

# Elite Academy of Cosmetology

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Lawton, OK 73501  
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Duncan, OK 73533  
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## **Accredited by:**

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

## **Licensed by:**

Oklahoma State Board of Cosmetology and Barbering  
2401 NW 23<sup>rd</sup> Street, Ste. 84  
Oklahoma City, OK 73107  
(405) 521-2441

Lawton Chamber of Commerce and Industry  
629 C Avenue, Suite B  
Lawton, OK 73501  
(580) 355-3541

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## **Mission Statement**

The staff at Elite Academy of Cosmetology strive on a daily basis to provide its students with a solid foundation in the arts and sciences of the many branches of the cosmetology in order to enable them to graduate from their chosen course of study (Basic Cosmetology, Nail Technician, Student Instructor, Barbering, Esthetician, Cosmetology Review<sup>1</sup>), pass the licensing examinations of the Oklahoma State Board of Cosmetology and Barbering, and ultimately gain profitable employment and achieve success.

## **Institution Facilities**

Elite Academy of Cosmetology consists of 7,000 square feet (LAWTON) and 4,500 square feet (DUNCAN) of space for teaching the arts and sciences of cosmetology with a capacity for approximately 50 students in each location. Each facility has sufficient equipment to supply each student with the basics in all fields of Cosmetology and Barbering. At Lawton, the school is equipped with cosmetology stations, manicure stations located under exhaust fans for sculptured nails, facial beds, area for pedicures, facials, waxing and procedures. At Duncan, the school is equipped with cosmetology stations, manicure stations located under exhaust fans for sculptured nails, a facial bed, area for pedicures, facials, waxing and procedures. Both schools have a clinic floor, dispensary, reception area and offices, library, theory classroom space, basic classroom space and several storage areas. There is more than sufficient space to allow for effective delivery of instruction.

The Lawton school is located in downtown Lawton, in close proximity to Central Mall and the Court House. A bus stop for the LATS, Lawton Area Transit System, is located across the street from the school building. Adjacent to the building a school owned parking lot is located.

The Duncan school is located in downtown Duncan, and in close proximity to Walmart, Duncan Public Schools and several restaurants. Student parking is located on the North side of the school.

A professionally equipped training kit is available for every student. All products and tools used in training are of professional quality.

Elite Academy of Cosmetology has no special training facilities for the handicapped.

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<sup>1</sup>Barbering, Esthetician, and Cosmetology Review are only approved to be taught at the Lawton location.

## **Administrative Staff and Faculty**

### **Lawton**

Owner<sup>2</sup>-Director.....Tammy Graham  
Educational Director.....Debra Wirtz  
*Master Educators:* Kayla Hecox, Frazier Monroe, Donna Tetsell, Stephanie Yoder,  
Tammy Graham (substitute)

### **Duncan**

Owner-Director..... Tammy Graham  
*Master Educators:* Tamarah Sizemore, Samantha Harman, Misty Teakell, Stephanie Yoder,  
Tammy Graham (substitute)

### **Both Locations**

Admission Administrator/Financial Aid..... Renee Capps  
Financial Aid ..... Tanner Harman  
Employment Advisor..... Tammy Graham

## **General Information**

### **Courses Offered**

Elite Academy of Cosmetology in Lawton offers classes for Barbering, Cosmetology, Esthetics, Nail Technician, Student Instructor, and Cosmetology Review.

Elite Academy of Cosmetology in Duncan offers classes for Cosmetology, Nail Technician, and Student Instructor.

### **Class Start Dates**

<b>January 16, 2018</b>	<b>July 10, 2018</b>
<b>February 27, 2018</b>	<b>August 21, 2018</b>
<b>April 10, 2018</b>	<b>October 2, 2018</b>
<b>May 22, 2018</b>	<b>November 13, 2018</b>

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<sup>2</sup> The schools are both owned by Eve's College of Hairstyling, Inc., with Tammy Graham at 100% owner.

### Class Schedule

Normally classes at this institution are in session Tuesday through Friday from 8:30 a.m. to 5:00 p.m. and the first Saturday from 8:30 a.m. to 5:00 p.m.

<b>Tuesday through Friday</b>	8:30 – 9:00	Study Hall
	9:00 – 10:00	Uninterrupted Theory
	10:00 – 5:00 (30 min. Lunch/Short Breaks)	Basic Class/Practical Training
<b>First Saturday Of the month</b>	8:30 – 9:00	Study Hall
	9:00 – 5:00 (30 min. Lunch/Short Breaks Included)	Practical Training

Guest speakers and special classes are scheduled frequently.

### School Calendar Holidays

<b>Independence Day</b>	<b>July 4, 2018</b>
<b>Thanksgiving Day</b>	<b>November 22, 2018 - November 23, 2018</b>
<b>Christmas Break</b>	<b>December 22, 2018 – January 2, 2019</b>

### Inclement Weather and other Emergency School Closings

In the event of extenuating circumstances, the necessary closing of the school will be broadcast on the following radio stations: KLAW and Magic95. It will also be aired on Channel 7 Television (KSWO7) beginning at 6:00 a.m. on the day in question.

### Course Price Information

<b>Barbering (Lawton location only)</b> .....	1500 Hours/13 Months
Tuition.....	\$15,695.00
Kit/Books.....	\$1,200.00
Application fee (non-refundable)....	\$ 50.00
Registration fee.....	\$ 50.00
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<b>Total.....</b>	<b>\$16,995.00</b>

<b>Basic Cosmetology</b> .....	1500 Hours/13 Months
Tuition.....	\$15,695.00
Kit/Books.....	\$1,200.00
Application fee (non-refundable)....	\$50.00
Registration fee.....	\$50.00
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<b>Total.....</b>	<b>\$16,995.00</b>

<b>Esthetician (Lawton location only)</b> .....	600 Hours/6 Months
Tuition.....	\$7,695.00
Kit/Books.....	\$1,200.00
Application fee (non-refundable) .....	\$50.00
Registration fee.....	\$50.00
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<b>Total.....</b>	<b>\$8,995.00</b>

<b>Nail Technician</b> .....	600 Hours/6 Months
Tuition.....	\$6,195.00
Kit/Books.....	\$700.00
Application fee (non-refundable).....	\$50.00
Registration fee.....	\$50.00
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<b>Total.....</b>	<b>\$6,995.00</b>

<b>Student Instructor</b> .....	1000 Hours/11 Months
Tuition.....	\$5,595.00
Kit/Books.....	\$300.00
Application fee (non-refundable).....	\$50.00
Registration fee.....	\$50.00
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<b>Total.....</b>	<b>\$5,995.00</b>

<b>Cosmetology Review (Lawton location only)</b> .....	250 Hours/3 Months
Tuition.....	\$3,250.00
Kit/Books.....	\$445.00
Application fee (non-refundable).....	\$50.00
Registration fee.....	\$50.00
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<b>Total.....</b>	<b>\$3,795.00</b>

*Additional fees of \$25.00 per mandatory Saturdays missed will be charged to the student as accrued.*

*Additional hourly fees of \$10.00 per program hour will be charged if a student exceeds the contract time to complete the program.*

For additional information on financial aid, cancellation, and refund policy please refer to the financial aid information pages in this catalog.

**All financial obligations must be satisfied (paid in full or payment plan) prior to graduation. Payment types accepted are Title IV (where applicable), cash, check, credit card, money order, cashier's check, etc.**

## Course Units of Instruction

### **Barbering.....1500 HOURS** **(Lawton location only)**

Sanitation, sterilization, safety, tools, equipment	<b>155</b>
Professional image, history of barbering, salesmanship, job search, shop management	<b>175</b>
Anatomy, physiology, chemistry, electricity, hair/scalp treatment	<b>200</b>
Facial massage and treatment	<b>40</b>
Men's hairpiece, mustache, beard design/shaving	<b>65</b>
Hair coloring	<b>150</b>
Haircutting and hairstyling	<b>580</b>
Board rules, regulations, and statues	<b>40</b>
Chemical relaxing, soft curl perms, permanent waving	<b>95</b>
<b>TOTAL HOURS</b>	<b>1500</b>

Upon completion of 1500 hours of training, the student will receive a certificate and be prepared to pass the State Board exam. This enables the student to work as a barber in any shop once a license is obtained. Other job opportunities for a licensed barber are platform artist, product representative, sales representative, shop owner, shop manager, etc.

### **Basic Cosmetology.....1500 HOURS**

Theory	<b>150</b>
Manicures/Pedicure	<b>90</b>
Facials (Makeup)	<b>30</b>
Scalp Treatments	<b>30</b>
Shampooing/Conditioning/Rinse	<b>60</b>
Hairstyling (finger waves, wigs, thermal, blow dry)	<b>390</b>
Hair color, tints, bleaching	<b>120</b>
Hair cutting/Hair shaping	<b>180</b>
Lash/brow tint & arch	<b>30</b>
Professional development, establishment management, & unassigned hours for review, exam, etc.	<b>180</b>
Hair reconstruction, permanent wave, Chemical relaxing	<b>240</b>
<b>TOTAL HOURS</b>	<b>1500</b>

Upon completion of 1500 hours of training, the student will receive a certificate and be prepared to pass the State Board exam. This enables the student to work as a cosmetologist in any salon once a license is obtained. Other job opportunities for a licensed cosmetologist are platform artist, product representative, sales representative, salon owner, specialist in any cosmetology field, salon manager, image consultant, chemical artist, etc.

**Nail Technician.....600 HOURS**

Bacteriology	<b>40</b>
Manicure/Pedicure	<b>160</b>
Artificial Nails	<b>160</b>
Nail Art	<b>60</b>
Nail structure/composition/disorders/diseases	<b>60</b>
Salon development (administration/laws	<b>80</b>
Cosmetology laws/rules/regulations	<b>40</b>
<b>TOTAL HOURS</b>	<b>600</b>

Upon completion of 600 hours of training, the student will receive a certificate and be prepared to pass the State Board exam. This will enable the student to work in a salon as a manicuring specialist or nail technician, once a license is obtained. Other job opportunities for a licensed manicurist includes: salon owner, product demonstrator, sculptured nail artist, or a spa specialist.

**Student Instructor.....1000 HOURS**

Orientation/review of cosmetology curriculum	<b>60</b>
Introduction teaching	<b>120</b>
Course outlining/development/lesson plans/Teaching techniques/Teaching aids/administering and grading	<b>330</b>
Law/cosmetology school management records	<b>90</b>
Teaching (assisting in classroom/clinic)	<b>150</b>
Practice teaching (classroom/clinic)	<b>250</b>
<b>TOTAL HOURS</b>	<b>1000</b>

Upon completion of 1000 hours the student will receive a certificate and be prepared to pass the State Board exam. This allows the student to work as an instructor in a cosmetology institution, or to work in or own an institution, or to work in or own a beauty salon, once a license is obtained.

**Esthetics.....600 HOURS  
(Lawton location only)**

Bacteriology	<b>80</b>
Sciences: Histology, dermatology and physiology	<b>180</b>
Facials: (draping, manipulations, cleaning and toning, chemistry/light therapy; make-up	<b>200</b>
Non-permanent hair removal	<b>40</b>
Salon development (administration and laws; insurance; ethics)	<b>60</b>
Cosmetology laws; rules/regulations	<b>40</b>
<b>TOTAL HOURS</b>	<b>600</b>

Upon completion of 600 hours of training, the student will receive a certificate and be prepared to pass the State Board exam. This will enable the student to work as an Esthetician once a license is obtained.

**COSMETOLOGY REVIEW .....250 HOURS**  
**(Lawton location only)**

Theory	<b>40</b>
Manicures/Pedicure	<b>10</b>
Facials (Makeup)	<b>20</b>
Hairstyling (finger waves, wigs, thermal, blow dry)	<b>40</b>
Hair color, tints, bleaching	<b>50</b>
Hair cutting/Hair shaping	<b>50</b>
Hair reconstruction, permanent wave, Chemical relaxing	<b>40</b>
<b>TOTAL HOURS</b>	<b>250</b>

Upon completion of 250 hours of training, the student will be prepared to pass the State Board Examination. This will enable the student to work as a Cosmetologist once a license is obtained.

**\*\* ALL COURSES ARE TAUGHT IN ENGLISH \*\***

**Admissions Requirements**

The school normally admits students having a high school diploma, a General Education Certificate (GED) or a transcript showing high school graduation date as regular students, and proof of age, such as birth certificates or driver’s license. In addition:

- In the event of a foreign diploma, the prospective student must provide a verification that the diploma is the equivalent of a U.S. high school diploma by submitting it to an outside agency that is qualified to translate documents into English and confirm the academic equivalence.
- In the event of home school, the prospective student must provide evidence of completion of home schooling that state law treats as a home or private school.
- In the event of a student wanting to enroll in the Student Instructor program, the prospective student must also provide evidence of a professional license.

**Transfer students** will receive credit for hours received from other schools or states only if these transfer hours have been approved by the Oklahoma State Board of Cosmetology and Barbering. It is the students’ full responsibility to have their hours transferred from their last school or state to Oklahoma State Board of Cosmetology and Barbering.

**Re-Entry students** will be placed on a 30-day probation and will re-enter at the level of progress at time of withdrawal. Re-entry students will be charged at the current tuition rate for the remainder of hours needed.



### Leave of Absence (LOA) Policy

If a student desires to take a leave of absence from his/her studies, then the following procedures must be followed in order for the leave to be approved:

1. The request must be made in advance of the leave;
2. The request must be made in writing and the reason(s) for the leave must be specified and contain the student's signature;
3. There must be a reasonable expectation that the student will return from the LOA;
4. The leave, together with any other leave of absence, must not exceed 180 days in any 12-month period;
5. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school will still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180-day maximum;
6. The new contract end date will be stipulated and written to acknowledge the leave and reflect the same number of days as the leave of absence. The maximum time frame will also be extended by the same number of days in the leave. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events;
7. No extra-instructional charges will incur during the leave of absence;
8. A student granted on LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time;
9. Should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for purposes of conducting the refund is always the student's last date of attendance.

### Institution's Objectives

**Barbering:** to complete the course and prepare the student in basic skills  
For licensing as prescribed by the Oklahoma State Board of Cosmetology and Barbering.

**Basic Cosmetology:** to complete the course and prepare the student in basic skills for licensing as prescribed by the Oklahoma State Board of Cosmetology and Barbering.

**Student Instructor:** to prepare the licensed student in the training of the skills required for licensing as an instructor by the Oklahoma State Board of Cosmetology and Barbering.

**Nail Technician:** to prepare the student in basic manicuring skills for licensing as a nail technician as prescribed by the Oklahoma State Board of Cosmetology and Barbering.

**Esthetician:** to prepare the student in esthetic's skills for licensing as an esthetician as prescribed by the Oklahoma State Board of Cosmetology and Barbering.

**Cosmetology Review:** to complete the course and prepare the student in basic skills for licensing as prescribed by the Oklahoma State Board of Cosmetology and Barbering

### **Rules and Regulations**

- Dress Code: Black pants/shorts/skirts/dress and black shirts (unless smock covers shirt completely); Closed toed shoes are mandatory.
- Student parking is on the East side of the school (Lawton) and on the North side of school (Duncan).
- Students will be held responsible for their own equipment and personal property. Lockers are available to store personal belongings during school hours.
- Students must obey all rules of personal hygiene, sanitation and sterilization while attending this institution, or risk termination.
- Students are required to wear their smocks/aprons and nametags. They are also required to wear professional clothes, make up and have their hair done before coming to school. In extreme cases students may be sent home.
- Students must attend classes regularly and pursue the instruction and practical work diligently. This is particularly important for attendance for the daily theory class.
- Excused absences are defined as any absence due to illness, appointments, jury duty, or other reasons that need to be supported by documentation, which will be kept in the students' folders. This documentation might help to clear SAP questions.
- Students arriving late may not be permitted to attend theory class, which will make them miss tests, instruction and other important information. In addition, all instructors are facilitating classes from 9:00 a.m. until 10:00 a.m. therefore, students may not enter the building until the classroom session has ended and an instructor is available on the clinic floor. It will be the individual student's responsibility to arrange for makeup tests and to stay informed.
- Silence is to be observed in all classroom settings. Unnecessary conversation or noise will not be allowed.
- Personal telephone calls are not allowed while a student is in theory class. Please instruct friends and family members to limit personal calls as much as possible to break times and lunch. Cell phones and beepers are allowed, but must be kept on the least distracting settings possible. Conversations are to be conducted away from the clinic floor.
- **Gossiping, fighting, or cursing will not be permitted in this institution.**
- Consuming or possessing alcoholic beverages and/or illegal substances is prohibited.
- Failure to comply with the rules of this institution or those of the Oklahoma State Board of Cosmetology may result in termination.
- This termination can only be revoked by a written appeal signed by the Owner or Manager.

For more detailed information on rules and regulations, see the student handbook. Copies of the Oklahoma State Board Regulations are available for your information.

## **U.S. Department of Education Student Aid**

### **Financial Aid Information**

**Student Consumer Information Services:** This information is furnished to inform students and prospective students about financial aid available and the means of securing such assistance. This information is also intended to meet the requirements of PL-94-482 and Title 45, CH.1, part 178 of the Code of Federal Regulations.

**Student Financial Aid Available:** In addition to the Federal Programs outlined below, student may also receive assistance from outside sources such as Veterans Administration, Vocational Rehabilitation Commission, Bureau of Indian Affairs, along with other outside sources. This institution welcomes these resources and cooperates fully, even though control over such awards does not rest within.

**Federal Student Aid:** Financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants, loans, and work-study are types of federal student aid. You must complete the FAFSA form to apply for this aid.

**Free Application for Federal Student Aid (FAFSA):** You have to fill out the FAFSA form every year you're in school in order to stay eligible for federal student aid. The Free Application for Federal Student Aid (FAFSA) is to be filled out online at [fafsa.gov](http://fafsa.gov), using your school's code (00970800), to determine your financial aid eligibility for Pell grants, FSEOG, and Federal Student Loans.

**Pell Grants:** Pell Grants are awarded to students who have established eligibility by filling out the Pell Grant application with the U.S. Government contractor. Income information given on the application form must be documented. Awards vary according to calculations on the Pell application form. Students with a Bachelor's Degree are determined by the U.S. Government to be ineligible.

**Federal Supplemental Educational Opportunity Grants:** FSEOGs are awarded to students who are in exceptional need. Students must be eligible and receive a Pell Grant. Effective Family Contribution (EFC) is taken into consideration.

**Subsidized Loan:** A loan based on financial need for which the federal government generally pays the interest that accrues while the borrower is in an in-school, grace, or deferment status, and during certain periods of repayment under certain income-driven repayment plans.

**Unsubsidized Loan:** A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.

**Federal Direct Plus Loans:** For the parents/legal guardians of dependent students who do not qualify for other financial aid assistance.

**Conditions of Eligibility:** All students are eligible to apply for assistance. All applicants must complete the Free Application for Federal Student Aid form (FAFSA) and institutional application sheet. Eligibility is based on financial need according to established Federal Regulations, regular enrollment, and maintaining good standing as full-time students. Students are encouraged to locate other forms of outside assistance. Awards to eligible students are made on first come, first served basis if funds are available. The size of a student's award is determined by financial need, funds available, regulatory limitations, and our experience in the effective use of this assistance. A student retains eligibility for financial assistance so long as good standing is maintained. Loss of good standing for any cause, i.e., violation of rules, probation, suspension or expulsion, could possibly result in immediate loss of eligibility. A petition for restoration of good standing can be made to the Owner/Manager at the end of any disciplinary period assigned or 30 days, whichever is less.

**Method of Disbursement:** All financial assistance awarded by the school will be disbursed in the following manner:

- a) At the onset of your training the first half of your Federal Student Aid will be applied.
- b) When the student has accumulated 451 hours for Barbering, Cosmetology, Student Instructor (approximately 12 weeks), 301 for Esthetics and Nail Technician (approximately 10 weeks), the second half of your Federal Student Aid will be applied.
- c) To students who have been placed on probation due to excessive absences or academic reasons monies can only be disbursed if applicable documentation has been received and accepted by the Owner/Manager of the institution.

**Retention Data:** Since each school has a variable retention data this is furnished on request. See the manager.

**Fee Waiver:** At times we will consider offering a tuition enrollment special to all incoming students during a particular enrollment cycle. The particulars of each special will be explained during the promotion.

**Cash-Paying Students:** For those students who are ineligible for federal financial aid, the school makes payment arrangements that are detailed on the contract.

**Contacts:** The financial aid officer is familiar with financial aid programs and is available during school hours to advise students and prospective students on financial aid. The student financial aid officer is available by phone during all normal working hours.

**All financial obligations must be met or satisfied prior to graduation.**

## **Access to and Release of Student Record Information**

- Students (or parents or guardians if the student is a dependent minor) have the right to gain access to their cumulative records by appointment under the supervision of an instructor or manager.
- If a student (or a parent or a guardian if the student is a dependent minor) requests any copies of documentation from their file, they must submit a written request to the school. The school has 10 business days to respond to their request. The school will charge \$0.50 per copy made, which will be due before the copies are granted to the student.
- Information pertaining to a student's cumulative record will be released only upon the written instructions or written permission of the student (or parent or guardian if the student is a dependent minor) unless otherwise required by law or requested by certain regulatory agencies, such as NACCAS.
- Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, we allow the students or guardian to deny authority to publish one or more of these items.
- Financial aid records are property of the school and will remain in a permanent file at the school.
- All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or removal of accreditation and in accordance with state and federal law. Student records must be maintained in accordance with state and federal law.

## **Expendable Supplies**

The school furnishes all expendable supplies to the student except for supplies for personal use. If students are charged for personal expendable supplies, they are charged the cost price.

## **Satisfaction**

Creative hairstylists possess the unique skill of revealing the hidden beauty of others that is so often obscured due to lack of knowledge and imagination. Enhancing one's outward appearance can improve career, personal relationships and social status, as well as achieve a positive self-image and confidence. As a beauty specialist you can direct your skill and creative energy toward helping others achieve a happier, more beautiful life.

## **Employment Opportunities**

How many stylists are making a living in the United States? Latest available figures in the U.S. Department of Labor's Occupational Outlook Handbook for 2016 report Barbers, Cosmetologists, and other personal appearance workers held 861,300 jobs in 2016. Of these, Barbers held 56,400 jobs; Cosmetologists, Hairdressers, Hairstylists 617,300; Manicurists and Pedicurists 126,300; and Skin Care Specialists 61,300.

Job opportunities generally should be good. However, competition is expected for jobs and clients at higher paying salons as applicants compete with a large pool of licensed and experienced and experienced cosmetologists for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services. Work schedules often include

evenings and weekends—the times when beauty salons and barbershops are busiest. Those who are self-employed usually determine their own schedules.

Personal appearance workers are projected to grow about 11 percent from 2016 through 2026, which is much faster than the average for all occupations. This growth is due to an increasing population, rising incomes, and growing demand for personal appearance services. In addition to those arising from job growth, numerous job openings will come about from the need to replace workers, who transfer to other occupations, retire, or leave the labor force for other reasons.

The median hourly wage for Hairdressers, Hairstylists, and Cosmetologists was \$11.66 in May 2016. The lowest 10 percent earned less than \$8.76, and the highest 10 percent earned more than \$23.58. There is no guarantee of employment expressed or implied by graduation.

### **Placement**

Although we cannot guarantee employment, at Elite Academy of Cosmetology, we strive to provide our students with an above average education in the cosmetology field, and are committed with assisting students in employment direction. We provide quarterly job placement classes that educate our students with job seeking skills relevant to attitude, dress code, job applications, resume preparation, and job interviewing. Located in our media-library, students have access to a resume capable computer. To further prepare our students with job readiness skills we ask that each student interview with two salons of their choice. Students are encouraged to seek assistance with our selected employment advisor who can aid students in pursuing full-time or part-time employment. You'll also find a current listing of job openings located on the theory classroom announcement board.

### **Institutional Refund Policy**

**The policy applies to all termination for any reason, by either party, including student decision, course or program cancellation or school closure.**

**Official Cancellation or withdrawal shall occur on the earlier of the dates that:**

1. An applicant is not accepted by the school and he/she will be entitled to a refund of all paid, less the non-refundable \$50.00 application fee.
2. A student or legal guardian cancels the enrollment and requests the money back in writing within three (3) business days of signing the enrollment agreement or contract all monies collected by the school shall be refunded, except the non-refundable \$50.00 application fee. This policy applies regardless of whether or not the student actually started training.
3. A student or legal guardian cancels enrollment after the three (3) business days of signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable \$50.00 application fee and the \$50.00 registration fee.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school.
7. In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school in person.

**The Policy Requires that:**

8. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
9. The required date of the refund is determined based on the student's last date of attendance.
10. Any monies due a student who withdraws from the institutions shall be refunded within forty-five (45) days of determination that a student has withdrawn, whether officially or unofficially.
11. For students who enroll in and begin classes the following schedule of tuition adjustment is authorized (refund based on ACTUAL HOURS):

<u>Percentage of time</u>	<u>Percentage of tuition owed</u>
<b>0.01% - 4.9%</b>	<b>20%</b>
<b>5.0% - 9.9%</b>	<b>30%</b>
<b>10.0% - 14.9%</b>	<b>40%</b>
<b>15.0% - 24.9%</b>	<b>45%</b>
<b>25.0% - 49.9%</b>	<b>70%</b>
<b>50.0% and over</b>	<b>100%</b>

12. There is a \$150.00 withdrawal fee.
13. Hours will be held until balance is paid in full to the school.
14. If a course is canceled subsequent to a student's enrollment and before instruction has begun, the school shall at its option:
  - (1) Provide a full refund of all monies paid, or
  - (2) Provide for completion of the course.
15. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

### **Physical Demands of the Profession**

Cosmetology/Barbering professions provide the opportunity to meet and work with people in all walks of life. A pleasing personality is a must for a successful stylist. Client relations and use of people skills are important when dealing with the public. In most cases professional stylists will find that several hours of their day are spent standing. Therefore, a good pair of soft shoes is recommended. To prevent injury by falling tools or exposure to chemical drips these shoes need also have closed toes. Stylists will also spend time working in bent over positions or with arms upheld and extended. Proper care in body and arm/wrist/hand positioning is important when working on clients. Finger dexterity is also a requirement to properly manipulate shears, combs and styling tools.

## Safety Requirements

Safety is a great concern for all professions; however, there are some areas that cosmetologists in particular need to be concerned about. Stylists must always make sure that pathways are free from obstacles, water and other hazards that would put students, clients or employees at risk of injury or death. Also, there are many tools that a student or stylist must be careful when using, such as shears, razors, curling irons, blow dryers and other electrical equipment that could cause injury to individuals. There are also chemicals that stylists will encounter, such as permanent wave solutions, hair coloring chemicals, relaxers, chemicals and nail products. Rubber gloves are supplied for these chemicals. Information about safety precautions is available through the OSHA manual and information posted on the wall.

## **Outcomes Information**

(Based on NACCAS Annual Report Results)

<u>Year</u>	<u>Completion (%)</u>	<u>Licensure (%)</u>	<u>Employment (%)</u>
<b>2012</b>	<b>51.76</b>	<b>61.90</b>	<b>100.00</b>
<b>2013</b>	<b>56.34</b>	<b>66.67</b>	<b>85.29</b>
<b>2014</b>	<b>53.95</b>	<b>66.67</b>	<b>82.35</b>
<b>2015</b>	<b>60.29</b>	<b>70.73</b>	<b>80.00</b>
<b>2016</b>	<b>59.77</b>	<b>80.00</b>	<b>73.08</b>

## Licensing Requirements (Oklahoma)

To apply for the State Board licensing examination, all applicants must meet the following requirements:

<b><u>Barbering</u></b>	1500 hours/Certificate, \$35.00 Exam Fee
<b><u>Basic Cosmetology</u></b>	1500 hours/Certificate, \$35.00 Exam Fee
<b><u>Nail Technician</u></b>	600 hours/Certificate, \$35.00 Exam Fee
<b><u>Student Instructor</u></b>	1000 hours/Certificate, \$35.00 Exam Fee
<b><u>Esthetician</u></b>	600 hours/Certificate, \$35.00 Exam Fee
<b><u>Cosmetology Review</u></b>	250 hours/Certificate, \$35.00 Exam Fee

All graduates must also pass a State Board exam to receive a License to practice in Oklahoma. These examinations are given in Oklahoma City as scheduled by the Oklahoma State Board of Cosmetology and Barbering. Costs related to going to Oklahoma City and taking the exam is the responsibility of the student.



## Record of Attendance

Timesheets are located at the front desk. It is the responsibility of the individual students to sign in and out daily, and to maintain on the timesheets issued to them at orientation a total of their hours. The school's attendance records are maintained in a permanent file by the school.

Monthly progress reports will be issued to the students. Any other records, which may be promulgated by the Oklahoma State Board of Cosmetology and Barbering, will be maintained.

## Graduation Requirements

In order to graduate and receive a certificate from Elite Academy of Cosmetology, the student must successfully complete the required number of clock hours as specified on the contract, pass all written and practical examinations with a 75% average. (VA requires an 85% average), and satisfy all financial obligations to the school (paid in full or payment plan).

## Satisfactory Academic Progress Policy

1. This policy is established and maintained for all students attending Elite Academy of Cosmetology (whether you are receiving Title IV or private pay). It is applied to all students enrolled in each program and scheduled for full-time attendance.
2. The policy is provided to applicants prior to enrollment so that the prospective student understands what is required.
3. Students must maintain a 75% cumulative academic rate (85% for VA students) and a 67% cumulative attendance rate (85% for VA students) in order to be considered in satisfactory progress.
4. **Attendance Progress:** Attendance progress in each course is dependent upon the schedule for which you are contracted. For example, if you are contracted for 30 hours per week, then you must, at a minimum, attend 20.1 hours per week in order to be considered in satisfactory attendance progress ( $20.1/30 = 67\%$ ). Another example is if you are contracted for 30 hours per week, you must, at a minimum, attend 25.5 hours per week ( $25.5/30 = 85\%$ ). Any student absent for 30 days, without any communication with the administration office, will be terminated from the program.
5. **Maximum Time Frame:** Our 67% attendance rate means that you must complete the course within 150% of the contracted end date. For example, your contract says that you will complete the course in 10 months. You could do that if you had perfect attendance according to your contract. However, maybe you were sick a few times, or had to take a few personal days; you might not finish in the 10 months your contract says. But, as long as you attend at a 67% rate, you will still be in satisfactory progress. Therefore, instead of completing in 10 months, you must complete within 15 months (150% from the contract end date ( $10 \times 1.5 = 15$ )) to be considered in satisfactory attendance progress. In the event that you do not complete within the maximum time frame, you will convert to a cash pay basis if you are a Title IV recipient.

6. **Academic Progress:** Students must also maintain satisfactory academic progress. Students are formally evaluated on theory and practical work. The clinic work is simply marked as being completed and is not weighted in to the cumulative GPA average. Practical work is based on specific criteria of points that are converted in to grades. Theory and practical work will be graded according to the following scale:

<b>Excellent (A)</b>	<b>94 – 100</b>
<b>Very Good (B)</b>	<b>87 – 93</b>
<b>Satisfactory (C)</b>	<b>75 – 86</b>
<b>Failure (Unsatisfactory) (F)</b>	<b>74 and below</b>

VA students must maintain a GPA of 85% or higher to stay eligible for financial aid. Their GPA will be reviewed every month to ensure they are meeting SAP. If a VA student falls below the 85% GPA they will be placed on probation for 30 days to bring their SAP up to passing. If the student does not bring GPA up after 30 days, they will not be eligible to receive financial aid from VA and VA will be notified. The student may continue to be enrolled, if they pay cash, or use Title IV funding.

7. **Determination of Progress:** Students receiving Title IV funds will be evaluated at the following intervals and are provided a documented form detailing the academic and attendance cumulative information.

<b>Basic Cosmetology:</b>	At the 450, 900, and 1350 actual hour intervals
<b>Barbering:</b>	At the 450, 900, and 1350 actual hour intervals
<b>Student Instructor:</b>	At the 450 and 900 actual hour intervals
<b>Nail Technician:</b>	At the 300 actual hour interval
<b>Esthetician:</b>	At the 300 actual hour interval
<b>Cosmetology Review:</b>	At the 125 actual hour interval

***All VA students enrolled at Elite Academy will be evaluated monthly.***

The intervals were established to ensure that the first occurs no later than the midpoint of the academic year of the course or program, whichever occurs sooner. Students meeting the minimum academic and attendance requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation.

8. **Warning/Probation/Appeal:** Students failing to make minimum progress requirements will be placed on warning until the next evaluation period. During warning, students are considered to be making satisfactory progress and financial aid is not disrupted. Students can re-establish satisfactory academic progress by meeting the minimum academic and/or attendance requirements.

If a student does not meet minimum standards during the warning period, then he or she may be placed on probation if:

- a) the institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period;
- b) the student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

Should a student choose to appeal a satisfactory academic progress determination, the student must consider that in order to reestablish satisfactory academic progress and financial aid eligibility, if applicable, by meeting the minimum academic and/or attendance requirements.

If the student chooses to appeal, the acceptable reasons for which a student may appeal are things such as death of a relative, an injury or illness of the student, etc. The appeal must contain any relevant documentation regarding why the student failed to make satisfactory academic progress and what has change dint he student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The results of the appeal will be evaluated by the administration and documented in the student file within five business days.

Students who fail to achieve the minimum standards is no longer eligible for Title IV unless they are on warning or have prevailed upon appeal of the determination that has resulted in the status of probation.

Students are notified in writing of any evaluation that impacts the eligibility of financial aid. If the student cannot achieve satisfactory academic or attendance progress levels after the allotted probationary period, then financial aid will be terminated. A student will still be allowed to come to school, but would then be required to pay the school in cash.

9. **Leaves of Absence (Temporary Interruptions) and R-Entry**  
Students returning from a leave of absence or other official interruption of training will return to school in the same satisfactory progress status at which he or she left. The contract period and maximum time frame will be extended for the same number of days as the leave of absence. Students who re-enter the institution will return in the same progress status in which they left.
10. **Course Incompletes, Repetitions, Non-Credit Remedial Courses** These specific areas do not apply and therefore have no effect upon satisfactory progress.
11. **Transfer Hours**  
Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determine

when the allowable maximum time frame has been exhausted. SAP Evaluation periods are based on actual contracted hours at the institution.

#### **VA Students**

VA students not meeting minimum SAP requirements of 85% will be placed on probation for 30 days. VA will be notified of their probation period. The third consecutive time they do not meet SAP requirements, they will no longer be eligible to receive VA funding and VA will be notified. VA students may submit an appeal at the beginning of the probation period. The acceptable reasons may be things such as surgery or illness of the student, death in the family, etc. The appeal must contain relevant documentation supporting the reasons. All of this may be presented to the school and it will be at the school's discretion to accept. The student will be permitted to stay enrolled as a cash pay or Title IV student. **All VA students enrolled at Elite Academy will be evaluated monthly.**

Per Title 38, CFR 21, 4267, Independent Study, students utilizing VA educational benefits at non-traditional self-paced or flex programs and will not be certified by Elite Academy of Cosmetology.

#### **VA Re-Certification**

If a VA student loses their VA funding, the student may be eligible to receive their re-certification of VA funding. These students must submit an explanation of why they were not able to reach SAP requirements and their written plan of improvement. They must also maintain 85% or higher for two consecutive months. At the school's discretion, may re-certify the student with VA.

**All VA students enrolled at Elite Academy will be evaluated monthly.**

#### **Licensing Requirements**

All graduates must also pass a State Board Examination to receive a License to practice in Oklahoma. These examinations are given in Oklahoma City as scheduled by the Oklahoma State Board of Cosmetology. The school will assist in scheduling this examination is the responsibility of the student.

#### **Advising**

The institution gives the student personalized, friendly vocational guidance and advising help with achievement, assistance in scheduling training hours and assistance in government approved programs. Since almost all students already reside in the area of the school, no housing or boarding assistance is formally maintained.

#### **Compliance with Civil Rights Act (Non-Discrimination)**

We comply with Title VI and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulation of the Department of Education issued pursuant to that title, to the end that, in accordance with Title VI and IX of that act of the regulations that no person in the United States shall, on the grounds of race, sex, age, religion, color or other ethnic origin, be excluded from participation or be denied the benefits of, or be otherwise subject to discrimination under any program or activity.