

# Wright Beauty Academy

## 2018-2019 Catalog

September 12, 2018

### Battle Creek Campus

492 Capital Ave SW  
Battle Creek, MI 49015  
269-964-4016

State of Michigan, Board of Cosmetology  
PO Box 30204  
Lansing, MI 48909  
(517) 241-9201



Accredited by:  
National Accrediting Commission of  
Career Arts & Sciences  
3015 Colvin St.  
Alexandria, VA 22314  
(703) 600-7600



## Wright Beauty Academy Mission

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Wright Beauty Academy's mission is to cultivate our industry's next generation of leaders. We do this through quality education, and encourage the continuous quest for knowledge and growth. We provide a technologically advanced classroom experience that integrates multimedia into the learning experience, and a quality clinic environment to train our students with the technical, hands-on skills to thrive in the beauty industry, preparing them for a successful career in the salon.

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## Admissions

Are you ready to enroll? The following steps will get you started on the career of your dreams!

1. Have a Career Planning Session & Tour with an Admissions Coordinator.
2. Complete Enrollment Checklist, issued at Career Planning Session.
3. Create/Finalize Financial Aid

## Admissions Requirements

- Complete the Application for Admission & pay the application fee.
- Provide required documents:
  - High School Diploma or a copy of your General Education Diploma (GED) with completion date
  - Michigan driver's license or Michigan ID
  - Social Security Card
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Pre-Enrollment Disclosure, which is provided to you prior to signing the Enrollment Agreement.
- Financial Plan with a Financial Aid Coordinator
  
- Wright Beauty Academy does not admit ability-to-benefit students.
- Wright Beauty Academy has not entered into an articulation or transfer agreement with any other college or university.
- Wright Beauty Academy requires no information regarding vaccinations from potential students to attend school.
- Wright Beauty Academy does not provide English-as-a-second language instruction.

## Transfer Students

- Must have current documentation from prior school including hours received within the last 3 years
- Financial aid transcript information
- Completion of written and practical test at Wright Beauty Academy BEFORE admittance
- \$50 testing fee and if accepted, a \$50 transfer fee

Once a prospective student has turned in their transcript from their former school and taken the entrance exam, a meeting will be scheduled with the prospective student and the Owner or Director to discuss the outcome of the exams compared to the transcript. At this meeting the number of hours, exam scores, practical requirements, and financial arrangements will be finalized.

## Re-Entry

Re-entry students may be considered on a case by case basis. See the Academy director for further information. Students admitted for re-entry will enter at the same Satisfactory Academic Progress level as when they left.

## Areas of Study

- Cosmetology
- Nail Tech
- Instructor Training

## Career Opportunities

### Salon / Spa Industry

- Hair stylist
- Esthetician
- Makeup artist
- Manicurist/Nail Tech
- Sales representative
- Permanent waving specialist
- Hair coloring specialist
- Salon / spa manager

### Education & Other Fields

- Instructor
- State Board member or inspector
- Educational Director for a product manufacturer

## About the Academy

Wright Beauty Academy is held to high standards. We are licensed in Michigan, and Accredited by NACCAS. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electro logy, and massage. Further information is available at the school.

#### Guest Services

A diverse array of guests visits Wright Beauty Academy for beauty and wellness services. As a student you will have the opportunity to perform a variety of hair, skin, and Manicuring services in a virtual salon/spa setting, under the supervision of your Teachers.

#### Student Classrooms

Classrooms have been designed to provide the proper environment for different types of learning and activities.

Classrooms will use a variety of whiteboard, lecture, demonstration, and video projector teaching formats. Lecture rooms will provide seating with tables or desks, and have whiteboards and projectors. Workshop rooms will contain station areas (mirrors and ledges, or

manicure tables). Some rooms combine both lecture and workshop rooms with all previously listed amenities.

Service floor areas will mimic a realistic salon/spa environment with individual stations for hair services and individual manicure stations for Manicuring services.

The Salon floor has a dispensary and shampoo bowl area, manicure area, and hood dryers

#### Resource Library and Administrative Offices

A resource library with computers has books on styling, motivation, health and wellness for your reference. Educators and administrative personnel are also available to respond to your questions and concerns.

#### Campuses

Wright Beauty Academy is located in Battle Creek, Michigan.

Contact information for the school is:

Wright Beauty Academy  
492 Capital Ave. SW  
Battle Creek, MI 49015  
(269) 964-4016  
[Hairschool1@aol.com](mailto:Hairschool1@aol.com)

# Wright Beauty Academy Staff

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## The Owner

Jessica Gieske is a hands-on owner of Wright Beauty Academy. Both Jessica and her husband Victor are licensed Cosmetology Instructors and qualified financial aid specialists. Wright Beauty Academy is a Michigan Corp. established in 1944.

## The School Director:

Cheryl Simmerman is the Director. Cheryl is a licensed Cosmetology Instructor, and has been with the schools since 1995, in both administrative and educational capacities. She oversees the staff, and your training. If any problems are related to your theory classes or your practical training, you should see your Instructor or the Senior Instructor. All other problems and requests are taken to her, and you may request an appointment at any time.

## The Instructors:

We employ highly trained licensed instructors to oversee your education. Our instructors include current and former salon owners, salon employees and salon managers.

### Instructors

**Jessica Gieske – Owner/Instructor**

**Victor Gieske – Owner/Instructor**

**Pam Martin - Instructor**

**Donna Putkamer - Instructor**

**Samantha Douglas - Instructor**

## The Support Staff

The support staff includes administrators and financial aid administrators. These are the people who can help you when you have a question about your hours or financial aid. Their goal is to help you succeed as a student, *and* as a salon professional after graduation.

### Support Staff

**Cheryl Simmerman – Financial Aid Director**

**Bonnie Moakley - Registrar**

# Cosmetology

## Curriculum Overview

1500 Clock Hours, 50 weeks Full Time

Express your creativity and talent in hair, skin, Manicuring care, and makeup application. Our cosmetology course incorporates 1,500 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery. Upon completion, you'll receive your diploma and be ready to succeed as a licensed cosmetologist. (Financial Aid is available for those who qualify.)

### **Phase 1: The Junior Experience**

Total Instruction: 350 hours

Full Time 12 Weeks

You'll start by learning the fundamentals of cutting, styling, and chemical restructuring of hair; skin and Manicuring care; make-up; and the related sciences. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You'll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

### **Phase 2: The Senior Experience**

Total Instruction: 1000 Hours

Full Time: 33 Weeks

Unlock your creativity as you explore the latest trends and techniques in hair cutting, styling, coloring, permanent waving and chemical restructuring. Time in the on Salon floor allows you to become increasingly confident in your professional abilities, and you begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

### **Phase 3: Salon & Test Prep**

Total Instruction: 150 Hours

Full Time: 5 Weeks

Now is the time to finish up projects, complete your school portfolio, and get ready for your final exams. You'll have a state board packing party, several exams, and a chance to shadow in one of our salons.

## Cosmetology Program Includes:

Cosmetology*	Theory	Practical	Totals	Apps
Sanitation	90	40	130	585
Facials	35	80	115	40
Hairdressing	125	400	525	300
Scalp & Hair Treatments	10	15	25	30
Hair Coloring	40	170	210	80
Chemical Hair Restructuring	40	180	220	80
Applied Chemistry	20	10	30	5
Artificial Manicuring	5	15	20	5
Applied Anatomy	45	0	45	--
Manicuring / Pedicuring	15	55	70	35
Unassigned Hours	0	0	110	
<b>Total</b>	<b>425</b>	<b>965</b>	<b>1500</b>	

# Nail Tech

## Curriculum Overview

600 Hours, 19 Weeks Full Time

Other Schedules Available

Specialize in the artistic side of nails through enhancements and art, or pamper your clients with luxurious manicures and pedicures. The Nail Tech program offers 600 hours of education in the most up to date products and procedures for the salon. Using the latest technology you will transform your clients, both physically and mentally. (Financial Aid is available for those who qualify.)

### **Phase 1: The Junior Experience**

Total Instruction: 125 hours

Full Time 4 Weeks

You'll start by learning the fundamentals of manicures, pedicures, and nail enhancements. Lectures, demonstrations and workshops concentrate on developing skill and accuracy and reinforcing classroom knowledge. You'll be introduced to retailing, client servicing, and personal development skills. This phase also covers state safety requirements.

### **Phase 2: The Senior Experience**

Total Instruction: 400 Hours

Full Time: 13 Weeks

Unlock your creativity as you explore the latest trends and techniques in nail enhancements and spa services. Time on the Salon floor allows you to become increasingly confident in your professional abilities, and you begin to learn vital employment and career advancing skills such as successful interviewing and resume writing.

### **Phase 3: Salon & Test Prep**

Total Instruction: 75 Hours

Full Time: 2 Weeks

Now is the time to finish up projects, complete your school portfolio, and get ready for your final exams. You'll have a state board packing party, several exams, and a chance to shadow in one of our salons.

## Nail Tech Program Includes:

Manicuring / Spa*	Theory	Practical	Totals	Apps
<b>Orientation</b>	<b>80</b>	<b>80</b>	<b>160</b>	<b>125</b>
<b>Anatomy Disorders</b>	<b>75</b>	<b>0</b>	<b>75</b>	
<b>Artistic Principles</b>	<b>10</b>	<b>25</b>	<b>35</b>	<b>5</b>
<b>Manicuring / Pedicuring</b>	<b>30</b>	<b>95</b>	<b>125</b>	<b>50</b>
<b>Chemistry / OSHA</b>	<b>25</b>	<b>0</b>	<b>25</b>	
<b>Artificial Manicuring / Tips</b>	<b>25</b>	<b>105</b>	<b>130</b>	<b>60</b>
<b>Unassigned Hours</b>	<b>0</b>	<b>0</b>	<b>50</b>	
<b>Total</b>	<b>245</b>	<b>305</b>	<b>600</b>	<b>240</b>

## Instructor Training

### Curriculum Overview

500 Hours, 17 Weeks Full Time

Other schedules available

Share your passion for the industry. Instructors have a hand in molding the next generation of cosmetologists and manicurists, and you can be a part of this. You'll explore different teaching methods, and share techniques and ideas with students and fellow Instructor Trainees. Once all requirements are met you'll receive your diploma.

#### **Phase 1, Teaching Orientation**

75 Hours – 2 weeks

During this phase you'll begin to learn how a school is run, the state laws and federal guidelines that all accredited schools must follow. You'll begin teaching after just a couple of classes, and will start understanding the learners you'll be working with.

#### **Phase 2, The Classroom and Clinic**

375 Hours – 14 weeks

As you grow as an educator, you'll be assigned classroom and clinic time to help prepare your students for salon life. You'll also work behind the scenes with administrators, and spend time working on your graduate project.

#### **Phase 3, Graduation Prep**

50 Hours – 2 weeks

Finish tests, turn in your Graduate project, and bid farewell to your students during the last 2 weeks of your education.

### Instructor Training Program Includes:

	Theory	Practical	Totals	Apps
Orientation / Review	15	30	45	20
Introduction to Teaching	15	0	15	0
Course Outline / Development	55	70	125	20
Laws & Rules / Record Keeping	15	10	25	70
Assisting in Classroom	0	110	110	15
Practice Teaching	0	180	180	25
<b>Total</b>	<b>100</b>	<b>400</b>	<b>500</b>	<b>150</b>



## Financial Assistance

You can afford a quality education! Wright Beauty Academy participates in the Federal Student Aid Program, which can help make your education affordable and attainable. During your Career Planning Session your Financial Aid Coordinator will explain all of your financial options and explain everything you need to know to create a financial plan that works for you. In an attempt to make education something everyone can afford, Wright Beauty Academy offers competitively priced career programs, and the option of an interest free payment plan. Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a postsecondary education. Financial Aid is money made available to help students who qualify meet the cost of college attendance.

If you wish to apply for Financial Aid, or if you have questions, contact Wright Beauty Academy Financial Aid Office at 269-964-4016. Additional information regarding the student aid programs may be found in the “Free Application for Federal Student Aid” (FAFSA) published by the U.S. Department of Education. Go to <http://fafsa.ed.gov> for more information and to apply.

### Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs. Students who enter into an agreement regarding a Title IV loan will have that information submitted to NSLDS and accessible by authorized agencies, lenders, and institutions.

A student is eligible for Federal Financial Aid at Wright Beauty Academy if he/she:

- Is enrolling in the Cosmetology or Nail Tech program
- Is a U.S. citizen or eligible noncitizen
- Has a valid social security number
- Not owe a refund on a Pell Grant at any school
- Not be in default on a Federal Direct Stafford Loan at any school
- Maintains satisfactory academic progress while in school • Be registered for selective service (if the student is male between the ages of 18-25)
- Have a High School Diploma (or equivalent), or a GED.

### Application for Federal Financial Aid

The Free Application for Federal Student Aid (**FAFSA**) needs to be completed to determine eligibility for Federal Financial Aid. Documentation to substantiate the data entered on the form may be required by the Financial Aid Office. Forms and assistance in completing them are available at Wright Beauty Academy. In addition to the FAFSA, Wright Beauty Academy requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

Some FAFSAs are selected by the Department of Ed for a process called **Verification**. If a FAFSA is selected, there are additional forms and documents required. Students who have not yet enrolled must have these documents in the office prior to class start. Current students will be required to have their verification paperwork in before any further disbursements can be made, with a maximum limit of 30 days from notification. Students selected will be notified by phone or email, and forms will be handed to the student along with a list of required documents, such as a signed copy of a tax return or proof from DHS of SNAP. Once everything has been turned back into the FA office, the file will be verified by our office and an independent 3<sup>rd</sup> party servicer. Any corrections needed will require a student signature.

In the event that the Financial Aid Director feels that special circumstances may warrant a change in FAFSA information, there may be cause for **Professional Judgment or Dependency Override**. These very rare occurrences are handled on a case by case basis. If a Professional Judgment or Dependency Override is deemed to be in the student's best interest, documentation will be required from the student. A list of what documentation will be given to the student, along with any forms. The student will be given a deadline. Once the documentation is received by the Financial Aid Director, the file will be verified, and changes to the FAFSA made if required.

All Title IV funds are awarded based on eligibility. You can determine your eligibility by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must be fully enrolled at Wright Beauty Academy before any Title IV aid will be disbursed on your behalf. To ensure that Wright Beauty Academy receives your FAFSA, you can add our school code, which is: 012291 . If you have entered our school code on your FAFSA, we will receive a report and will be able to determine the types and amount of aid you are eligible for.

**While receiving financial aid, the student has the following responsibilities:**

- The student has the responsibility to remain in Satisfactory Academic Progress (SAP).
- The student must complete all application forms truthfully and accurately.
- The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he or she signs and for keeping copies of those documents.
- The student is responsible for all agreements that he/she signs.

## The Academy offers the following financial aid programs to those who qualify

Wright Beauty Academy is approved for, and participates in, the following U.S. Department of Education programs intended to defray the costs of school for those students eligible for financial aid considerations.

### Federal Pell Grants

Pell grants are awarded only to first-time undergraduates. This is gift aid and does not require repayment; however, students must demonstrate financial need to qualify.

### Federal Direct Stafford Loans:

Funds received from either of the loan programs are subject to repayment from the student. Loans are submitted to NSLDS and accessible by authorized agencies, lenders and institutions.

- Stafford Subsidized Loans –Students must demonstrate financial need to qualify for Subsidized loans. The Department of Education pays for your interest while you are in school and during grace and deferment periods. The student would pay a combined origination/ guaranty fee of 3% rebated directly to the U.S. Department of Education. Currently Stafford Subsidized loans are offered at a 5.045%/1.062% interest rate
- Stafford Unsubsidized Loans – Students do not need to demonstrate need for unsubsidized loans. Students are responsible for interest during the life of the loan. Currently Stafford Unsubsidized loans are offered at a 5.045%/1.062% interest rate.
- Federal Direct PLUS Loans – non need based loan. Available to parents of dependent students to contribute to their child's education. This is a loan for parents and requires repayment. The PLUS provides low interest rate loans to parents of undergraduate students regardless of financial need. These funds assist students with educational expenses.

Information disclosed to student or parents of students who enter into an agreement regarding a Title IV HEA loan will be submitted to NSLDS and Accessible by authorizing agencies, lenders and institutions.

### Federal Financial Aid Disbursement

For Students who are receiving Federal Student Aid, the school apportions tuition in proportion to the number of clock hours in each payment period for purposes determining the amount of tuition charges applicable to each payment period. All other charges and fees, including but not limited to charges for Books/Kit, are assigned to the Student's first payment period.

### Credit Balances

Credit balances are determined within each payment period. Grants and loans are applied to the charges in that pay period. When a credit balance is created by a Title IV disbursement in a pay period, a check is issued to the student

within 14 days of the credit balance occurring. This is to be used for Indirect Costs of attending school (transportation, room and board, etc).

You are responsible for this Financial Aid. If you get a student loan, you are responsible for repaying the loan amount plus applicable interest less the amount of any refund.

## Return to Title IV Funds Policy

A student is deemed to have withdrawn unofficially when one of the following occurs: 14 days no contact, failure to return from an approved LOA, or notification by student that they are withdrawing within the 14 days non-attendance. Withdrawal date will be considered the last day of attendance. Date of Determination of withdrawal is considered to be the day a student fails to return from LOA, the day a student notifies the school of withdraw, or the 14<sup>th</sup> day of no contact.

Federal regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from a course of study. If the student withdraws before 60% of the payment period in the course, the student would have earned the same percentage of aid received. For example, if the student withdraws at 50% of the payment period, the student would have earned only 50% of the aid received. To determine the percentage completed, the scheduled hours of class will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations: Unsubsidized loans first, Subsidized Loans second, and any remainder to Pell. The school will return any refund to Title IV within 45 days. Withdrawing students will be responsible for any institutional charges not covered by student aid.

If a student withdraws before the disbursement is made in the payment period, the R2T4 is completed and a disbursement is requested for any Pell award earned. The student is contacted if loans have been earned so they may make the determination on a Post Withdrawal disbursement.

## Withdrawal & Settlement Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with

another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all applicants receive a copy prior to enrollment; this applies to full and part time. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students may access their evaluation results by contacting the Financial Aid Officer.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology                    450, 900, 1200 scheduled hours

Nail Tech                        300, 600 scheduled hours

Instructor Training        250, 500 scheduled hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students must be in Satisfactory Academic Progress for disbursement of Financial Aid.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must

make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT	80-84	SATISFACTORY
85 - 92	VERY GOOD	70 and Below	UNSATISFACTORY

**MAXIMUM TIME FRAME**

All students have a maximum time frame in which they must complete the educational course in no longer than 150% of the NACCAS approved length, based on 100% attendance schedule, measured in clock hours completed. Periods where a student doesn't receive Title IV aid are counted towards Maximum Time Frame.

<u>COURSE</u>	<u>COURSE LENGTH</u>	<u>MAXIMUM TIME ALLOWED</u>
Cosmetology	1500	2250
Nail Tech	600	900
Instructor Training	500	750

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified of their Satisfactory Academic Progress Determination at the time of each of the evaluations, whether positive or negative. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Hours accrued while Title IV Funding is interrupted are still counted towards Maximum Time Frame.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning until their next scheduled evaluation period, and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be

considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### **INDIVIDUALIZED ACADEMIC PLAN**

Students placed on warning or probation will be given an Individual Academic Plan so they can achieve SAP by their next evaluation 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.
- If the appeal is denied, the student will be put on a payment plan for the amount the Title IV would have covered, and given an Academic Plan to ensure they are back in SAP for the next evaluation period. This period will be counted towards the Maximum Time Frame for the course.

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

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

#### **LEAVE OF ABSENCE, COURSE INCOMPLETES, WITHDRAWALS**

- An authorized leave of absence of no more than 180 days shall be allowed in a 12 months period. A leave of absence must be requested in advance when possible, in writing, initialed and dated by all parties.
- A leave shall be granted in the case of death in the family, illness, maternity, or by consent from the college. In the event of death in the family, accident or medical emergency, the first date the student was unable to attend will be constitute the first date of LOA. Documentation is required to verify absence and to be placed in the student's file.
- If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same

number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

- No additional charges will be assessed due to LOA. Students granted an approved LOA will not be considered to have been withdrawn; no refund calculation is required at that time.

#### **Course Incompletes:**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. We do not give incomplete grades.

#### **Withdrawals:**

Any student with an unexcused absence for 14 consecutive days will be terminated. The withdrawal date if a student does not return from LOA is the date the student began the leave. Students are not allowed to withdraw from **individual courses** within their program.

#### **CHANGES IN PROGRAMS**

Students may elect to change programs from Cosmetology to Nail Tech or from Nail Tech to Cosmetology. However, no hours can be granted from the prior program per Michigan law, and the student will start over with zero hours in the new program.

#### **PURSUIT OF A SECOND DEGREE**

Nail Techs who have been licensed less than 2 years will be granted up to 70 hours towards the Cosmetology course. Cosmetologists and Nail Techs who have completed their course of study may enroll in the Instructor course.

#### **SUMMER TERMS**

Summer Terms do not apply to this institution as this is a clock hour school which operates continually throughout the year.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Records and Privacy Policy (FERPA)**

- Records are kept on all grades, progress and attendance. Paper copies are kept in a locked office. Computer copies are kept on a secure server offsite.
- Students may view their records by appointment. Any requests for amendments to the records must be done in writing.
- No files will be removed from the school.
- Student records are kept for 7 years.
- Except for students and parents of dependent minors, Wright Beauty Academy will not release information without written request and consent unless required by law or accrediting agencies.
- Directory information must be approved and allowed by student/guardian to be released.

#### **Health and Safety Exemption Requirement**

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an educational record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## Employment and Placement Assistance

Wright Beauty Academy does not guarantee employment upon graduation and licensing. We do offer assistance by means of a job board, resume and interviewing classes, and posting job openings online.

## School Calendar

Cosmetology classes start in September, November, January, March and June. Nail Tech classes start every 7 weeks. Instructor Trainings start in September, November, January & March.

The scheduled closing days are as follows:

- Christmas, New Years, and the week between
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving and the day after

In addition, we may close in cases of severe weather or other unforeseen circumstances. In the event that we do close, we will make all attempts to close and post it prior to 7am. Closings will be posted on the school's Facebook page. In addition, a text message will be sent to students via our in-house messaging service.

## Non-Discrimination Policy

The institutions do not discriminate on the basis of sex, race, age, color, ethnic origin or religion.

## Housing and Other Services

Wright Beauty Academy does not offer housing, transportation, or child care to the student. These issues should be thoroughly resolved before the student begins their training so there are no interruptions. Students are scheduled to complete their training in a timely manner.

## Rules

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and



teaching Job Readiness classes, but placement is ***not guaranteed***.

- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

### Tardiness and Absences

- No time off without permission, a doctor's excuse may be required after ill absences or irregular attendance. Frequent absences are cause for suspension or dismissal.
- Frequent tardiness may result in suspension or dismissal.

### Makeup Work

- Programs are conducted on a clock hour basis; therefore makeup hours are not applicable.
- Makeup homework and assignments may be completed during regular class hours. The school will not add assignments, add or delete hours, or add additional penalties for any reason.

### Conduct

- ❖ The school does not tolerate the use of illegal drugs, alcohol, loud or profane language, dishonesty, insubordination or combative actions. Violators may be suspended or dropped.

## Program Costs

### Cosmetology

Tuition	\$ 12,000
Equipment & Books	1,190
Registration Fees	<u>100</u>
Total	\$ 13,290

### Nail Tech – 600 Hour Program

Tuition	\$4800
Equipment & Books	900
Registration	<u>100</u>
Total	\$5800

### Instructor Training

Tuition	\$4000
Equipment & Books	1100
Registration	<u>100</u>
Total	\$5200

### Indirect Costs of all programs

**\$881/month**, includes Room, Board, Transportation, Personal Exp. This is an average of the costs per month in this area, and does not get paid to the school.

### EXTRA COSTS TO STUDENTS

\$85 non-refundable Application Fee, \$15 State Registration Fee, replacement of original equipment and books, cost of personal products, pencils, paper, padlock, \$39 State License Fee, \$161 PSI Testing Fee, and basic uniform. The school also will charge \$8 per scheduled hour for unexcused absences the day before and after a holiday and on Fridays. If the course is not completed by the ending date, student will be charged \$8.00 per hour for the remainder of the required hours in the course, with a minimum fee of \$100 per week, regardless of attendance.

## Paying for School

Wright Beauty Academy participates in Federal Financial Aid, including Pell Grants and Direct Student Loans. In addition, tuition amounts not covered by financial aid may be made via cash, check, Visa, MasterCard and Discover, on a schedule agreed upon by the student and school's financial aid officer.

## Graduation Requirements

Wright Beauty Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

## Scholarship Information

Please see our current scholarship information on our website at <http://www.wba.edu>

## GI Bill

Wright Beauty Academy has been approved to certify veterans and eligible dependents for education benefits under the GI Bill. For more information please contact the Financial Aid office.

## Health & Safety

### Cleary (Campus Security) Act

The latest Campus Safety statistics are available on our website:

<http://www.wba.edu/Catalog---Campus-Safety.html>

In addition, Crime Logs available in the administrative office.

In the event of an emergency, students are notified of the nature of the emergency and the steps to take. If the school is on lockdown for an external emergency, students will be notified to shelter in place. If there is a fire or other emergency which requires evacuation, occupants of the building will exit according to the evacuation plan covered during orientation. We do not have student housing and therefore do not have a missing person policy.

### Vaccination Policy

This institution does not have a vaccination requirement.

### Drug & Alcohol Abuse Prevention Policy

Information about our **Drug Free School Policy** is available on our website, and is distributed to students and staff annually as part of our Annual Disclosure.

<http://www.wba.edu/Catalog---Campus-Safety.html>

### Copyright

Wright Beauty Academy expressly forbids unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, which may subject the students to civil and criminal liabilities.

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. Penalties for copyright infringement include civil and criminal penalties. 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 costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 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: [www.copyright.gov](http://www.copyright.gov).

- Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system may result in suspension or termination.

### [Voter Registration](#)

Voter registration application forms for Calhoun County are available in the Financial Aid office.

### [Annual Disclosure](#)

Consumer information is updated annually. The information is made available to students, staff and interested parties at the school and/or on the school website, wba.edu. Current students are notified of the updated information via school email.