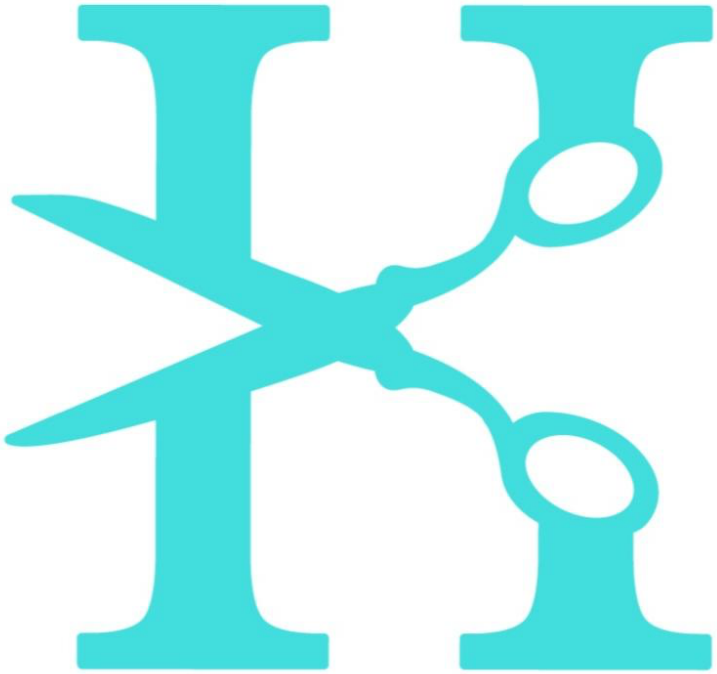

HARROLD

BEAUTY ACADEMY

J. Michael Harrold Beauty Academy 10898 E US Hwy 36, Avon, In 46123 317- 954-5909

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MISSION STATEMENT Our mission at J. Michael Harrold Beauty Academy is to provide the opportunity to receive a quality post-secondary education in the field of Cosmetology and Esthetics. Our goal is to prepare our students to pass the state licensure examination. By building a foundation of knowledge as well as providing access to the newest skills, techniques, and products available, we can make this goal a reality. As a result – our objective of instilling a sense of professionalism in each student will be met. There are many career opportunities open to licensed cosmetologists and estheticians. The Academy prepares all graduates for the licensing exam and entry-level positions in their career. You will have the tools necessary to expand into the areas of salon owner/manager. Additional industry experience could lead to employment as a manufacturer sales/education person/platform artist, and a distributor sales consultant.

ADMISSION AND ENROLLMENT REQUIREMENTS FOR Cosmetology and Esthetics

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, religion. marital status, gender identification or sexual orientation nor does it recruit students already attending or admitted to another school offering similar programs of study.

Prior to enrolling in, and beginning the Cosmetology or Esthetics programs, perspective students must:

- Have a pre-admission information session and complete application for enrollment.
- 18 years of age
- Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport etc.
- Copy of High School diploma/Official Transcript showing secondary school completion or submit verification of G.E.D. completion and/or a state-issued certification of Home-School completion. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from a listed outside agency that is qualified to-translate documents in English and confirm the academic equivalence to a U.S. high school diploma.
- We do not enroll Ability to Benefit students.
- Marriage license - if name is different from the proof submitted of secondary school completion.
- Your Photograph will be taken the first day of school.
- $100 Application Fee (non-refundable)
- Signed Receipt of Detailed Catalog & Licensing Requirement
- Confirmation of Entrance Counseling
- Signed Receipt of Aid Authorization
- Signed Information Verification Form Signed Intuitional Student Information Record (ISIR)
- Verification of student loan and/or Plus (if dependent)
- Signed contract.

  - Your criminal history may be examined and considered by the State Board. Documentation may be required.

DISCLOSURES

For information on graduation rates, median debt of graduates completing this program, gainful employment and campus crime please visit www.harroldbeautyacademy.com

TRANSFER STUDENTS' ADMISSION POLICY

The school does not recruit students already attending or admitted to another school offering a similar program of study nor does the school discriminate based on sex, race, age, color, ethnic origin, religion. marital status, gender identification or sexual orientation in admitting students.

Students wishing to transfer to J. Michael Harrold Beauty Academy must complete the admission and enrollment requirements. An official transcript must be submitted from the previous school(s). This transcript will be reviewed. All transfer clock hours are counted towards the maximum time frame. The tuition will be accessed based on the current per clock hour rate Contract Agreements. Satisfactory Academic Progress evaluations are based on actual contracted clock hours at Harrold Beauty Academy. Regarding satisfactory academic progress, students' transfer clock hours will be counted as both attempted and earned clock hours for the purpose of determining when the allowable maximum timeframe has been exhausted. The student may or may not be accepted.

RE-ADMISSION POLICY

Former students of J. Michael Harrold Beauty Academy who have officially withdrawn or were. terminated may reapply for enrollment. It will be at the discretion of the Academy if the student is permitted re-entry. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $175.

NON-DISCRIMINATION

J. Michael Harrold Beauty Academy does not discriminate based on sex, race, age, color, ethnic origin, religion, marital status, gender identification, sexual orientation, or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access and treatment of the school's programs and activities.

START DATES

Classes begin the first Tuesday of each month for Cosmetology. Classes begin on Tuesday for the Esthetics program. The school reserves the right to change start dates & schedule based on class enrollment, staff availability and other considerations.

SCHOOL CLOCK HOURS/SCHEDULES

Class Schedule: Cosmetology students are scheduled to attend a total of 33 clock hours weekly. The Cosmetology schedule is as follows: Tuesday, Wednesday, Thursday, Friday 9:00 a.m. to 4:00 p.m., and Saturday 8:30 a.m. to 4:00 p.m. Esthetics Students are scheduled to attend a total of 32 clock hours weekly. The Esthetics schedule is as follows: Tuesday, Wednesday, Thursday, and Friday 8:30 a.m. to 5:00 p.m.

ABSENCE POLICY

Students may be absent for up to 10% of their scheduled clock hour program at no additional charge. (150 clock hours for Cosmetology and 70 clock hours for Esthetics). Clock hours both attended and unattended beyond the contracted scheduled time frame will be charged at the rate of $15.00 per hour.

OVERTIME COMPLETION BEYOND CONTRACT

Any student who does not complete the program within the contracted scheduled clock hour time frame will be charged additional tuition fees at a rate of $15.00 per clock hour, for both clock hours attended and unattended until all required clock hours, progress book and theory examinations are completed. (Payable in advance until graduation).

UNEXPLAINED ABSENCE

The unexplained absence of a Student from the Academy for 14 consecutive calendar days shall constitute notice of cancellation to the Academy. For purposes of cancellation, the cancellation date shall be the last day of attendance**.**

TEST/ EXAM MAKE UP POLICY

Any student absents at the time of examination; the exam will be posted as a zero. Students are responsible for scheduling Test/ Exam make ups**.**

PROGRAMS

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, religion, marital status, or sexual orientation nor does it recruit students already attending or admitted to another school offering similar programs of study.

Cosmetology (Full-time, 33 clock hours a week / 45.45 weeks) -1500 clock hours.
Esthetics (Full-time, 32. clock hours a week / 21.88 weeks)-700 clock hours.

COSMETOLOGY (1500 Clock Hours) DESCRIPTION: The cosmetology program consists of all aspects of the beauty culture. You will learn haircutting and styling, manicures, pedicures, facials, make-up, and chemical services. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. The Cosmetology program is designed to train the student by instilling a sense of professionalism in each student. It will prepare them to enter the field of Cosmetology as an entry level designer, colorist, and will have the tools necessary to expand into the area of salon owner/manager, or platform artist. This program is measured in clock hours, where the student receives one clock hour for every clock hour in class.

UNIT OF INSTRUCTION: The **Cosmetology program of study consists of 1500 clock hours**. Each of the subjects listed below will be covered in theory and/or practical work. Our curriculum integration embraces not just the interweaving of academics (e.g., theory and demonstration) but also the practical skills (e.g., sanitation and actual practice) to create a solid connection between the two areas. It is much more effective in relation to each other than to be taught separately. Our procedural approach enables the student to acquire both the knowledge and professional skills to be successful in their career path.
Hair Sculpting (Cutting): Includes techniques and implements used in razoring, scissors, clippering sculpting, analysis of facial features, hair characteristics, and client consultation.
State Required Projects = 250 Clock Hours = 275

Sanitation, Sterilization, & Safety Procedures/Requirements: Because the Cosmetology field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation & sterilization of equipment and safety procedures. Required Dispensaries = 5 (in combination with desk duties) Clock Hours = 40

State Laws & Regulations (Statutes and Rules): Includes rules and regulations pertaining to health, safety,
sanitation, professional conduct, and licensing and examination requirements. Clock Hours = 10

Salesmanship: Includes selling to the client, prospecting for clients. State Required Projects = 25 Salesmanship Clock Hours = 10

Management: Includes sales techniques, how to seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws, and regulations governing salon operations. Required Desk Duties = 5 (in combination with the dispensary) Clock Hours = 10

Manicuring: Includes consultation, table set up, manicure procedures, structure of the hands and nails, nail diseases, and disorders. Manicure State Required Projects = 25 Clock Hours = 30

Pedicuring: Includes consultation, table set up, pedicure procedures, feet diseases and disorders. Pedicure State Required Projects = 15 Clock Hours = 20

Hair Removal: Includes consultation, preparation of client, brow arching and waxing procedures of the Eyebrow, Upper Lip and Chin area. Hair Removal State Required Projects = 30 Clock Hours = 15

Anatomy & Physiology: Includes study of the body systems, muscles and nerves of the head, face, and hands. Clock Hours = 5

Skin (Histology): Includes divisions of skin, functions of skin, nourishment of skin, glands of skin, and lesions of skin. Clock Hours = 5

Hair (Trichology): Includes functions of hair, types of hair, parts of hair, hair growth composition, analyzing hair, and hair disorders and diseases. Clock Hours = 5

Electricity Includes safety devices, basic terminology, and electro-therapy: Clock Hours = 5

Chemistry (no prerequisites needed**):** Includes basic science, chemistry in cosmetics and shampoos. Clock Hours = 10

Shampooing: Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, and diseases and disorders of the scalp. Clock Hours = 35

Scalp Treatment: Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations. State Required Projects = 25 Clock Hours = 20

Facials and Makeup: Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application. State Required Projects = 30 Facials, 15 Make-up Applications Clock Hours = 65

Hair coloring: Includes study of law and theory of color, levels, and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, and product information. State Required Projects = Temporary; Semi-permanent; deposit only/demi permanent, permanent Clock Hours = 190

Texture Services: Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of conventional, double row, etc. wrapping. State Required Projects = 100 Clock Hours = 320

Hairstyling: Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave. State Required Projects Hairstyling = 400 Finger waves = 20 Clock Hours = 280

Discretionary Clock Hours These clock hours of training are used to supplement the basic program with classes and
Practical. Work at the discretion of school management. Clock Hours = 150

All manicures, pedicures, facials, make-up, and scalp treatments must be done on live models.

The above clock hour requirements must be met by each student in each category for the earned clock hours to be accepted by the applicable regulatory agency. The generous portion of discretionary clock hours will be applied as needed in the curriculum related areas or if the student desires to specialize in a specific area.

COSMETOLOGY COST: The cost of the Cosmetology program is $18,000.00. A breakdown of the cost is as follows:

Registration Fee	$100.00
Tuition	$16,285.00
Books & Kit	$1,150.00
Lab Fees	$465.00
Re-entry cost	$0.00
Total Cost	$18,000

Competency-Based Programs with a Clock Hour Component-Notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

Method of Payment:
1) Students eligible to receive financial assistance are required to pay any amount not covered by documented available assistance. A student's total aid award can only be estimated for his/her second award year and the Title IV component of this enrollment contract will be based on an estimated sum. In the event the final actual award(s) is less than estimated, the student should make arrangements using personal funds to satisfy his/her tuition and fees balance that would have been met through Title IV Aid.

2) Full payment at the time of signing the enrollment agreement.

3) Private pay in which all fees, books, kit, and a percentage (%) of tuition is paid at time of signing this agreement with the remaining balance paid through an approved payment plan as stated herein.

Payments may be made by cash, check, money order, credit card. Students are responsible for paying the total tuition and fees. The school may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance payments are satisfied. The school may change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.

It is understood that no responsibility will be assumed by the Academy for any injury, for any negligence, carelessness or lack of skill while practicing any part of the school program.

ESTHETICS (700 Clock Hours) DESCRIPTION: Esthetics students receive training in the art and science of the care and beautification of skin. The primary purpose of the esthetics program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of esthetics or related career avenue. The program study includes instruction in chemistry of skin care, anatomy and physiology of the arm, chest, back, and face, conditions and disorders of skin, bacteriology, disinfection, sterilization and sanitation. Facials, waxing & tweezing, make up, and skin analysis, machinery are incorporated by means of theory and practical application on both mannequins and live models. Also included in the program of study are salon planning, management, salesmanship and retailing. Ninety clock hours of classroom instruction are required before students receive practical, hands-on opportunities to apply skills. Instructional Philosophy: By developing each student mentally, professionally, and personally each student will leave this class not only with a great knowledge of this field but become a more rounded employee, colleague and over all person. It will prepare them to enter the field of Esthetics as an entry level skin care specialist and will have the tools necessary to expand into the area of salon owner/manager, or platform artist. This program is measured in clock hours, where the student receives one clock hour for every clock hour in class**.**

UNIT OF INSTRUCTION: The **Esthetics program** of study consists of 700 clock hours. Each of the subjects listed below will be covered in theory and/or practical work. Our curriculum integration embraces not just the interweaving of academics (e.g., theory and demonstration) but also the practical skills (e.g., sanitation and actual practice) to create a solid connection between the two areas. It is much more effective in relation to each other than to be taught separately. Our procedural approach enables the student to acquire both the knowledge and professional skills to be successful in their career path.

UNIT OF INSTRUCTION ESTHETICS

Subject	Theory Demo Practice	Actual Practice	Total clock Hours	Subject	Theory Demo Practice	Actual Practice	Total clock Hours
Chemistry of skin care	15	25	40	Hair removal (superfluous hair)	15	55	70
Physiology and histology	30	30	60	Tweezing, waxing and depilatories 1) Eyebrow arching 2) Lip, chin, and face 3) Leg 4) Body areas			
1)Anatomy 2) Skin & Gland structure & function 3) Conditions & disorders of the skin 4) Histology of skin, cells & tissue				Introduction to advanced spa techniques	10	15	25
Bacteriology, disinfection, sterilization, and sanitation	15	20	35	1)Exfoliation techniques 2) Advanced techniques			
1)Personal hygiene 2) Public health 3) Sanitation, disinfection, and sterilization 4) Methods and procedures				Safety precautions	5	15	20
Introduction and operation to skin care Machinery	20	30	50	1) 1)In skin care 2) 2) Machinery (electrical) 3) Facial treatments 4) Makeup			
1)Types of current 2) Purpose and effects				Professional and personality development	20		20
Introduction to skin care	15	30	45	1)Professional ethics and practices 2) Personality development 3) Personal attitude and image			
1)Facial structure 2) Skin analysis 3) Patron appointments &consultation				Salesmanship, marketing, salon management, and retailing	25	20	45
Skin Care	35	120	155	1)Salon development 2) Insurance 3) Client records			
1)Massage and cleansing procedures 2) Movements in facial massage manipulations 3) Mask and packs 4) Message and cleansing hands and feet 5) Extraction technique				State statutes and rules	10		10
Makeup	15	40	55	Discretionary clock hours	70		70
1)Contouring 2) Application 3) Color accent 4) Purpose & effects 5) Supplies & implements 6) Preparation and procedures 7) Eyelash application				Total	300	400	700

All acne treatments, makeup applications, advanced techniques; and waxing must be done on live models. At least fifty percent (50%) of the other services must be done on live models. The actual practice not described above may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) clock hours. Customers shall be rotated according to students' needs for practice on live models.

The above clock hour requirements must be met by each student in each category for the earned clock hours to be accepted by the applicable regulatory agency. The generous portion of discretionary clock hours will be applied as needed in the curriculum related areas or if the student desires to specialize in a specific area.

ESTHETICS COST: The cost of the esthetic program is $12,700. A breakdown of this cost is as follows:

Registration Fee	$100.00
Tuition	$11,200.00
Books & Kit	$1,100.00
Lab Fees	$300.00
Re-entry cost	$0.00
Total Cost	$12,700.00

Competency-Based Programs with a Clock Hour Component-Notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

Method of Payment:

1) Students eligible to receive financial assistance are required to pay any amount not covered by documented available assistance. A student's total aid award can only be estimated for his/her second award year and the Title IV component of this enrollment contract will be based on an estimated sum. In the event the final actual award(s) is less than estimated, the student should make arrangements using personal funds to satisfy his/her tuition and fees balance that would have been met through Title IV Aid.

2) Full payment at the time of signing the enrollment agreement.

3) Private pay in which all fees, books, kit, and a percentage (%) of tuition is paid at time of signing this agreement with the remaining balance paid through an approved payment plan as stated herein.

Payments may be made by cash, check, money order, credit card. Students are responsible for paying the total tuition and fees.

The school may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance payments are satisfied.

May change the kit contents, textbooks, dress code, curriculum format, teaching materials, educational methods, and schedule at its discretion.

It is understood that no responsibility will be assumed by the Academy for any injury, negligence, carelessness, or lack of skill while practicing any part of the school program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Academic learning (Theory) is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards program completion only when rated as satisfactory or better. (The mobile/desktop app will reflect completion of the practical assignments as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Comprehensive practical skills evaluations are given after each assigned Class. There are more advanced class comprehensive practical skills evaluations. There are numerous comprehensive practical skills evaluations during the program of study. Comprehensive practical skills are evaluated according to text procedures and set forth in comprehensive practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 75% and pass a FINAL written and comprehensive practical skills evaluation prior to graduation. Students must make up for failed or missed tests and incomplete assignments. According to the Indiana Professional Licensing Agency 820 IAC 4-4-8 SCHOOL EXAMINATIONS, all examination shall be passed with at least seventy-five percent (75%).

Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

Grading Scale for Written and Comprehensive Practical Skills Evaluations ACADEMIC PROGRESS EVALUATION work is as follows:

Excellent	93-100%
Very Good	85-92%
Satisfactory	75-84%
Unsatisfactory	< 74%

BOOKS & KIT / LOCKER

The kit contains the instruments and equipment necessary to complete the program. Students are expected to maintain the kit by replacing lost, missing, or broken items. The kit should remain in school until graduation. The implements and products provided are to be used on school clients and/or models as assigned in order to develop the required skills and speed. A locker is furnished to each student for personal items. Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicles. The school is not responsible or liable for lost or stolen items. Students will supply their own padlock for locker and kit. Items should not be left out unattended after hours. Students must clean up and organize assigned station/spa area by putting away their belongings before leaving each day.

FACILITY AND EQUIPMENT

J. Michael Harrold Beauty Academy has 8,000 square feet including the Student Salon Training-Area. Reception area, two Facial rooms, Pedicure room, Esthetics room Manicurist room., Classrooms, Offices, Student lounge, four rest rooms and all centrally heated and air-conditioned.

Equipment includes shampoo bowls, manicuring tables, pedicure chairs, dryers, workstations, wet sanitizers, dry sanitizers, facial chairs, lockers, and esthetics equipment.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Students who wish to be considered for financial aid must Maintain all standards of satisfactory academic progress in their program of study, as outlined in this policy. SAP is a financial aid eligibility requirement to receive Pell and Student Loans.

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with guidelines and established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

PROGRAMS: Cosmetology (Full-time, 33 clock hours a week / 45.45 weeks) -1500 clock hours.
Esthetics (Full-time, 32. clock hours a week / 21.88 weeks)-700 clock hours.

All Satisfactory Academic Progress (SAP) Evaluations:1000 actual clock hour, thirty-week, academic year.

All Students Satisfactory Academic progress evaluations are based on actual contracted clock hours at the conclusion of each evaluation period which coincide with payment periods established with the US Department of Education for purposes of Title IV funding.

Satisfactory Academic Progress includes both qualitative (academic performance) elements and quantitative (attendance & laboratory) that are evaluated on a cumulative basis at the designated programs evaluation periods throughout the program(s) of study.

All Program SAP's will be completed within seven (7) *school business days* following the established evaluation period. All evaluations will be signed, and the students will have access to a digital copy via the mobile/desktop app.

Upon conclusion of the last evaluation period, in which the student completes the contracted program, the students will receive advisement regarding application for State Board licensing with the Indiana Professional Licensing Agency or any other assistance regarding licensing in another state, due to relocating. Students shall receive any employment assistance needed.

EVALUATION PERIODS: 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 of the program.

The **Cosmetology** Program is evaluated on three standards: Academic Progress – minimum of 75% (qualitative measure), Project completion Rate – minimum of 75% (quantitative measure), and Attendance maximum time frame of 67%. Students must meet all three standards to maintain eligibility for Title IV funds.

COSMETOLOGY: Evaluations Periods will be at 500 (15 weeks), and 1000 (30 weeks) (actual) clock hours completed. The Cosmetology program with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in which the student successfully completes both (1) half of the clock hours and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the program.

The **Esthetics** Program is evaluated on standards: Academic Progress – minimum of 75% (qualitative measure), and Attendance maximum time frame of 67%. Students must meet all standards to maintain eligibility for Title IV funds.

ESTHETICS: Evaluation Period will be at 350 (10.94 weeks) clocked (actual) hours completed. The Esthetic Program is less than one academic year. The program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes (1) half of the clock hours, and the second evaluation period is the period, the student completes the (2) half of the academic weeks in which completes the program.
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ATTENDANCE PROGRESS EVALUATIONS: Students are required to attend a minimum of 67% of the clock 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 clock hours accrued by the total number of clock 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 program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.
In order to be a good student and employee, our first concern is attendance. That is why students are expected to attend all scheduled classes. Absences are clocked and reflected in the mobile/desktop app.

Any work missed by the student during an absence must be made up.

Any student absent with no contact for 14 consecutive calendar days will be terminated from the Academy.

A written notice will be sent via mail, email, or mobile/desktop app informing the student of termination and the right to retrieve their property. At the end of the 30 days all equipment on the premises will be the property of the Academy.

MAXIMUM TIME FRAME: A student must complete the educational program that is no longer than 150% of the approved length of the educational program based on 100% attendance schedule measure in clock (actual) hours completed. The maximum time (which does not exceed 150% of the program length) allowed for students to complete each program at satisfactory academic progress is stated below.

Programs	Maximum Time Allowed	Weeks Schedule Clock Hours
Cosmetology (Full-time, 33 clock hours a week. /45.45weeks) -1500 clock hours	68.18	2250
Esthetics (Full-time, 32 clock hours a week. /21.88 weeks) -700 clock hours	32.81	1050

Students who exceed the maximum timeframe shall be terminated from the program and the student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of J. Michael Harrold Beauty Academy admissions policy.

TRANSFER CLOCK HOURS SAP evaluation periods are based on actual contracted hours at this Academy With regard to Satisfactory Academic Progress, a student's transfer clock hours will be counted as both attempted and earned clock hours for the purpose of determining when the allowable maximum time frame has been exhausted. Evaluation is Midpoint of the actual contracted clock hours.

ACADEMIC PROGRESS EVALUATIONS: The qualitative factors that will be evaluated to determine academic performances and work projects completed is a reasonable system of grades as determined by assigned academic learning. Academic learning (Theory) is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards program completion only when rated as satisfactory or better. (The mobile/desktop app will reflect completion of the practical assignments as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Comprehensive Practical Skills Evaluations are given after each assigned Class. There are more advanced class comprehensive practical skills evaluations. There are numerous comprehensive practical skill evaluations during the program of study. Comprehensive practical skills are evaluated according to text procedures and set forth in comprehensive practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and comprehensive practical skills evaluation

prior to graduation. Students must make up for failed or missed tests and incomplete assignments. According to the Indiana Professional Licensing Agency 820 IAC 4-4-8 SCHOOL EXAMINATIONS, all examination shall be passed with at least seventy-five percent (75%).

Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To make satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on cumulated theory & comprehensive practical skills evaluations).

Grading Scale for Written and Comprehensive Practical Skills Evaluations ACADEMIC PROGRESS EVALUATION work is as follows:

Excellent	93-100%
Very Good	85-92%
Satisfactory	75-84%
Unsatisfactory	< 74%

DETERMINATION OF PROGRESS: Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will have access to a digital copy of their satisfactory academic progress determination at the time of each of the evaluations via the mobile/desktop app. 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.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During this warning period, the student may schedule and retake the failed or missed examinations. 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 can 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. The student shall be terminated from the program and be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of J. Michael Harrold Beauty Academy admissions policy.

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.

INTERRUPTIONS: 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 leaves of absence. Clock Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same academic progress status as at the time of withdrawal.

APPEAL PROCESS: 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 a student may appeal a negative progress determinations 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 with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the student's situation that will allow them to achieve satisfactory academic by the next evaluation point.

Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 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.

PROGRAM INCOMPLETES, WITHDRAWALS, REPETITIONS AND NON-CREDIT REMEDIAL Program incompletes, Withdrawals, Repetitions, and Non-credit Remedial Programs do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

PROGRESS REVIEWS & INDIVIDUAL ADVISING

J. Michael Harrold Beauty Academy takes great pride in the working relationship between staff & Students. If problems arise regarding taking tests, technical and personal performance, students are advised by staff in order to determine the reason and measures to be taken to correct the situation on an individual basis.
During the program, the student will receive a "Progress Report" once each month. This report reflects:

- Total Clock Hours, Total Scheduled, Total Absent, and Total Transfer Clock Hours
- Last Date Attended/Contract Graduation Date/Revised Graduation Date
- Current Balance
- Overall Grade Average
- Laboratory work and mannequin (practical) projects completed.
- Written and comprehensive practical skills evaluations

ZIP UP (PRE-GRADUATION) ADVISEMENT

Cosmetology evaluation is conducted after the student's completion of actual 1250 clock hours. An Esthetician evaluation is conducted after the student's completion of actual 500 clock hours. This evaluation will review the following:

A. The State of Indiana requires students to pass all theory class tests with a 75% before being allowed to take the final. Therefore, any written test below 75% will need to be re-taken, if not already completed.
B. Comprehensive practical skills evaluation information
C. J. Michael Harrold Beauty Academy Pre-State Final Exam instructions.
D. State Board Examination Information.
E. Exit counseling Information for Financial Aid Loan Recipients.
F. Payment Arrangement for Overtime Charges, if any.
G. Employment advisement with the instructor to help assist with employment but not guarantee.

GRADUATION REQUIREMENTS: J. Michael Harrold Beauty Academy will grant a diploma or plaque of graduation and Official Transcript of Clock Hours for the applicable program when the student has successfully completed all phases of Study.

For successful completion of All Programs a student must:

1. Have all theory and comprehensive practical skills evaluations grades of 75% or better.
2. Successfully passed both Final State written and a final comprehensives practical skill evaluation final with 75% or better.
3. Complete the Indiana State Board Progress Report Book for your contracted program.
4. Completed applicable programs clock hours of training.
5. Complete all Exit paperwork.
6. Meet all financial responsibilities due to the Academy.

Upon completion they will receive a Diploma Certificate or Plaque.

LICENSE BY EXAMINATION
APPLICATION REQUIREMENTS

Final may be taken prior to meeting financial obligations, but the State Board Application will not be filled out until all graduation requirements are met. All written State final exams will be taken at PSI – The exam is $48.00.

After successfully completing all graduation requirements which includes the balance of school being paid in full, you will be given an application for the State Board Examination. All applications must be complete and accurate upon receipt to be fully processed.

All applications must be accompanied by the $40.00 License fee payable to the Indiana Professional Licensing Agency and either mailed to the attention of: State Board of Cosmetology & Barber Examiners 402 West Washington Street, Room W072 Indianapolis, IN 46204 or uploaded online.
Telephone # (317) 234-3031 **Email**: pla12@pla.IN.gov **Website**: https://www.in.gov/pla/

If an incomplete or incorrect examination application is received, it will either be returned to the school/applicant or reflected in the students Access Indiana Account for completion or correction. All documentation must be in English or accompanied by a certified translation in English.

EMPLOYMENT ASSISTANCE POLICY
While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to continue contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

REFUND POLICY -NOTICE OF CANCELLATION 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 the students' decision, program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 calendar days. This is performed in a timely manner in person or by certified mail. The school will notify the student of the need for their authorization to make a post withdrawal disbursement (PWD) of the Title IV loan funds within 30 days of the date of determination (DOD).

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.

2. A student cancels their 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 their enrollment after three business days of signing the contract, but prior to starting classes. In these cases, they shall be entitled to a refund of all monies paid to the school less the application fee of $100.

4. A student notifies the institution of their withdrawal.

5. A student on an approved leave of absence notifies the school that they will not be returning. The date of withdrawal determination shall be the earlier of either the scheduled date of return from the leave of absence or the date the student notifies the institution that they will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals are determined by the institution through monitoring clock hour attendance at least every thirty (30) calendar 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.

MINIMUM TUITION ADJUSTMENT SCHEDULE: All Refund calculations are based on scheduled clock hours of official cancellation or withdrawal. For students who enroll in and begin classes, the following schedule of tuition adjustments will be considered meeting minimum standards for refunds.

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM BILLING PERIOD PER CONTRACT	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 04.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25 % to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws from the institution shall be refunded within 45 calendar days of the determination that 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 wherein the refund to the student may exceed the minimum tuition adjustment schedule.
If a program is canceled subsequent to a student's enrollment, and before instruction of the program has begun, the school shall at its option: A) Provide a full refund of all monies paid; or B) Provide completion of the program. If the school cancels the program and ceases to offer instructions after student has enrolled and instruction has begun, the school shall at its option A) Provide a pro-rata refund for all students transferring to another school based on the clock hours accepted by the receiving school; or B) Provide completion of the program; or C) Provide a full refund of all monies paid. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has to provide a pro rata refund.

Students who withdraw or terminate prior to program completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (i.e., books & kit, lab fees, unreturned school property) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

In the event of non-payment, J. Michael Harrold Beauty Academy collections procedures shall reflect ethical business practices; however, our Attorney will pursue all remedies to recover fees (18%), collection fees (40%) and legal fees. Our Attorney also clearly acknowledges the existence of the Withdrawal and Settlement Policy and will comply with the cancellation and settlement policy of our institution**.**

RETURN TO TITLE IV (R2T4) – INSTITUTIONAL REFUND

Refunds are calculated by our third-party servicer (MEMO) software. This applies to all terminations for any reason, by either party, including student decision, of program cancellation, or school closure. An institutional refund calculation is done regardless of whether the student is receiving Title IV funds or not. If a Title IV financial aid recipient withdraws prior to the program completion, a return to Title IV calculation is also performed by the software. When a recipient withdraws prior to program completion the software will calculate to see if the Title IV aid disbursed is greater than the total Title IV aid earned in the period, by that student. This can result in a return of funds. The percentage is determined by dividing the clock hours

scheduled, as of the last day attended, by the clock hours in the period. When a student completes more than 60% of the scheduled clock hours in the period there will be no refund, as they have earned all the clock hours. In some cases, a student may have FSA funds that were not disbursed before the student withdrew, but they had earned the funds. This would result in a post withdrawal, meaning the funds may still be applied to the student's account if accepted. If it has been determined that a refund is due, the school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination. The funds shall be paid back within 45 days as follows, first Stafford UN Sub, then Stafford Sub, and lastly Pell. This is done through bank reconciliation or documentation that funds were disposed of in accordance with applicable federal regulations monitored on a monthly and yearly basis.

LEAVE OF ABSENCE POLICY

The school does not discriminate in its Leave of Absence policies based on sex, race, age, color, ethnic origin, religion. marital status, or sexual orientation. The school requires each student requesting a leave to follow these guidelines:

Due to the Esthetic program's length, there is no Leave of Absence.

A leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence. The student must fill out and sign an addendum to the enrollment agreement form.

A student may be granted a LOA for any of the following reasons**:**

1) Financial Hardship 2) Medical Issues 3) Extenuating circumstances beyond the student's control (i.e., house fire, death, car accident, jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act).

A leave of absence must be submitted in writing prior to the time of absence unless unforeseen circumstances prevent the student from doing so. Any written request not made prior to leave of absence will need to provide documentation of the unforeseen circumstances, so that the academy may make its decision. The Academy will document the reason for its decision whether to grant the leave, collect the request from the student at a later date and establish the start date of the approved leave of absence as the first date the student was unable to attend. The request must be signed and dated by the student and must contain the dates the student was unable to attend school.

A digital copy will be accessible via the mobile/desktop app. The original is placed in the student's record file. A 30(no less), 60 or 180-day (no more) leave may be granted; however, I may return prior to the end date of the 30-day leave with approval by the Administration due to mitigating circumstances.

The school permits more than one leave of absence in a 12-month period provided that the total numbers of days of all leaves of absences do not exceed 180 calendar days in a 12-month period.

A leave of absence must extend the student's contract period and maximum time frame by the same number of calendar days on the leave of absence. An addendum to the enrollment agreement must be signed and dated by all parties.

A student on a leave of absence will incur no additional charges by the school. A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

A student will be withdrawn if the student takes an unapproved leave of absence or does not return by the expiration of an approved leave of absence. The withdrawal date for the purpose of calculating a refund will be determined by the student's last day of physical attendance.

The State of Indiana requires students to pass all examinations prior to taking final exams. Due to this, students approved for leave of absences are required to take exams for any theory or practical classes, which were conducted during their leave. It is the student's responsibility to get caught up as they have unexpectedly fallen behind schedule. Upon re-entering school, the status of student's progress will remain the same.

HOLIDAYS

The school is not in session during the following holidays in 2025 & 2026:

2025	
Thanksgiving Break	November 27th through November 29th
Christmas and New Year's Break	December 23rd through January 1st 2026
2026	
Carb Day	May 23rd
Summer Break	June 30th through July 4th
Thanksgiving Break	November 26th through November 28th
Christmas and New Year's Break	December (undetermined) January 1st 2027

SCHOOL CLOSING POLICY

If the school closes due to unforeseen, catastrophic weather-related circumstances such as earthquake, flood, or fire, students will be required to accumulate the amount of training time lost. Students will not be charged a monetary amount for the clock hours. During winter months Check for closing information or delays on the Harrold Beauty Academy Facebook page. The school reserves the right to close due to unusual circumstances.

OWNERSHIP, ADMINISTRATIVE & INSTRUCTIONAL STAFF

Prior to his death in 2002, J. Michael Harrold, Dir./Owner/Instructor, was the third generation of his family to enter the Cosmetology field. Mr. Harrold had been associated with the academy since 1974. He studied extensively in the United States and Europe. He trained under various international champions. Mr. Harrold won first, second, and third place trophies in every state convention in the Midwest. He purchased the Academy from his father in December 1986.
Upon his death **Ms. Patty Harrold** is continuing as the present Owner, President, and Chief Executive Officer. #18 She is also our Director of Financial Aid**.**

Seth Harrold, Vice President, and Marketing Director
Alex Harrold, Campus Director
Denise Fagin, Co-Administrator, Director of Ed. Financial Assistant

Instructional Staff

Danielle McBride (Cosmetology)
LaMonika Lawrence (Esthetics),
Jennier Hodgen (Cosmetology/Esthetics)
Orrey Lovins (Cosmetology)

CIVIL RIGHTS

J. Michael Harrold Beauty Academy complies with Title IV of the Civil Rights Act and all requirements imposed by the regulation of the U.S. Department of Education with regards to that Act. As a result, no person shall be excluded from the participation in, or denied the benefits of this program, or otherwise subjected to discrimination on the grounds of sex, race, age, color, ethnic origin, religion, marital status, or sexual orientation. However, no student may use religion or national origin or ethnic origin as a reason to deviate from, the approved dress code.

DRESS CODE

Both Programs: Rubber sole closed type shoes with no holes. A visible name badge is to be always worn. One badge is provided to each student at the beginning of their schooling. Replacements are available for a fee. All top garments, whether shirts, sweatshirts, sweaters, etc. must be worn under the required scrub top/smock and name badge, not over the top. Estheticians: Gray scrub top and bottoms. Fingernails must be short (clipped, filed, & clean). Cosmetologists: A black uniform smock and/or apron with no writing on it (one is provided at the beginning of training) is to be always worn. Professional tops are required underneath. Professional black pants. No other colors/pattern combinations. Black capris or a skirt must be below the knees. No inappropriate writings, symbols, or pictures on tops. No midriffs. No shirts of sheer materials are to be worn. No tank tops. No cut off shirts. No low necklines. No bare backs are to be worn. Black leggings must have no holes and be covered with an article of clothing that is at least fingertip length. Always project a professional image representative of the cosmetology, esthetics, and beauty image industry.

APPEARANCE

Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes, and smile are part of your total look. Your appearance influences the guest. Your hair must be styled, and makeup applied before arriving. In this industry image and appearance are everything. You need an educator's permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh. Keep breath mints or spray handy. Always wear your name tag. If you lose your name tag, please see the office to replace it.

CONFIDENTIALITY

Every student has a financial aid file that is kept in a secure location. The files are stored in a locked, fireproof cabinet to ensure records are maintained and safeguarded against loss, theft, identity theft or damage. Staff members or administration dealing with enrollment have access to the files.

SCHOOL LICENSE

The school is licensed by the Indiana Professional Licensing Agency, 402 W. Washington Street, Room W072 Indianapolis, Indiana 46204-2700, (317) 232-3031.

The school is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, Virginia 22314, (703) 600-7600. NACCAS is recognized by the U.S. Department of Education as a national agency for post-secondary schools and departments of cosmetology arts and sciences.

PHYSICAL DEMANDS

The field of Cosmetology and its related sciences can be a very exciting and rewarding career with an excellent future, but it can also be physically demanding; you will find that it does require a certain number of physical stamina and often a high level of energy. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required. Other occupational hazards may include problems with the back, legs, feet, shoulders, and wrists. If the student is prone to allergies, he/she may want to be tested for products commonly used in the field. Persons with mobility or physical disabilities should strongly consider these requirements before deciding upon this career.

HARASSMENT

HARASSMENT The Academy does not tolerate harassment of any kind (verbal, physical or sexual). Students involved in any type of harassment may be dropped from the program. Students, Instructors, and Staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, requests for sexual favors, and/or physical, verbal or written conduct of sexual nature when): Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education or participation in the school's programs or activities, or, Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in our school's programs or activities, or such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities. For more information on sexual harassment and women against violence, visit https://www.justice.gov/ovw/protecting

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) 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 the 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: 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.

RIGHTS OF PRIVACY / RELEASING INFORMATION

Students and parent/guardians/sponsor of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. J. Michael Harrold Beauty Academy requires a release form be completed for each third-party request for information. J. Michael Harrold Beauty Academy. provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

GRIEVANCE PROCEDURE

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

TRANSCRIPTS

The school may charge $10.00 transcript fee for transcript requested. This fee must be paid prior to the transcript being completed. The Academy will issue an Official Transcript of Clock 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 payment for debts owed the school.

RULES & REGULATIONS -- TIME CLOCK

Doors open at 8:00 a.m. – Tuesday – Saturday.

Students are responsible for documenting their own clocks in and out via the MEMO app and Time Verification Forms. The staff is not responsible for verification of students' attendance not documented.

All students must clock and sign out when leaving the building and clock and sign back in when returning. Clocking in/out another student or leaving school premises while clocked in could result in disciplinary action, up to and including termination.

Cosmetology Students may enter, clock in, and receive credit starting at 8:45 Tues – Friday, and 8:15 on Saturday. Esthetic students may enter, clock in, and receive credit starting at 8:15 Tues – Friday. This is a great way to be prepared for the day and accrue time.

Students are encouraged to be clocked in by 11:00 a.m. to attend scheduled day classes and not to disrupt the lunch process for fellow peers, instructors, and clients.

Students are encouraged not to clock out between their 1st clock in through 11:00 a.m. to attend scheduled day classes, and ensure fairness to fellow peers, instructors, and clients. The morning rush is during this time and all hands are usually needed on deck. This can also be a core time frame for accumulating project points and being a valued team player.

The scheduled parameters do allow for a thirty-minute (30 minute) lunch break. If students wish to leave/exit the building for this, they may do so and are docked with the accumulated amount of clocked out time. However, if they choose to stay in the building during this time, they accumulate an additional thirty-minutes (30 minutes) for the day. During this time, if called to class or given an assignment such as a client, The student will need to do so when assigned or otherwise start clocking out for lunches and breaks. Abuse of this privilege will not be tolerated.

A student may be able to accumulate an additional 45 minutes per day if arriving early and not leaving during the day. That equates to 3 hours and 45 mins a week for Cosmetology student and 3 hours for Esthetic student. If done this way, the students original graduation date may be earlier than originally figured due to accruing more hours than scheduled and/or help move the graduation date back up from the original date due to missed hours. If your original graduation date does move up, please make an appointment with our Financial Aid consultants via your phone to determine that it will not interfere with any financial aid disbursements.

Leaving the premises will be allowed for scheduled lunches/ breaks only. Special requests of specific lunches/breaks will be honored when the schedule permits. Lunch/break times vary from day to day.

We encourage no more than four (4) clocks per school day. #1) In – in for the morning #2) Out – for lunch/break #3) In upon returning from lunch/break and #4) clock out for the day. This encourages the scheduled pace and decreases the overage charge risk.

Students are not allowed to enter or exit through the back doors except to take trash out at the end of day. All students are to enter and exit out of the main front entrance of the school.

Students may not receive more than 10 clock hours credit in a one-day period.
Notice of absence is appreciated by the office. Please email (harroldbeautyalex@gmail.com or denisehba@yahoo.com)

CODE OF CONDUCT FOR THEORY CLASS / ASSIGNMENT TIME

All students must have in school dress code (including name tag) prior to clocking in for morning theory and prior to clocking in from lunch. Students are not allowed to change clothes while clocked in, except with Instructor's permission. Washing of smocks during school clock hours is prohibited unless it is deemed necessary by Instructor, while at school (e.g., exposure to head lice). Even then a loaner smock must be worn. Students should be properly groomed before 9:00 a.m. or clocking in.

Theory class is scheduled to begin at 9:00 a.m. Tuesday through Friday and 8:30 on Saturday for Cosmetology. It is scheduled to begin at 9:00 a.m. Tuesday through Friday for Esthetics.
All students who are clocked in must be in class. Students are expected to follow the class schedule and be punctual. If the student does not follow the scheduled hours in his/her program, that said student will lose their privilege of Makeup hours. The length of time will be determined by the Instructional staff.

Make-up work: Those students who arrive after a theory test or are absent from class will be allowed to make up the missed work.

Cellphone use, texting, or ear bud use while in class is not acceptable classroom behavior. All students are to give full attention to their education. This is necessary to be fair to your peers as well. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.

CODE OF CONDUCT FOR STUDENT SALON / OR SPA – TRAINING AREA

No personal telephone calls will be made at the front desk during school clock hours except in case of an emergency. All cell phone ringers are to be turned to silent in the building. The vibrate setting is acceptable.

All Students, while clocked in, must be readily available to serve clients. Refusal of any ticket is grounds for disciplinary action, up to and including termination. (e.g., arguing about doing a service, not having all implements and supplies in their kit for service). If in need, ask your instructor or fellow student.

Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicles. The school is not responsible or liable for lost or stolen items.

Student beauty service(s) are to be done only with the permission of an instructor. Charges will be made for materials used on the following: color, permanent waves, relaxers, curls, reconstructors, artificial nails, and esthetics services. Student services are to be paid for on the day of service and prior to the service. These service prices are only valid while you are a currently attending student. Students are not allowed to have personal services on a day of absence or leave. The school is not a supply store and inventory levels are planned for accordingly. If you wish to purchase your own inventory during the program, please see a member of the administrative staff about obtaining proof of being in the program to take to the local supply store in order to make purchases.
Students are not to sit and talk while in the Student Salon / or Spa- training area. Socializing is to be done in the student lounge. It can be an unprofessional look in the clients' eyes and reflect badly on the school. Prolonged socializing (not being involved in cosmetology or esthetics activity) should be done away from school and off the clock.
Students are not to congregate at the front desk.
Students leaving early for the day must first notify the instructor and the desk person of their intentions.

All classrooms including the student salon / or spa- training area will be in proper order before any student clocks out at the end of the day. Students are responsible for joint work areas, their own work area and any assigned clean up duties. If a student is leaving early, they are still responsible for joint work area, their own area and any assigned clean up duties.

RULES FOR STUDENT LOUNGE

The facility is limited to the use of school personnel and is not open to customers, friends, or relatives. This includes your children. Proper childcare should already be in place.
Food and drinks are permitted in the student lounge only.

SMOKING - -Students are permitted to smoke in the designated smoking area, which is in the back of the building. Students must be clocked out or with an instructor supervised break time.

GENERAL: CODE OF CONDUCT

1. No using profanity or obscene gestures anywhere on school premises.
2. No cheating at any facet of the program.
3. No unassigned students entering the cash register.
4. No leaving a chemical service without Instructor permission.
5. Follow all school Rules and Regulations.
6. No visiting with family or friends who are not receiving a service.
7. Do not remain idle over extended break times while clocked in.
8. Do not practice unsanitary procedures.
9. Do not criticize other students.

DISCIPLINARY ACTION FOR NON-COMPLIANCE OF: RULES & REGULATIONS AND/OR CODE OF CONDUCT

Disciplinary action may be taken against a student who violates any school rule. Disciplinary action may include but may not be limited to:

1) Write –up.
2) Student being clocked out for the day.
3) Suspension for a specific period

If a student is found to be in violation of the accumulation of three (3) write-ups, they may be suspended for a specific period. Immediate suspension: Refusal to sign any write-ups will be an immediate 3-day suspension. All students will have the right to a rebuttal. There will be a space on the write-up for the students to explain their side of the situation. Prior to completion of the suspension, the student will need to make an appointment with the review board. J. Michael Harrold Beauty Academy reserves the right to require a spouse, parent and/or guardian to attend this meeting. It will be at the discretion of the review board as to the re-entry entry of the student. Upon re-entry if the student is found in violation of any of the above, another suspension will then be initiated, or they may be terminated. Students may appeal action through an appeal committee.

IMMEDIATE SUSPENSIONS

May occur if:

1. Noncompliance with General Policies, Enrollment agreement, or State Laws and Regulations.
2. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school.
3. A Student who harasses, bullies, or threatens verbal or physical abuse to staff and / or students. Failure of a student to abide by the rules outlined in the Title IX, or VAWA act could result in disciplinary action, up to and including termination.
4. Causing discord or fighting on school premises. (e.g., yelling or raising voice at any staff member, customer, or Student for any reason)
5. Being under the influence of, attempting to, or being involved with, in any way, the sale or use of illegal drugs or alcohol on or around school property.
6. Theft/ or any illegal act
7. Defacing school property.
8. Not maintaining Satisfactory Academic Progress
9. Any student absent with no contact for 14 consecutive calendar days.
10. Accumulation of three (3) write-ups.

TERMINATION BY INSTITUTION
GROUNDS FOR TERMINATION

1. Noncompliance with General Policies, the Enrollment Agreement, or State Laws and Regulations.
2. Improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of the school.
3. A Student who harasses, bullies, or threatens verbal or physical abuse to staff and/or students. Failure of a student to abide by the rules outlined in the Title IX, or VAWA act could result in disciplinary action, up to and including termination.
4. Causing discord or fighting on school premises. (e.g., yelling or raising voice to/at any staff member, client, or student for any reason).
5. Being under the influence of, attempting to, or being involved with, in any way, the sale or use of illegal drugs or alcohol on or around school property.
6. Theft or any illegal act.
7. Defacing school property.
8. Not maintaining Satisfactory Academic Progress.
9. Any student absent with no contact for 14 consecutive calendar days.
10. Any students not returning from a leave of absence.