and approved breaks requires the completion of an early out form. These forms are used in case of emergencies and to notify the staff of a student's absence. Completed early out forms are to be signed by the financial aid officer and your instructor and duties must be done before leaving. Completed forms are to be turned in to the front desk.

Attendance adjustment fees due to missed scans are \$12.00. A missed scan occurs when a student fails to scan in or out properly. Adjustments will be made to the student's record with documentation of attendance and proof of payment. Missed scan information will be posted at the time clock and it is the responsibility of the student to take appropriate action. Attendance adjustments must be made prior to 5:00 p.m. on Tuesday, following the week in which the missed scan occurred. Students will receive hours that are electronically recorded.

Minimum attendance standard is 80%. Students attending at a rate of less than 91% will be unable to complete their course of study by the calculated completion date. Students are required to make up any written/practical assignments missed within 30 days of an absence.

Makeup time is not allowed unless it is for APPROVED HOURS OF INSTRUCTION and must be documented by an instructor. Students may not make up time during lunch by clocking in before their ONE hour is complete, if this occurs when the time will be adjusted.

## LUNCH AND BREAKS

Food, beverages, and gum chewing are not permitted in student salon spa or classrooms. Meals only allowed to be eaten in the student lounge at designated lunch and break times.

Cosmetology, Esthetic and Instructor Training and manicuring students 12:00-1:00 Monday thru Friday  
Students must take their entire ONE HOUR LUNCH. If student clocks in prior to the ONE hour is complete, time may be adjusted. A later lunch must be taken if working through lunch and verified by an instructor.

BELBO Beauty Institute provides a refrigerator, microwave, and vending machines for the convenience of the student body. Students are responsible for maintaining a clean and sanitary lounge area. Food particles and dishes are not to be left in the sink, refrigerator or freezer. The refrigerator is emptied daily. BELBO Beauty Institute is not responsible for any item left in the student lounge. Students are required to scan and sign out each day for lunch and take their full hour. Any exception to a scheduled lunch break must be authorized by a staff member. Any student taking an unauthorized lunch break will be dismissed for the day.

Students will be given a fifteen-minute break each morning and afternoon. Breaks are a PRIVILEGE not a requirement therefore break times may be **ADJUSTED OR DENIED** at the discretion of BELBO Beauty Institute staff. Students are **REQUIRED TO SIGN OUT AND IN** during approved breaks however, students must remain on campus. If leaving the campus students must complete an early out form, scan and sign out. The campus is defined as the building and within 25 feet around the building.

## INTRODUCTORY PERIOD

The first three (3) weeks in any course of study is considered an introductory period for beginning students. During these three weeks students must have a minimum attendance of 90%. **ALL TESTS MUST BE PASSED WITH A MINIMUM SCORE OF 80%**. Any student failing two tests during this period may not be accepted in the program. Conduct, attitude, and appearance are also evaluated during this time. Failure to meet these requirements will result in cancellation of the Enrollment Agreement.

## EQUIPMENT AND PERSONAL PROPERTY

Students are responsible for their own equipment and personal property. All books, kit items and supplies are necessary for class and student salon spa services, therefore students are required to have them at school each day. Failure to have necessary items may result in students being suspended. The School discourages the lending/borrowing of equipment and books. Students are responsible for replacing lost or broken kit items promptly, as all kit items are required during school hours. All personal property must be removed from the student salon spa and classrooms daily. Clear bags or totes must be used to store personal items. Purses, containers, backpacks, coats and other personal items are to be kept in your locker and are not allowed in the student salon spa or classrooms. Any items left for more than 30 days after a student's last day of attendance will become the property of BELBO Beauty Institute. BELBO Beauty Institute Is not responsible for lost, broken or stolen items.

## EMERGENCY TELEPHONE CALLS

Contact (318) 865-5591 ext 223 in case of an emergency. Emergency calls will be screened and students will be notified immediately. Students are prohibited from using and receiving calls on business phones.

## ELECTRONIC EQUIPMENT

Students must have permission to use ANY electronic device in ANY classroom. BELBO Beauty Institute staff reserve the right to deny the use of any electronic device it deems is not being used for educational purposes. The use of cell phones, E-watches or any other electronic device is prohibited at all times. Cell phones are to be turned off. Any use visually or audibly will result in the electronic device being turned in until the end of scheduled day AND A WRITTEN WARNING. Any student that does not relinquish their device will be subject to disciplinary action. (Written Warning and suspension for ONE day). **THREE WARNING WILL RESULT IN A TWO DAY SUSPENSION.** Headphones, earbuds, and such are not allowed.

## SANITATION, DISINFECTION AND DAILY DUTIES

Students are expected to follow the rules of sanitation and disinfection as set forth by the Louisiana State Board of Cosmetology. All student salon spa stations must be cleaned after each use. This includes cleaning the mirror, counter top, chair, chair base, facial bed, equipment, sweeping the floor and cleaning any product spillage in the surrounding area. Students are responsible for cleaning personal equipment after each use. Classroom furniture and equipment must be cleaned daily at the end of each class. Each student is required to participate in sanitation assignments during the designated time each day. See duty lists for assignments, as duties rotate. Written counseling/warnings will be given for non-participation.

## PROJECT WORKSHEETS

Project Worksheets are used as a training tool allowing students to practice and improve speed and skill level. Students must have assigned Project Worksheets available for review upon request. Failure to complete assigned Project Worksheets in a timely manner may result in delay of student's academic progression as well as disciplinary action. Project Worksheets are recorded as Requirements on progress reports and are included in cumulative grade point average.

## PERSONAL STUDENT SERVICES

Personal student services are a privilege and are awarded in recognition of excellence. Student prices are 50% off the service menu price. Students can earn service reward cards by attending 100% of scheduled hours, weekly academics, service/retail volume, student of the week drawings, customer satisfaction, and prizes for school sponsored competitions.

Student service appointments will be scheduled by the Customer Service Coordinator for Mondays only. Students may not receive personal services Tuesday-Saturday. Appointments will be limited to no more than two hours in length. No more than two student appointments will be scheduled at a time. Client services take priority over student services and may result in student appointments being canceled. Any service balance that exceeds the value of a student reward card must be paid by the student. Service reward cards may not be redeemed after expiration date. Students receiving and/or performing personal student services without an appointment and a service ticket will be subject to disciplinary action.

Graduates of BELBO Beauty Institute may receive services at half price for a period of 30 days after graduation while waiting for State Board test dates. Licensed alumni may receive services at half price and purchase products at a discounted rate.

## CLASSROOM AND STUDENT SALON SPA ETIQUETTE

A five minute grace period is allowed for getting to your scheduled class. After five minutes, students must have permission from someone in Administration to enter. Students may not leave class for any reason without permission from the Instructor. Students should arrive to class with all necessary books and supplies. Personal property is not permitted in classrooms. The student salon spa is a classroom and all classroom policies apply. Weekly schedules are posted in advance for review.

Students may not assist or advise another student during any service or classroom activity unless otherwise instructed by a staff member. Only school products are allowed for use in all classrooms.

Client services are assigned based on individual student's educational needs. Unprofessional behavior and refusing a client is unacceptable, resulting in being dismissed for the remainder of the day and/or additional disciplinary action. All student work is supervised and must be checked and signed off by an Instructor before guests leave the student salon spa area.

Students are not permitted to sit in any student salon spa area, enter the dispensary and/or block the window where supplies are dispensed, stand in front of or go behind the reception desk unless authorized by a staff member.



## FINAL SCHOOL EXAM

Mock final written exams will be scheduled after successfully completing all required written and practical exams and a minimum number of scheduled hours. (Cosmetology 935 hours, Esthetics 700 hours, Instructor Training and Manicuring 500 hours)

Students must pass the mock final exam with a minimum of 80% to be cleared for the Louisiana State Board National Exam. Cosmetology students must continue to study their State Board Review book until retested and make at least 80% on the mock final written exam. Cosmetology students may schedule the Louisiana State Board National Exam after passing the mock final and completing a minimum of 1000 hours of attendance.

An administrative fee of \$25.00 will be charged after three unsatisfactory attempts of the School Final Written Exam.

## RETAKE AND MAKE-UP TESTS

Students must satisfactorily pass any missed, failed or incomplete assignments and the highest recorded grade will be 80%. Students are required to retake all chapters with a score below 80%. Students may be given additional requirements when retesting. All make-up tests must be completed within 30 days of occurrence. Make-up tests for students not scheduled for the student salon/spa will be issued at the discretion of the classroom Instructor.

An administrative fee of \$25.00 will be charged after three unsatisfactory attempts of any test.

## TUITION AND CHARGES

Unless you have arranged for financial assistance, down payments are due on or prior to the first day of class as specified in the Enrollment Agreement. Cash payment due dates vary based on start dates and are to be paid monthly until paid in full. Monthly tuition payments that are 5 days past the due date will incur a 5% late fee. A \$25.00 service charge is assessed for any non-sufficient funds check. Instruction beyond the contract graduation date will incur an extra charge as listed on your contract per scheduled hour or any part of an hour. In order for any excuse to be CONSIDERED for credit toward overtime charges, they must be submitted **PRIOR TO CONTRACT GRADUATION DATE**. Satisfactory arrangements for payment of all debts owed the school must be made prior to graduation. The School may, at its option and without notice, prevent student from attending class until any/all applicable unpaid balances or payments are satisfied.

## LIBRARY PROCEDURES

Staff members are responsible for checking items out of the library. Check-in time is at the end of the day. Items may be signed out overnight. Items must be returned to the same staff member who checked them out. Students are responsible for returning all library items in the same condition as when they were checked out. A replacement fee will be charged for any damaged or lost item.

## LOCKERS

Lockers are the property of BELBO Beauty Institute and will be assigned at orientation. Students may use only one locker and may not change lockers without authorization. Students will furnish their own combination lock and must provide the combination number to the school. Lockers must be kept clean. Food, beverages and inappropriate pictures may not be stored in student lockers. Nothing may be attached to the outside or on top of lockers.

## FIRE PROCEDURES

Exit the building through the nearest exit door. Do not try to gather up your supplies or personal belongings. **LEAVE EVERYTHING AND GET OUT!** If you have a client, take them with you. **GATHER TOGETHER IN THE NORTH PARKING LOT IN FRONT OF THE BUILDING AND WAIT FOR FURTHER INSTRUCTIONS.**

## TORNADO PROCEDURES

All students, clients, and staff should immediately go to the main hall, outside the restrooms, and sit with head down and arms folded around knees. Remain in this position until all signs of danger have ceased.

## **SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

The courts have upheld the claim that school lockers are school property lent to the student for their convenience. A search of this property is not an "illegal" search under the Fourth Amendment of the Constitution, but a reasonable exercise of the school's power in the interests of health, welfare and safety of all students. Therefore, students will have no reasonable expectation of privacy regarding their lockers. **Inspection of the interior of lockers may be conducted by school officials for any reason, at any time, without notice, without consent and without a search warrant.** This policy was established to assist in providing a safe, healthful, productive educational environment for students, customers and employees.

The school is responsible for assuring that no locker contains contraband. Contraband is defined as any unauthorized item, possession of which is prohibited by school policy and/or law. This includes but is not limited to weapons and "look-a-likes," illegal substances (as defined in the drug free policy), materials belonging to the school, employees or students and stolen property.

It will be a violation of this policy for students to use lockers for unauthorized purposes or to store contraband. It will be a violation for students to carry contraband on their person or in their personal possessions. Personal possessions include but are not limited to roll-aboufs, purses, backpacks, book bags, packages and clothing.

A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. School officials may search a student's locker and seize any materials deemed to be in violation of policy or illegal as defined by law. Such materials may be used as evidence against the student in disciplinary or criminal proceedings. When a student's locker is being searched, the student will be notified and given opportunity to be present. As soon as possible after the search of a student's locker or personal possessions, a school officials will provide notice of the search res bits, including an inventory of seized items.

A student found to have violated this policy, and/or directives and guidelines implementing it, will be subject to discipline in accordance with school policy, which may include suspension or expulsion, and the student may, when appropriate, be referred to legal officials.

A student wishing to appeal any action taken as a result of a search and seizure may do so according to the complaint policy as published in the handbook.

### **COMPLAINTS AND GRIEVANCES**

BELBO Beauty Institute has a number of processes for managing student complaints. This is a guide that will help walk you through the processes and procedures required to submit a formal complaint or grievance to the school.

Before you submit a formal complaint for grievance , you should attempt to resolve the issue informally. The formal process requires you to outline the history of the complaint or grievance and your attempt to resolve it.

Please note that the School considers addressing concerns and complaints by students to be an important part of the Schools commitment to continuous review and improvement. No student should fear a negative outcome or retribution from raising concerns or making a complaint provided that they are not vexatious or made maliciously.

### **GROUNDS FOR A COMPLAINT OR GRIEVANCE**

The grounds for a complaint or grievance include, but are not limited to the following:

- You were affected by a decision that was made without sufficient consideration of facts, evidence or circumstances.
- You were affected by a failure to adhere to appropriate or relevant published BELBO Beauty Institute policies and procedures.
- Disciplinary action, which were taken, laws unduly harsh.
- You were affected by improper, irregular or negligent conduct by a person involved.
- You were affected by unfair treatment, prejudice or bias

## EXCEPTIONS

There are some categories of complaints that are handled using specific policies and procedure that fall outside the Complaints and Grievances process. If your complaint relates to any of the following, please read the school policy and any procedure pages for details about how to proceed.

- Discrimination, sexual harassment or bullying by staff - Discrimination, Harassment, Bullying, Offensive Behavior & Conduct Policy
- Unsatisfactory Progress - Satisfactory Academic Progress Policy

### WHAT'S THE DIFFERENCE BETWEEN A COMPLAINT AND A GRIEVANCE?

A Complaint is a problem or concern raised by a student who considers they have been wronged because of an action, decision or omission within the control or responsibility of BELBO Beauty Institute. The subject of a complaint is normally an action, decision or omission within the control or responsibility of BELBO Beauty Institute, that causes a student to feel they have been wronged.

A Grievance is a matter to be investigated according to formal grievance processes. This includes complaints which are not to be resolved through informal processes or mediation, and matters relating to allegations of misconduct where disciplinary action against a student or staff members may be an outcome of the investigation. The submission of a grievance will result in the appointment of an investigator to examine the complaint accordingly.

## GRIEVANCE PROCEDURE

Any Student, Instructor or Interested Party should seek resolution to a problem/complaint directly through The School's complaint procedure prior to filing a complaint with any other agency.

1. A written complaint form (available in the business office) must state the basis for any allegation, all relevant names, dates and a brief description of the problem/complaint. The signed written complaint must be filed with the Administrator within thirty (30) days of the date of occurrence.
2. A school representative will meet with the complainant within ten (10) business days. If no resolution can be reached, a copy of the meeting results will be provided to the complainant. The unresolved complaint with all documentation will be forwarded to a Complaint Committee.
3. The Complaint Committee will be composed of three (3) people (Owner, Instructor, Financial Aid Administrator and/or student.) The committee will review all facts related to the complaint and may request additional information. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. If no further information is required, the committee will provide the complainant with a written explanation of what actions are to be taken within fifteen (15) business days.
4. Complainants must exhaust the school's internal complaint process before submitting a complaint to any other agency. The complainant may wish to pursue their complaint with the appropriate State/Federal agency or private entity with expertise in the matter. All organizations of affiliation, licensing and accrediting are listed in the handbook.

*At the discretion of the Administrator these policies, procedures and standards may be changed or augmented and subsequently posted.*