



4033 Marshall Rd.  
Kettering, OH 45429  
[www.elitehairacademy.com](http://www.elitehairacademy.com)

## Student Catalog

**I. Mission Statement:**

**Elite's mission is to complete our students by training them to become top stylists in the beauty industry.**

**Name and Address of the Institution/Ownership Entity:**

Elite Hair Academy, LLC.  
4033 Marshall Rd.  
Kettering, OH 45429  
937-290-0600

**II. Date of Publication:** April 21, 2008, Most recent update: 05/07/2019

**III. Admission Requirements:**

Applicants for all programs must be beyond the age of compulsory education (16) and be a High School graduate or have the equivalency (G.E.D.). Proof of education is required **BEFORE** start of class. A copy of high school diploma, State issued I.D., GED Certificate, or official transcript (high school, college or GED) showing graduation date is acceptable. If an applicant does not have a diploma or GED, he or she will be asked to take and pass an Ability to Benefit Test. These tests may be administered by an independent third party. Any costs incurred by the school will be paid by the potential student.

Prior to acceptance, all applicants are required to have a school visitation and a personal interview with a school representative. During the interview, the school program, relative to each applicant's career preferences and individual motivation, will be discussed. A review of the applicants prior schooling will also be examined. Entering students with previous training, and who have proper documentation from an accredited school, (official transcripts or proof of state license), and after an evaluation, may receive credit for their previous training. Accepted previous training hours would be applied to tuition, hours and services, etc., however applies, per the Transfer Student section of this catalog. Elite Hair Academy only accepts serious applicants to the program.

**IV. Transfer Policy:**

Students who transfer to the Elite Hair Academy from an authorized beauty school may be granted credit for prior studies but will be required to complete the difference in clock hours which may be lacking to satisfy the requirement of the remaining clock hours for each pertinent program. There is a \$175.00 charge for a student transferring to Elite Hair Academy.

**v. Courses Offered:**

Cosmetology 1500 Hours, Advanced Cosmetology 300, Advanced Nail Technician 300 (January and June enrollments only.)

## 1500 Hour Cosmetology Curriculum

SUBJECT AREA	1500 Hour Core	Clinic 50% Core	Theory 25% Core
1. Infection Control & Principles/Practices <ul style="list-style-type: none"><li>Bacteriology</li><li>Dispensary Requirements &amp; Operations</li></ul>	60	30	15
2. Properties of the Hair & Scalp <ul style="list-style-type: none"><li>Trichology</li><li>Draping Techniques/ Client Protection</li><li>Shampoos/Rinses/Treatments</li><li>Disorders/Diseases/Conditions</li><li>Chemistry (Basics/pH)</li></ul>	120	60	30
3. Hair Procedures & Practices <ul style="list-style-type: none"><li>Styling &amp; Finishing (Roller Setting/Hair Molding)</li><li>Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques)</li><li>Formal Styling (Braiding/Wigs/Hair Pieces &amp; Hair Additions)</li><li>Haircutting Basics</li><li>Haircutting Techniques &amp; Tools(Shears/Razor/Texturizing/Clippers/Trimmers)</li></ul>	460	230	115
4. Chemical Procedures & Practices <ul style="list-style-type: none"><li>Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl Re-forming/ Corrections)</li><li>Hair Coloring (Dimensional Coloring Techniques/ Corrections)</li></ul>	480	240	120
5. Manicure & Pedicure Procedures & Practices <ul style="list-style-type: none"><li>Structure of Nails (Anatomy of Bones, Skin and Muscles)</li><li>Diseases, Disorders, and Conditions</li><li>Basic Manicure and Pedicure</li><li>Manicure and Pedicure (Tools/ Equipment)</li><li>Hand/ Arm/ Foot/ Leg Massage</li><li>Artificial Nail Enhancements / Maintenance</li></ul>	120	60	30
6. Skin Care Procedures & Practices <ul style="list-style-type: none"><li>Skin Theory (Anatomy of Skin/Body Systems/Cells/ Tissues)</li><li>Diseases, Disorders, and Conditions</li><li>Basic Facials (Techniques/Treatments/Hair Removal)</li><li>Relaxation Treatments/ Health History</li><li>Electricity (Principles/Safety/Effects/Therapies)</li></ul>	90	45	22.5
7. Artificial Lashes/Extensions	8	4	2
8. Facial Make-Up <ul style="list-style-type: none"><li>Brow Tinting</li></ul>	22	11	5.5
9. Salon Operations & Communication Skills <ul style="list-style-type: none"><li>Salon Operation &amp; Management (Sales/Consultation/Career Development/Professional Image)</li><li>Communication Skills (Listening Skills/Product &amp; Service Education/Consultation)</li></ul>	120	60	30
10. Cosmetology Laws & Rules <ul style="list-style-type: none"><li>Ohio Administrative Code/ Ohio Revised Code/ Inspection &amp; Enforcement</li><li>Continuing Education / Policies &amp; Procedures</li><li>Human Trafficking (1 Hour)</li></ul>	20	10	5
Total	1500	750	375
Flexible Learning Hours		375	
Parameters: <ul style="list-style-type: none"><li>Each School must prepare and submit for approval a teaching plan within this curriculum.</li><li>Flexible Learning Hours can be used to create an Individualized Learning Plan if necessary</li><li>Internship Hours would be designated as Flexible Learning Hours.</li></ul>			

Revised 05152019

## 300 Hour Advanced Cosmetology Curriculum

SUBJECT AREA	300 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. Cosmetology Laws and Rules</b>  Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	50	25	12.5
<b>2. Public Health and Safety</b>  Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	12.5
<b>3. Advanced Techniques</b>  Advanced Anatomy of Hair & Scalp Advanced Haircutting and Styling Advanced Chemical Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	200	100	50
<b>Total</b>	300	150	75
<b>Flexible Learning Hours</b>		75	
<b>Parameters:</b> <ul style="list-style-type: none"><li>Each School must prepare and submit for approval a teaching plan within this curriculum.</li><li>Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li></ul>			

## 200 Hour Manicuring Curriculum

SUBJECT AREA	Recommended 200 Hour Core	Recommended Clinic 50% Core	Recommended Theory 25% Core
<b>1. Infection Control &amp; Principles/Practices</b> <ul style="list-style-type: none"><li>Bacteriology</li><li>Dispensary Requirements &amp; Operations</li></ul>	30	15	7.5
<b>2. Anatomy</b> <ul style="list-style-type: none"><li>Bones, Muscles &amp; Systems</li><li>Nervous System</li><li>Joints, Cartilage</li><li>Ligaments of the Hand, Arm, Foot &amp; Leg</li></ul>	10	5	2.5
<b>3. Massage</b> <ul style="list-style-type: none"><li>Client Health Issues &amp; Pre-Screening</li><li>Preparation</li><li>Manipulations (Hand/Arm, Feet/Legs)</li><li>Relaxation Treatments</li></ul>	10	5	2.5
<b>4. Nail Care Procedures &amp; Practices</b> <ul style="list-style-type: none"><li>Safety Precautions</li><li>Basic &amp; Advanced Manicures</li><li>Basic &amp; Advanced Pedicures</li><li>Polish Application Techniques</li><li>Structure of the Nail</li><li>Diseases, Disorders, and Conditions (Hand, Arm, Foot &amp; Leg)</li></ul>	55	27.5	13.75
<b>5. Chemistry</b> <ul style="list-style-type: none"><li>Compounds and Mixtures</li><li>Nail Enhancement Composition</li><li>Ingredients</li><li>Nail Cosmetics</li></ul>	10	5	2.5
<b>6. Nail Enhancements</b> <ul style="list-style-type: none"><li>Application Procedures</li><li>Artificial Nail Structure</li><li>Preparation</li><li>Application</li><li>Removal</li><li>Nail Repairs</li></ul>	35	17.5	8.75
<b>7. Specialized Equipment</b> <ul style="list-style-type: none"><li>Curing Methods</li><li>Drills/ Advanced Tools</li><li>Safety &amp; Effects</li></ul>	10	5	2.5
<b>8. Salon Operations &amp; Communication Skills</b> <ul style="list-style-type: none"><li>Salon Operation &amp; Management <i>(Sales/Consultation/Career Development/Professional Image)</i></li><li>Communication Skills <i>(Listening Skills/Product &amp; Service Education/Consultation)</i></li></ul>	20	10	5
<b>9. Cosmetology Laws &amp; Rules</b> <ul style="list-style-type: none"><li>Ohio Administrative Code/ Ohio Revised Code/ Inspection &amp; Enforcement</li><li>Continuing Education / Policies &amp; Procedures</li><li>Human Trafficking (1 Hour)</li></ul>	20	10	5
<b>Total</b>	200	100	50
<b>Flexible Learning Hours</b>		50	
<b>Parameters:</b> <ul style="list-style-type: none"><li>Each School must prepare and submit for approval a teaching plan within this curriculum.</li><li>Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li><li>Internship Hours would be designated as Flexible Learning Hours.</li></ul>			

## 100 Hour Advanced Manicuring Curriculum

SUBJECT AREA	100 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. Cosmetology Laws and Rules</b>  Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	40	20	10
<b>2. Public Health and Safety</b>  Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	40	20	10
<b>3. Advanced Techniques</b>  Advanced Anatomy of Nails and Skin Advanced Muscles and Massage Techniques Advanced Pedicure Care and Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	20	10	5
Total	100	50	25
Flexible Learning Hours		25	
<b>Parameters:</b> <ul style="list-style-type: none"><li>Each School must prepare and submit for approval a teaching plan within this curriculum.</li><li>Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li></ul>			

- VI. Length of Each Course:** Cosmetology 1500 -1500 total hours.
- Advanced Cosmetology 300-300 hours
- Advanced Nail Technician 300 hours- (June and Jan only)

**VII. General Facilities and Equipment:**

Elite Hair Academy is located at 4033 Marshall Rd. in Kettering OH. The school occupies a floor space of approximately 4,000 square feet which is divided into reception area, office, dispensary, theory classroom, clinic lounge, and restrooms for male and female students. Styling stations, shampoo bowls, sterilizers, make up room, manicure/pedicure areas, mannequins, hair color area, dryers and other equipment are furnished for the benefit of students.

Educational classroom equipment consists of computer equipment, visual aids, projector, and VCR/DVD TV, and additional reference textbooks, which are for the use of the students.

**VII. Grading System:**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at periodic intervals during the course of study. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory in the academic status, and an 85% in attendance. The grading system detailed below is the system utilized in the school.

Theory grading		Practical grading	
90% -100%	Excellent	10 Points	100% Exceptional
80% - 89%	Above average	9 Points	90% Excellent
75%- 79%	Average	8 Points	80% Average
>75%	Unsatisfactory	7.5 Points	75% Satisfactory
		>7.5 Points	Unsatisfactory

**VIII. Graduation Requirements:**

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of 75% in academics, and an 85% in attendance, he/she receives a Certificate certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate Ohio State Board of Cosmetology Examination. This process will be completed within 30 days of graduation.

**IX. Document Received on Graduation:** Certificate of Graduation.

## **IX. Refund Policy:**

An applicant who is rejected by the school shall be entitled to a refund of all monies paid. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. All monies due the applicant will be refunded within 45 days of official cancellation. This policy applies regardless of whether the student has actually started training. If a student cancels his/her enrollment after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$175.00. Kits and books are non-refundable after three days of signing the enrollment agreement and first day of class. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized: Percentage of enrollment time to total time of course and amount of tuition school shall retain.

<b>Percentage of Enrollment Time to Total Time of Course</b>	<b>Amount of Tuition School Shall Retain</b>
.01% - 4.9%	20% Retained
5.0% - 9.9%	30% Retained
10% - 14.9%	40% Retained
15% - 24.9 %	45% Retained
25% - 49.9%	70% Retained
50% and over	100% Retained

Elite Hair Academy's Refund policy complies with the following Ohio Code:  
**4713-3-11 Cancellation, settlement and refund.**

The institution shall state its policy and schedule of refund in clear language that can be easily understood. The policy shall apply to all terminations for any reason, by either party including student decision, course cancellation and school closure. Accredited schools shall adhere to the refund policy of their accrediting institution. All other schools shall adhere to the following refund requirements.

(A) The intent of the "Board" refund policy is to see that each applicant/student is assured minimum conditions of refund. When calculating refunds, the school shall use the policy mandated by this rule unless a federal or accrediting agency policy applies. No institution is restricted to the minimum specific conditions stated here; only that its policy is at least as liberal to the student as this one

(1) An applicant or student (or the parent/guardian if the applicant or student is a minor) may cancel enrollment at any time by informing the school in writing.

The ending date for refund computation purposes is the last date of physical attendance by the student.



(2) Enrollment time means the total scheduled days for credit or clock hours that have elapsed between the first day of class and the ending date.

(3) Total tuition is the amount stated on the contract or enrollment attributed to the program or course in which the student is enrolled.

(4) Program or course length is a period in clock hours for a clock hour program or calendar time for a credit hour program as specified in the contract or enrollment agreement.

(5) All refunds due shall be issued within thirty days of either cancellation by the student or termination by the school.

(a) In addition to other charges and fees, the student may be charged a withdrawal fee of no more than one hundred and fifty dollars.

(b) The percentage of clock hours that have elapsed is calculated by dividing the enrollment time by the course or program length, then by multiplying the result by one hundred. The percentage of credit hours that have elapsed is calculated by dividing the scheduled days attended by the total scheduled days in the quarter or semester, then multiplying by one hundred.

(c) If the percentage of clock hours or credit hours that have elapsed is less than five percent, the tuition due is calculated by multiplying the total tuition due by twenty percent.

(d) If the percentage of clock hours or credit hours that have elapsed is at least five percent, but less than ten percent, the tuition due is calculated by multiplying the total tuition by thirty percent.

(e) If the percentage of clock hours or credit hours that have elapsed is at least ten percent, but less than fifteen percent, the tuition due is calculated by multiplying the total tuition by forty percent.

(f) If the percentage of clock hours or credit hours that have elapsed is at least fifteen percent, but less than twenty five percent, the tuition due is calculated by multiplying the total tuition by forty five percent.

(g) If the percentage of clock hours or credit hours that have elapsed is at least twenty five percent but less than fifty percent the tuition due is calculated by multiplying the total tuition due by seventy percent.

(h) If the percentage of clock hours or credit hours that have elapsed is fifty percent or greater, the total tuition is due in full.

(6) The cancellation date shall be the postmarked date if mailed, or the delivery date, if delivered in person. The termination date shall be the date of formal termination by the school, the thirtieth day of consecutive unexcused absence, or the scheduled return date for a student who does not return from an official leave of absence.

(7) If the school ceases to offer instruction after the student begins training, the student shall be entitled to a pro-rata refund of tuition based upon enrollment time. If the course is canceled before beginning training, the student shall be entitled, at the option of the school, to either a full refund of all money paid to the school, or completion of the course at another location.

(8) All extra costs, such as books, equipment, graduation fees, etc., which are not included in the tuition price, shall be stated in the catalog and contract and any non-refundable items will be identified.

(9) An institution may charge a non-refundable application fee. This charge shall be clearly stated in both the school's catalog and contract.

(10) Any termination/withdrawal fee shall be identified in the catalog and on the contract and may not exceed one hundred and seventy-five dollars.

(B) The enrollment agreement shall clearly outline the obligations of both the institution and the student and provide details of the cancellation and settlement policy of the institution. A copy of the enrollment agreement and other data covering student costs shall be furnished to the applicant before any payment is made. No enrollment agreement is binding until it has been accepted in writing by an appropriate official at the institution. The institution's cancellation and settlement policy shall also be printed in the school catalog see rule 4713-3-12 of the Administrative Code

(C) The collection procedures shall reflect good taste and sound, ethical business practices. The name of the "Board" shall not be used in the institution's refund policy nor in any of its collection efforts.

(D) If a school closes permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, the school shall make arrangements for students or implement any applicable teach-out agreement in compliance with the following requirements.

(1) The arrangements or agreement shall offer the student a reasonable opportunity to promptly resume and complete the canceled course(s) of study or a

substantially similar course of study at an institution (or institutions) which offer similar educational programs.

(2) The arrangements or teach-out agreement should be performed by an institution in the same geographic area as the closing school.

(3) The original school shall notify affected students individually of the availability and total cost of the arrangement or teach-out agreement, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from the original school.

(4) The school that is closing or has closed shall submit to the “Board” a list of all students who were enrolled at the time of closure and indicate on it the arrangements made for each student to complete his or her education.

(5) Students shall receive a pro-rata refund of tuition.

(6) The original school shall dispose of school records per rule 4713-3-09 of the Administrative Code.

**X. Employment Assistance:**

Job placement is one of Elite Hair Academy’s top priorities for our students. Elite Hair Academy has extensive contacts in the beauty industry in the Miami Valley. We will make every effort to assist our students in attaining their dream position in the beauty industry and have a strong history of doing just that. We are unable to make any guarantees with regards to job placement.

**XI. School Calendar:**

\*All dates subject to change.

**Starting Dates for 2019**

01/08/2019  
02/05/2019  
03/05/2019  
04/02/2019  
05/07/2019  
06/04/2019  
07/09/2019  
08/07/2019  
09/10/2019  
10/01/2019  
11/05/2019

**Holidays/School Closures**

Spring Break: 04/21/19--04/27/19  
Independence Day: 07/04/2019  
Thanksgiving: 11/28/19--11/30/19  
Christmas: 12/22/19--01/04/20

**XII. Policy of Discrimination:**

Elite Hair Academy does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin, ethnic origin or residence in its admissions, staffing, instruction, and/or graduation policies.

**XIII. Legal Owners:**

Elite Hair Academy, LLC.  
4033 Marshall Rd.  
Kettering, OH 45429-5111

**XIV. Access to Student Files:**

Elite Hair Academy maintains a file containing all of your records; including attendance, hours, and grades. Every student can have access to his/her file and records by appointment only. Simply ask your Instructor if you have a need to review your file, and an appointment will be made with an Administrator. To protect your file, our college does not permit you to review your file or records unless you are in the presence of a staff member. Elite Hair Academy will not make a copy of your files for you. A file of your records is kept in the college for ten years.

**XV. Information Release Policy:**

Release of Information: In an effort to protect your privacy and records, each student (or parents/legal guardian in the case of a minor student) will be asked to sign The Family Education Rights & Privacy Act of 1974. (See page 16) which states that Elite Hair Academy will not release your records to anyone without written consent from you first, except to specific agencies that are listed on the form. Staff will be available to answer any further questions.

**XVI. Scholarship and Fee Waivers:**

At the time of this policy update, Elite Hair Academy does not offer any scholarships or fee waivers. Please call Elite at 937-290-0600 to get updated information regarding scholarships.

**XVII. Other Available Services:**

Career Advising: The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisors. The students may also request additional career counseling from the instructor in charge at any moment. There are pamphlets posted on the information bulletin board in the student break room.

### **XVIII. Ohio State Cosmetology and Barber Board:**

Ohio State Board of Cosmetology 1929 Gateway Circle  
Grove City, OH 43123

### **XIX. School Policies and Rules:**

**Attendance:** The student is expected to complete the course of study within the Maximum Scheduled Hours' timeframe. **If the student does not complete the course of study before maximum time frame, the student will be charged an overage cost of \$15.00 per hour to finish the course.** All full-time students are required to attend school at least 2 Saturdays per month and maintain monthly attendance at 85% or better of their schedule. Students are required to make-up for the lessons, and exams missed due to absenteeism. However, the made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent 14 consecutive days including weekends, not including holidays that may fall during the 14 days, the school may withdraw her/him. The instructor in charge or administrative staff will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. **If student fails to maintain 85% attendance, he/she may be withdrawn at any time.** Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is not rounded. Once theory classes have begun (by five minutes) students will not be allowed to enter the classroom. **Part- time students must attend every Tuesday, Wednesday, and Saturday.**

#### **Leave Of Absence:**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration and be based on medical circumstances. The written request must include the starting and ending date of the leave of absence. Leaves of Absence may be granted for up to 90 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days but less than 90 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will be assessed their normal tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

#### **School Closings and Delays:**

Standard practice is to reach a school closing decision by 7:00 a.m. However, understand that weather conditions may change rapidly in the early morning

hours, which could cause a decision to be delayed until a later time. When an announcement is made that Elite Hair Academy will be closed due to inclement weather, this means it will be closed for that day only. Unless weather conditions are severe, announcements regarding school closings for the next school day will typically be made during the early morning hours for that day. It is our policy not to dismiss school on the basis of a weather forecast, but on actual conditions.

Should Elite Hair Academy experience an actual inclement weather event, the fastest way for the academy to reach everyone is through Elite's Facebook page. Please monitor the page regularly.

When the decision is made to close Elite Hair Academy, an administrator immediately updates the Facebook page and calls Channel 2 News. Please check the local news for closings and delays.

### **School Rules and Regulations:**

1. School hours are Tuesday through Friday 8:30 a.m. until 5:00pm. Saturday is 9:00 am to 4:00 pm.
2. Time signatures must be clearly legible. Students must enter their own times of attendance.
3. In case of illness or emergency, the student must call in to report his/her absence during the course of the day when the absence occurs.
4. Students are required to be in class for roll call at the start of the scheduled class, in proper professional attire.
5. School ID's must be visibly worn at all times. No shorts, no jeans, no open toed shoes, no sleeveless shirts, no hats, are permitted. Skirts must be worn with leggings or tights.
6. Students appearing in school with their hair not combed and neat will be required to clock out. Individual appearance needs are to be done on the student's own time.
7. If you are scheduled to be here on Saturday, and you are absent, you may be suspended for maximum of up to 3 days. To have an absence excused you must provide a doctors notice or a legal notice.

**If the student does not clock in before 8:45am Tuesday through Friday you will not be able to attend school on that day. Saturdays you must clocked in by 9:05. or you will not be able to attend school that day. However, your scheduled hours start at 8:30 All** students are given the option to take a 15-minute break between 10:30am and 11:30pm. Student must be cleared by receptionist. Students should report to an instructor if they have not had his/her break by 11:30pm. There are two lunch periods offered. Lunch A -12:30 to 1:00 and Lunch B- 1:00-1:30. Each student will be instructed which lunch is assigned to them. **Students must clock out for lunch. Lunch is no more than 30 minutes**

8. A student must use the time clock to clock "IN" entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students may also be required to clock in and out for breaks extended beyond the allowable time.

No student is allowed to clock out during school hours without permission from the supervisor. Any student caught clocking in another student will be suspended immediately for 3 days. The other student may also be suspended.

9. Smoking or **Vaping** is not allowed on the school premises, except in designated areas.
10. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
11. Academy business phones may not be used for personal calls. Students are not permitted to leave a patron to answer the phone.
12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep workstation in class or on the clinic floor clean and sanitary at all times.  
A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits and stations must be in a sanitized condition at the end of each day.
13. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. All students who fail to take a patron will be dismissed for the rest of the day.
14. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and, if he/she is excused by an instructor.
15. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
17. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
18. Students are responsible for the return of college materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
20. Students are required to attend college on all business days before and after holidays. If absent, the student may be required to produce medical documentation of illness.
21. Students have the privilege at all times to consult the management on personal problems.
22. The academy positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord. Elite has a zero tolerance on physical violence policy, theft or bullying of any kind. Student will be expelled immediately.
23. The academy will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
24. Students must keep a record of hours and services each day as required on

the student daily record of applied effort. Daily timecards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engage in training and study of the branch of cosmetology the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of your name, dates, signatures, instructor signatures, instructor initials, ID numbers, hours, and operations on the timecard must be clear and readable. Week Ending Date is Saturday, if you do not follow the rules you will not get credit, until everything is correct.

25. All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
26. Only products furnished by the academy may be used unless otherwise approved by the supervisor. If a student forgets their supplies, they must clock out and retrieve their supplies. No borrowing is allowed between students. Students are furnished one set textbook materials, by Pivot Point. If a student loses any of the required textbooks, study materials etc. the cost to replace the books is solely the student's responsibility.
27. Students are to park only in the area designated by the academy.
28. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated. Violators will be clocked out and sent home for the day. Further discipline will also be considered.
29. Students must comply with academy policy and State rules and regulations.
30. Due to absences, all assignments, tests and homework must be made up if required by the instructor in charge of the individual class missed by the student.
31. Notify the administrative office immediately of any name, address or telephone change.
32. Any student absent more than 14 consecutive days, (including weekends) without an authorized leave of absence, may be withdrawn. These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field.
33. Personal Services: Students will have the opportunity to use the services of another student for their own services. Please remember our policy of ensuring that students complete all the required services in the course by the time the student completes 1,000 hours. It is required that students be assigned and complete a minimum number of services at different levels of their course. Therefore, students in the clinic floor must first complete the service assigned by their instructors and finally obtain instructor authorization for their own services. **If a student is on Attendance Probation, said student will not be allowed to receive Personal Services.**
34. **Assignments:** As you know, our policy is to ensure that students complete all the required services to graduate by the time the student completes their required hours. Students may be required to complete three services before



receiving services from other students. Our goal with this procedure is to force our students to gain speed in the completion of operations. In the beauty field a cosmetologist is expected to be excellent and fast when taking care of his/her clients. Students may be assigned to provide more than one operation on the same patron. This once again simulates the working demands at a beauty salon. As if you were dealing with your own clients, students may not refuse assignments. All students must receive an equal opportunity to be with patrons.

35. Reconciliation of hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the office to have their timecards reviewed.
36. Cellular telephones: During hours of class, cellular telephones, and any other form of communication devices should be used very sparingly. Thus, is an order of not to disturb the rest of the class. Please return your calls during the break or lunch hours. If a student abuses the use of cell phones, they will be clocked out and sent home for the day.
37. Students may never come to school as a client under any circumstances.
38. Students may not clock out early to get services done.

**Failure to observe the above rules and regulations may subject the student to suspension (1 to 3 days) or termination from school. All suspension decision are made by the disciplinary board.**

### **Student Rights and Responsibilities:**

#### **The student has the right to ask the school:**

- The name of its accrediting and licensing organizations if applicable.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program. At this time Elite Hair Academy does not accept financial aid. Please check with school regarding financing.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Know and comply with all deadlines for applying for financing.
- Provide all documentation, corrections, and/or new information requested by either the financing officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**Grievance Policy:**

It is the policy of Elite Hair Academy to provide a system for the filing of complaints, which includes an appeal process to review decisions. At the time of enrollment, all students will be informed that, should they have concerns or complaints concerning an allegation that an institution acted inappropriately or did not act to investigate or correct changes of either (or both), mismanagement of funds and/or false or misleading advertising or recruitment of students who are candidates for funding, this institution has a complaint procedure. To the extent possible, students should seek a resolution of such matters through the institution's internal complaint procedure before involving others.

Furthermore, at the time of enrollment, all students are advised of the following procedures for submitting written complaints for review:

1. Student ID number, telephone number, details of the complaint and requested resolution. The complaint shall be submitted first to the administrator. The administrator shall respond to the complaint within fifteen (15) working days of the receipt. If resolution or investigation shall take longer than the fifteen (15) working days, the student shall be provided an interim reply.

2. If the response from the administrator does not resolve the issue satisfactorily, the student may then file a complaint with the Director/Owner of Elite Hair Academy, LLC. The director shall respond within twenty (20) working days of receipt with a final or interim reply.
3. If the response from the Director/Owner does not resolve the issue satisfactorily, the student may then contact the appropriate governing board or agency to address the issue.

**XXI: Faculty and Staff:**

Drew Tavernier: Chief Executive Officer  
 Sherrybeth Moore: Chief Operating Officer/Cosmetology Instructor  
 Deanna Tavernier: General Manager/Cosmetology Instructor  
 Debra Standefer -Cosmetology  
 Instructor Brooke Moore: Cosmetology  
 Instructor Edward Lecaros-Cosmetology  
 Instructor Deanna Burke-Cosmetology  
 Substitute Instructor- Morgan Mach

**XXII Fees and Payment Policy:**

<b>Course:</b>	<b>Tuition Cost:</b>	<b>Length:</b>
Cos 1500	\$17,185.00	1500 hours
Adv Cos 300	\$3,435.00	300 hours
Adv Nails 300	\$3,435.00	300 hours

The kit cost for Cos 1500 is \$1,350.00.  
 The book cost for Adv Cos 300 is \$150.00  
 The kit cost for Adv Nail 300 is \$485.00

There is a non-refundable application/registration fee of \$175 for each program.

**Note: Pricing subject to change based on supplier costs.**

**Payment Options:**

Cash, Credit Cards, G.I. Bill or in-house tuition  
 financing through TFC Tuition Finance  
 Company.

## General

### Family Educational Rights and Privacy Act (FERPA)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

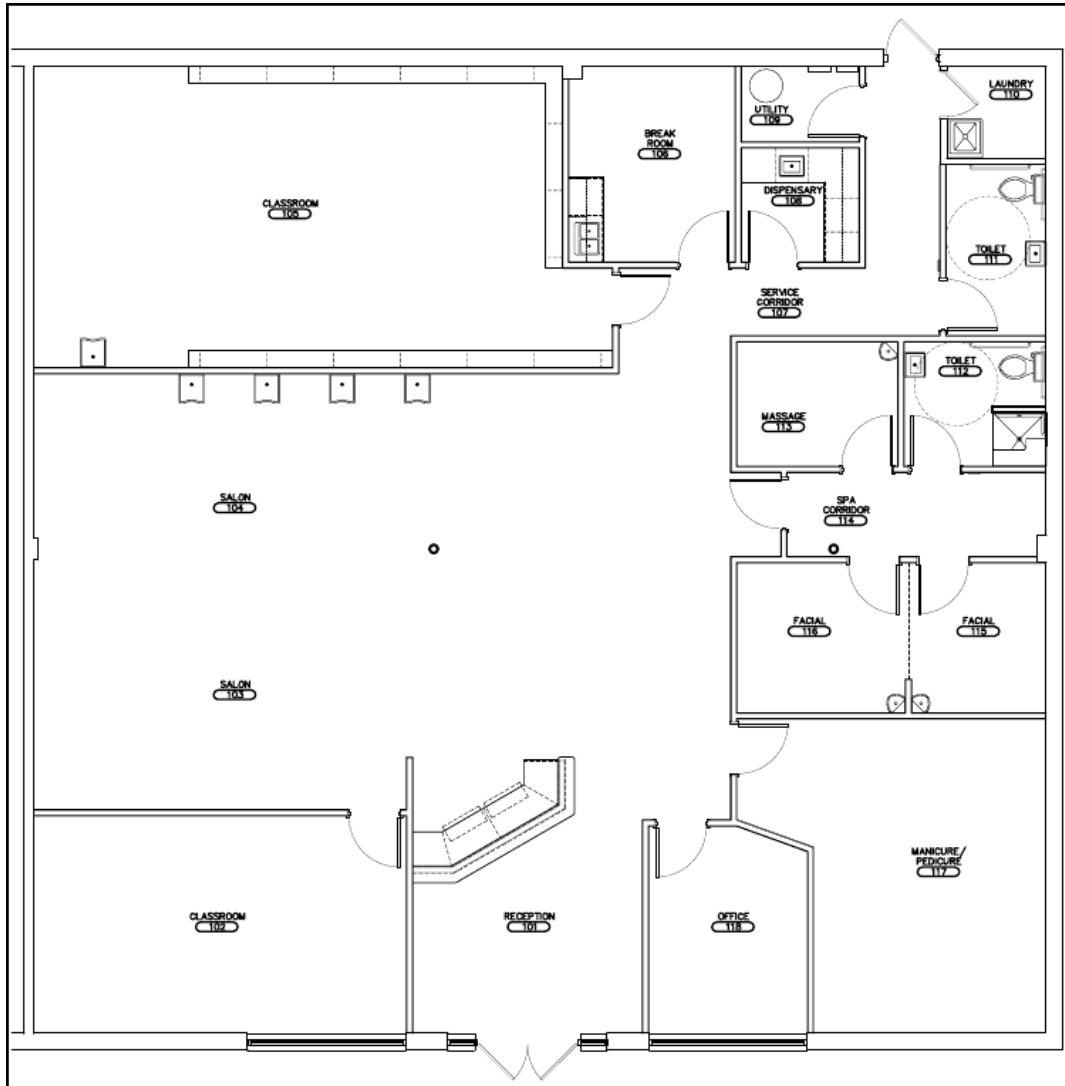
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

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

# FACILITY DRAWING



 <p>Kiley and Associates Architecture, Inc. Architecture - Engineering Interior Architecture - Planning 1204 E. Dorothy Lane Kettering, OH 45419 phone: 937-294-3650 fax: 937-294-3653 info@kaarchitecture.com</p> <p><small>©K&amp;A Architecture, Inc. All rights reserved. No part of this document may be reproduced or transmitted in any form without prior written permission of K&amp;A Architecture, Inc.</small></p>	SHEET TITLE: FLOOR PLAN			SEAL
	PROJECT NO. 08004	SHEET NO.	SKETCH NO.	
	DATE 01/03/11	SCALE 1/8"=1'-0"	SK2.1	
	PROJECT NAME			
	ELITE HAIR ACADEMY 4033 MARSHALL ROAD DAYTON, OH 45429			
<p><small>NO REPRODUCTION SHOULD BE PROVIDED WITH A PARTIAL SET OF PLANS FOR OTHER RECORD OR CONSTRUCTION PURPOSES WITHOUT FIRST TAKING AMPLE TIME TO REVIEW A COMPLETE SET IN ORDER TO DETERMINE FOR THE PURPOSES OF THE INVESTIGATION AND DOCUMENTATION THEY WERE TO BE USED. THERE ARE MANY CROSS REFERENCES IN A SET OF CONSTRUCTION DOCUMENTS. ANY DISCREPANCIES SHOULD BE BROUGHT TO THE ATTENTION OF THE DESIGN REPRESENTATIVE FOR IMMEDIATE CORRECTION. SUBCONTRACTORS ARE RESPONSIBLE FOR OBTAINING AND CONSULTING IN ACCORDANCE WITH THE COMPLETE CONSTRUCTION DOCUMENTS, NOT INDIVIDUAL SHEETS. ONLY A COMPLETE PARTIAL SET OF DRAWINGS SHALL NOT BE ACCEPTED AS AN EXCUSE FOR DELAYS OR INCOMPLETE WORK.</small></p>				



**I \_\_\_\_\_ have read the Elite Student Catalog in its entirety. I understand what is expected of me during my education at Elite Hair Academy. I agree to follow all the rules and regulations set forth, for the duration of my time at Elite.**

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

**Administration Signature \_\_\_\_\_ Date: \_\_\_\_\_**