



Student Catalog
Lawrenceville Campus
www.keuneacademyby124.edu

Table of Contents

Introduction/Ownership/Governing Body/Licensing & Staff/Owners	3
School Mission Statement	4
School Goals/Core Values	4
Admissions Requirements for all Courses	4-5
Graduation Requirement / Transcript of Grades	5-6
School Calendar of Holidays and Closings	6-7
Class Start Dates	7
Tuition & Financial Assistance	7-9
School Hours and Class Schedule	9
Attendance Policy, Absenteeism, Tardiness/Professional Image/Inclement Weather Emergency Closing	9-11
Student Records and Right to Privacy	11
FERPA	11-12
Satisfactory Academic Progress Policy	12-14
Leave of Absence	14
Withdrawals and Transfers	14-15
Job Placement and Career Opportunities	15
Student Conduct, Grounds for Dismissal	16
5 Phases of Hair Design, Hair Design Course Outline	16-19
5 Phases of Master Cosmetology, Master Cosmetology Course Outline	20-23
Instructor Course Outline	23-25
Master Cosmetology Instructor Course Outline	25-27
Refund / Withdrawal/ Re-Enrollment Policy	28-30
Transfer Students	30
Advisement of Students	30
Drug Abuse Prevention	30
Internal Grievance Process Policy, Campus Security	30
Statement of Non-Discrimination	30
Chosen Name and Pronoun Policy	30-31
Title IX Policy	31
Disability Accommodation Policy	32-33
Facility Description/ Student Catalog and Student Rules and Regulation Changes	33-34

Introduction/History/Ownership/Governing Body

Brian and Karen Perdue founded their first Salon 124 in Snellville, Georgia in 1991. They immediately saw the need and started a training program. Education has been the foundation for this group of salons. By 1998, the apprenticeship (education) program had grown to 35 apprentices and the need for a separate facility for the education was acquired with two full-time instructors. The number of apprentices and licensed stylists needing advanced education to work for the Salon 124 Group of salons had grown so tremendously the need for a school was the next step. The Process Institute of Cosmetology has been in the conception stage for several years and opened in November of 2006. In October of 2014, we made the decision to create an alliance with Keune Haircosmetics of Holland and change our school's name to **KEUNE ACADEMY by 124**. The excitement around this intriguing relationship has been overwhelming!

Accreditation, Certification and Licensing

The School is licensed by:

Georgia State Board of Cosmetology
237 Coliseum Drive,
Macon, Ga. 31217
478-207-1430



The School is certified by:

Nonpublic Postsecondary Education Commission (NPEC), State of Georgia;
2082 East Exchange Place,
Tucker, Ga. 30084
770-414-3300



The accreditation is with

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



Certified and approved by

U.S. Department of Education for Title IV Funding.
U.S. Dept. of Ed
830 First Street. NE
Washington, D.C. 20202
1-800-4-FED-AID



Staff and Administration

Alan Van Hassel	General Manager
Melody Jaggar	Director of Education
Krystal Self	Director of Financial Aid and Compliance
Christine Hinton	Director of Admissions
Cory Self	Director of Student Services
Minerva Arellano	Administrative Specialist
Paige Bessant	Salon Floor Lead Instructor
Angela Hampton	Instructor
Ashleigh Williams	Instructor
Carrie Pressley	Instructor
Kim Kibble	Instructor
Marnie Wilson	Instructor
Anna Dill	Instructor
Ojilcris Arias Reyes	Administrative Assistant/Lead Guest Services
Wendi Campa	Receptionist

Keune Academy by 124 Owners

Owning corporation, Keune Academy by 124, LLC

Brian Perdue/Salon 124, Inc
Karen Perdue/Salon 124, Inc
John Wynn/Eagle Summit Group
Mary Bennett
Alan Van Hassel

Mission Statement

To prepare students through quality Hair Design and Cosmetology education with the knowledge, skills and professionalism needed to enter their field in the career of arts and sciences and be successful.

School Goals

To produce skilled and knowledgeable professionals with the necessary fundamentals to enter the beauty industry. Create the best learning environment available with individualized attention and teaching methods with “hands-on” education. Assist graduates to become employed where they will achieve their goals in this industry.

Core Values

Excellence, Integrity, Fulfillment, Family, Artistry, Teamwork

Requirements for Admissions

Hair Design:

1. 17 years old
2. High School Diploma or transcripts, G.E.D. certificate, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or has evidence of completion of home schooling that is from an accredited body. ***If there is a question of the High School diploma validity, the institution will first research to see if the school is accredited. If this information is unavailable, the potential student will need to contact the Board of Education for the said city/county of issuance and request that a copy of the official transcripts be mailed to Keune Academy by 124; attention Admissions Department.
3. Education completed in a foreign country; a copy of transcript professionally translated equaling the equivalency of a high school diploma
4. Pass entrance exam with “18” or higher score. A 2nd opportunity to take the entrance exam will be granted with a score of 10 or higher on the first attempt. (timed, 15 minute “Wonderlic” exam)
5. 500-750 word essay stating “Why I Chose This Industry”
6. Driver License or Identification Card and Social Security Card
7. \$500.00 down payment before class start toward tuition
8. All transfer hours are considered on a one-by-one basis. Prospective students will not be considered for enrollment if you are currently enrolled at another school. To transfer out of our institution, you have to complete the withdrawal process and pay any amounts left on your student ledger. At time of full payment, or if you have contractual arrangements to pay amount in full, you will receive your transcripts. Our institution has no way of knowing if other institutions will accept your transcripts. Transfer hours are reviewed on a case-by-case basis.
9. Any reenrollment will be evaluated by a Review Board, to determine if the student is eligible for reenrollment. Any student deciding to re-enter after the 12-month period will have to start the program and cost in its entirety. A student that dropped or was dismissed based on academic or attendance percentages has the right to re-enroll in the same course offered at the school once.

Master Cosmetology:

1. 17 years old
2. High School Diploma or transcripts, G.E.D. certificate, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or has evidence of completion of home schooling that is from an accredited body. ***If there is a question of the High School diploma validity, the institution will first research to see if the school is accredited. If this information is unavailable, the potential student will need to contact the Board of Education for the said city/county of issuance and request that a copy of the official transcripts be mailed to Keune Academy by 124; attention Admissions Department.
3. Education completed in a foreign country; a copy of transcript professionally translated equaling the equivalency of a high school diploma
4. Pass entrance exam with “18” or higher score. A 2nd opportunity to take the entrance exam will be granted with a score of 10 or higher on the first attempt. (timed, 15 minute “Wonderlic” exam)
5. 500-750-word essay stating “Why I Chose This Industry”
6. Driver License or Identification Card and Social Security Card
7. \$500.00 down payment before class start toward tuition
8. All transfer hours are considered on a one by one basis. Prospective students will not be considered for enrollment if you are currently enrolled at another school. To transfer out of our institution, you have to complete the withdrawal process and pay any amounts left on your student ledger. At time of full payment, or if you have contractual arrangements to pay amount in full, you will receive your transcripts. Our institution has no way of knowing if other institutions will accept your transcripts. Transfer hours are reviewed on a case-by-case basis.

- 9 Any reenrollment will be evaluated by a Review Board, to determine if the student is eligible for reenrollment. Any student deciding to re-enter after the 12-month period will have to start the program and cost in its entirety. A student that dropped or was dismissed based on academic or attendance percentages has the right to re-enroll in the same course offered at the school once.

Instructor:

- 1 High School Diploma or transcripts, or G.E.D. ***If there is a question of the High School diploma validity, the institution will first research to see if the school is accredited. If this information is unavailable, the potential student will need to contact the Board of Education for the said city/county of issuance and request that a copy of the official transcripts be mailed to Keune Academy by 124; attention Admissions Department.
2. Education completed in a foreign country; a copy of transcript professionally translated equaling the equivalency of a high school diploma
3. Current Georgia Cosmetology/Hair Design license
4. Proof of one year experience in a licensed salon
5. Pass entrance exam with "18" or higher score (timed, 15 minute "Wonderlic" exam)
6. 500-750-word essay stating **"Why I Want to be An Instructor"**
7. Driver License or Identification Card and Social Security Card
8. Birth Certificate, Green Card or Passport

Master Cosmetology Instructor:

1. High School Diploma or transcripts, or G.E.D. ***If there is a question of the High School diploma validity, the institution will first research to see if the school is accredited. If this information is unavailable, the potential student will need to contact the Board of Education for the said city/county of issuance and request that a copy of the official transcripts be mailed to Keune Academy by 124; attention Admissions Department.
2. Education completed in a foreign country; a copy of transcript professionally translated equaling the equivalency of a high school diploma
3. Current Georgia Cosmetology/Master Cosmetology license
Proof of one-year experience in a licensed salon
4. Pass entrance exam with "18" or higher score (timed, 15 minute "Wonderlic" exam)
5. 500-750-word essay stating **"Why I Want to be An Instructor"**
6. Driver License or Identification Card and Social Security Card
7. Birth Certificate, Green Card or Passport

Graduation Requirements

Hair Design:

- Minimum of seven (7) months of training
- One thousand, three hundred, twenty-five (1325) clock hours of training
- **Students must successfully pass the school's senior final written, color theory and practical exams with a score of 80% or higher (on each portion of the practical exam) in order to graduate.**
- Have an 80% attendance and GPA or higher
- All financial obligations are met with the school or have a contractual agreement with TPIC or TFC Corporation

Master Cosmetology:

- Minimum of nine (9) months of training
- One thousand, five hundred (1500) clock hours of training
- **Students must successfully pass the school's senior final written, color theory and practical exams with a score of 80% or higher (on each portion of the practical exam) in order to graduate.**
- Have an 80% attendance and GPA or higher
- All financial obligations are met with the school or have a contractual agreement with TPIC or TFC Credit Corporation

Instructor:

- Minimum of four (4) months of training
- Seven hundred fifty (750) clock hours of training
- **Students must successfully pass the school's midterm and final written and practical exams with 80% or higher in order to graduate**
- All financial obligations are met with the school or have a contractual agreement with TPIC or TFC Credit Corporation

Master Cosmetology Instructor:

- Minimum of four (4) months of training
- Seven hundred fifty (750) credit/clock hours of training
- **Students must successfully pass the school's midterm and final written and practical exams with 80% or higher in order to graduate**
- All financial obligations are met with the school or have a contractual agreement with TPIC or TFC Credit Corporation

Hair Design to Master Cosmetology License Upgrade:

- Minimum of three (3) months of training
- One hundred, seventy-five (175) clock hours of training
- Have an 80% attendance or higher
- All financial obligations are met with the school or have a contractual agreement with TPIC or TFC Credit Corporation

Transcript of Grades:

Students will be provided transcript of their grades upon completion of their program of study. All requests for student transcripts must be made in writing to the student services office. In order to receive an official transcript, you are required to be in good financial standing with any financial arrangement made during period of enrollment with the institution. After two requests for transcripts, a \$6.00 fee will be charged for future requests. **All graduates will receive a diploma.**

School Calendar of Holidays and Closings

We are closed the following days for the 2021 and 2022 year:

February 22, 2022 – Staff Meeting
April 5 – April 9, 2022 – Spring Break
April 16, 2022 – Easter (Saturday Before)
April 26, 2022 – Staff Meeting
May 28, 2022 – Memorial Day (Saturday Before)
June 21, 2022 – Staff Meeting
July 5- July 9, 2021 – Summer Break
August 23, 2022 – Staff Meeting
September 3, 2022 – Labor Day (Saturday Before)
October 18, 2022 – Staff Meeting
November 22-26, 2022 – Thanksgiving Break
December 23-December 31, 2022 – Winter Break

January 3, 2023 – Winter Break
February 28th, 2023 – Staff Meeting
April 1 – April 8, 2023 – Spring Break
May 2, 2023 – Staff Meeting
May 27, 2023 – Memorial Day (Saturday Before)
June 27, 2023 – Staff Meeting
July 4- July 8, 2023 – Summer Break
August 29, 2023 – Staff Meeting
September 2, 2023 – Labor Day (Saturday Before)
October 24, 2023 – Staff Meeting
November 21-25, 2023 – Thanksgiving Break
December 23-January 3, 2023 – Winter Break

Class Start Dates

The school registers on any day and classes start every eight weeks for full time students for Hair Design (1325 hours), Master Cosmetology (1500 hours), Instructor and Master Cosmetology Instructor (750 hours). Students are required to be enrolled and all paperwork finished by the class start date. The graduation dates will be dependent upon status of student attendance and Satisfactory Academic Progress.

Year 2022

January 4, 2022
 March 1, 2022
 May 3, 2022
 June 28, 2022
 August 30, 2022
 October 25, 2022

Year 2023

January 10, 2023
 March 7, 2023
 May 9, 2023
 July 11, 2023
 September 5, 2023
 October 31, 2023

Total Cost: Hair Design course

Tuition*	17,300.00
iPad, Kit/Sales tax*	2,500.00
Registration Fee*	100.00
Non-Refundable Application Fee*	50.00
Total	19,950.00

Total Cost: Master Cosmetology course

Tuition*	18,800.00
iPad, Kit & Books*	2,600.00
Registration Fee*	100.00
Non-Refundable Application Fee*	50.00
Total	21,550.00

Total Cost: Master Cosmetology course Effective Class start 8/30/22

Tuition*	19,585.00
iPad, Kit & Books*	2,600.00
Registration Fee*	100.00
Non-Refundable Application Fee*	50.00
Total	22,335.00

Total Cost: for Instructor and Master Cosmetology Instructor

Tuition*	9,000.00
Kit/books /sales tax	650.00
Registration fee	100.00
Application fee	50.00
Total	9,800.00

*In lieu of any or all of the payment, student instructor and General Manager can come to agreement of a 24-month commitment of teaching at Keune Academy by 124; therefore, dismissing the cost of the tuition. If that happens, a student instructor contract should in file.

*Prices subject to change as necessary

*Additional NSF fee of \$35 will be charged for all returned checks

*There are certain periods and criteria when scholarships may apply to tuition costs. Students must fill out an application and if they pay cash, the scholarships can apply. In addition, students with proof of a high school transcript of cosmetology hours of at least 350 hair and hair theory hours will receive a scholarship for prior education in high school. These hours cannot be transferred to this school.

Unearned scholarships are forfeited when withdrawal occurs.

School Sponsored Scholarships offered – Scholarships are awarded upon completion of the enrolled program and may be forfeited if dropped or withdrawn from the program for any reason.

Ace Grant – \$1500 If payment is made in full prior to beginning class.

Prior Education Scholarship - \$3000 if you have obtained more than 450 hours in another accredited Master Cosmetology or Hair Design program. Official transcript is required

High School Cosmetology Scholarship - \$1500 for completing an introduction to cosmetology in high school of at least 350 hours. Official documentation from the high school is required.

Seasonal and special promotion scholarships may be available. Ask your director of admissions for details

Extra instructional charges of \$15 per hour will be applicable to students with excessive absenteeism, failing grades on final exams, and/or incomplete requirements at the time of their contract's end. This could cause them to go past their contract date on their enrollment agreement. If a student is going to go past their contract graduation date, they will need to pay all extra instructional charges on the last day of contract or upon arrival of next day of education.

Financial Assistance Programs:

Federal Pell Grant

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available online at www.FAFSA.ed.gov, or in paper form from high school counselors and at public libraries. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and payment schedule issued by the US Department of Education, Office of Student Financial Assistance.

Federal Direct Loan Program (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay.

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the Parents of a dependent student by the US Department of Education.

Veterans' Benefits

We are approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements can be obtained from the Financial Aid Office.

Any covered individual (is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post- 9/11 GI Bill benefits) who attends Keune Academy by 124 will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the institution a certificate of eligibility for entitlement to the educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website- eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility
- Keune Academy by 124 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institutions due to the delayed disbursement funding from the VA under chapter 31 or 33.

School and Private Financial Resources

Sources (where applicable) of private aid including scholarships, Sallie Mae, TPIC financing and TFC Credit Corporation are

available to our students. Note that these sources are separate from federal student financial aid sources. Cash and Credit Card payments are also accepted to cover the cost of tuition and fees. Please consult the Financial Aid Office for further information.

THERE IS CURRENTLY NO AVAILABLE HOUSING SERVICES FOR STUDENTS

There is currently no Federally Funded Title IV Aid available to students of this program. Forms of payment may include: Cash or credit card and TPIC student financing.

Weekly Class Schedule for Hair Design, Master Cosmetology, Instructor and Master Cosmetology Instructor

Hair Design Course: 35 hours /Week:	38-week course 8:00 a.m.–3:30 p.m., 1/2 hour lunch break and (2) 15-minute breaks. Tuesday–Saturday
Master Cosmetology Course: 35 hours /Week:	43-week course 8:00 a.m.–3:30 p.m., 1/2 hour lunch break and (2) 15-minute breaks. Tuesday–Saturday
Instructor and Master Cosmetology Instructor Course 40 hours /Week:	18-week course 7:30 a.m.–4:00 p.m., 1/2 hour lunch break and (2) 15-minute breaks.

Student Attendance Policy

The school's policy regarding attendance is applied uniformly and fairly. It is required that students maintain a minimum attendance rate of 80%. This is done twice during the program through evaluations. The programs offered are based on clock hours obtained. The school does not deduct or add hours as a penalty. Students are only allowed to miss 4 days (this includes RTO's) in the freshman and sophomore phase. If the student goes past his/her contract graduation date, there will be additional charges of \$15.00 per hour as indicated in the Enrollment agreement.

Roll Call/Tardiness

Class for students begin promptly at 8:00am., student instructor 7:30 am; Tuesday-Saturday. Hair design and Master Cosmetology students may arrive as early as 7:45 am; Instructor and Master Cosmetology student instructors 7:15am. Students reporting to school at 8:01 a.m. or later will be considered tardy; 7:46 for hair design and master cosmetology student instructors. Students are encouraged to contact the school at (678) 735-4762, prior to 7:45 a.m., notifying the school that they will be tardy or absent.

Attendance for roll call is necessary to be considered present. **Students not present at roll call will be marked as absent and a Student Absentee Report completed.** Students marked as absent yet are found to have previously clocked in or arrive late will be considered tardy. A Time Clock Adjustment Report must be completed in order for a student to return to class. Students who receive a fourth tardy in a calendar month will be dismissed for the day.

Any student clocking in at 8:16 a.m. or later will be sent home for the day. Excessive tardiness may result in the student's withdrawal from school, and/or over contract fees. Any student clocking out before 8:00am will not receive any time for the day.

- Students may NOT request an early dismissal on Saturdays. If you know you have something to do, don't attend school that particular Saturday. Students can request time off on or before Tuesday of the week of the Saturday that they will need to be off.
- Students not attending school on Saturday or the last day before a scheduled break will not be allowed to attend school the following scheduled school day. In case of a medical emergency, you must submit a services receipt and a statement from a medical professional. While it is your right not to disclose any details, the medical professional's statement must indicate **"you were medically incapable of attending school"**. If advance notice is possible and not given, your instructor may refuse your request. Roadside assistance receipts will be accepted also.

Early Dismissals

To leave early you must:

- 1) Report to your instructor for permission.

- 2) Complete the early dismissal log
- 3) Inform the front desk and your instructor that you are leaving.
- 4) Early dismissals from school on Saturdays will cause the student to miss the next school day
- 5) RTOs only for leaving school early or the whole day, not for coming in late

Clock in/Clock out

Each student is responsible for properly clocking in/out at the arrival and departure of school each day. If for any reason, you forget to clock in/out, you must fill out a "Time Clock Adjustment Report" immediately with staff approval to verify times on form. After the 3rd time clock adjustment, the student will be dismissed from the school for the day. NO student can clock in/out for another student. Doing so could result in suspension or dismissal from school.

Professional Image

A professional appearance is a requirement for successful participation in school. Students are expected to dress and groom themselves in accordance with accepted business standards. A neat, tasteful appearance contributes to the positive impression one makes on clients and employers. Dress code can only be altered with approval from management.

1. All students are expected to be ready for class by 8am. They will not be allowed to clock in until their appearance is within the minimum standards.
2. Black and Blue Jeans with a black top are acceptable for all students. Students that have leveled up or have been given special permission may wear colors as described by management.
3. Clothing must be professional, clean and free of stains. Bling on clothing is ok. (studs, sequins, beads, etc.)
4. Shoes must be completely enclosed. Shoes should be neat and not overly worn.
5. Hair must be clean, dry, and styled prior to arriving at school. Hair is expected to be in a style that a customer would be willing to pay for.
6. Cosmetics are expected in the beauty industry. Must be applied prior to arriving at school.
7. Nails should be kept clean.
8. Badges are to be in your possession at all times.
9. Freshman Phase students will be coached during their first week.
10. Fashionable hats are allowed. Hats that are not allowed (any billed hat, skully, beanies, and cowboy hats)
11. Proper Hygiene including but not limited to clean body, hair, nails, and fresh breath.
12. The following is considered **unacceptable attire**:
 - Colored jeans.
 - Faded black denim.
 - Pants with holes above the knee.
 - Shorts, Capri's are allowed if past the knee.
 - Leggings are allowed only if shirt is loose fitting and long enough to cover front and back. Leggings cannot be see-through above the knee. If you have to "pull down your shirt" it's too short.
 - Sleeveless or cap-sleeve tops, halter or tank tops. (Underarms must be completely covered)
 - Visible thongs, panties, or underwear. Bra straps/bralettes must be black if visible.
 - Super/extreme low-rise pants or skirts.
 - No excessive cleavage.
 - No exposed midriff
 - Skirts and dresses shorter than 3" above the knee.
 - Sweatpants, sweat shirts and hoodies.
 - Sandals, flip-flops, beach shoes, bedroom slippers.
 - Pinstriped pants, shirts or skirts.
 - Color mixed in w/black attire worn (example: pink under shirts).
 - Shirts with words or logos (this includes black and/or white writing) except for Keune Academy or Salon 124 shirts.
 - Texture on clothing is allowed. (must be black on black)
 - Sunglasses and ear buds/head phones

While we respect individuality, and allow you discretion to use your best judgment, students who fail to comply with this professional dress code will be coached and/or sent home for the day.

Inclement Weather/Emergency Closing

At times, emergencies such as severe weather, fires or power failures can disrupt school operations. The decision to close the school will be made by the administration. Once the decision is made, it will be announced via School App. For weather related closings, refer to Gwinnett County School Closing listings via TV news, radio or website for whichever campus you attend is the county you would follow.

Emergency Procedures:

In the case of tornado warnings, students in classrooms should proceed to CLASSROOM 101 calmly. Students on the clinic floor should assist their clients to the LOCKER HALLWAY calmly. **Do Not Stop** for purses or anything else! Students at the front desk should assist any clients still in the reception area to the LOCKER HALLWAY calmly. Every student and employee will receive a Remind message in the event that they are off campus.

During a fire, we want to be sure that all of our staff and students are prepared to respond in a way that will keep everyone involved safe. There are specific procedures that we have in place here at Keune Academy by 124 in case of a fire. There is a fire alarm at Keune Academy by 124 that will sound when a fire has started or when a fire drill is taking place. When this happens, you *need to*:

- Calmly put down anything that you currently have in your hands or are currently using and exit via the nearest exit route (evacuation routes posted in each area of the school).
- Assist clients and classmates with exiting via the nearest exit route.
- **DO NOT STOP** for purses or any other personal belongings.
- Meet your instructor and classmates in the front parking lot. Stand back away from the school for your safety.
- If you are separated from your class when the fire drill sounds, immediately stop what you're doing, proceed to the nearest exit and meet your instructor in the front parking lot.
- Your instructor will take roll of your class to ensure that everyone has made it out safely.
- The Director of Education will check with each instructor to ensure that all students have made it out of the building safely as well as check to make sure that all staff members have made it to safety.
- If this is a fire drill and not a real fire, students, staff and clients will be allowed back in the building once everyone is accounted for.
- Every student and employee will receive a digital message in the event that they are off campus

Student Records and Right to Privacy

The Family Education Right and Privacy Act afford students certain rights with respect to their educational needs. Students and parents or guardians of dependent minor students have the right to gain access to their records by appointment and under the supervision of an administrative staff member. Information pertaining to any student's record, who is age 18 or older, will be released only upon written instruction and/or permission from the student. When information is requested by a third party, it will be released only upon written permission from the student or guardian in the case of a minor. The student files are fireproof and kept locked or are overseen in administrative offices.

¶ It is the policy of the school that we do NOT sell or publish directory information of our students.

¶ Student files and information may be released to legal and/or accrediting bodies without the student's permission.

No Solicitation by students to other students allowed in school or on the school premises.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day that the school receives a request for access.

A student should submit to the Director of Education, a written request that identifies the record(s) the student wishes to inspect. The Director of Education will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Education, the Director of Education shall advise the student of the correct official form to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, we will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Keune Academy by 124 discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Keune Academy by 124 in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Keune Academy by 124 has contracted as its agent to provide a service instead of using employees from within, or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Satisfactory Academic Progress Policy

Satisfactory Academic Progress in attendance and academic work is a requirement for all students enrolled at the school. **NOTE:** Students receiving funds under any Federal Title IV financial aid program must maintain 80% academic and attendance progress as well as complete the program within the 125% maximum time frame in order to continue eligibility for such funds. All programs will have their first evaluation point on or before the midpoint of the academic year, whichever occurs first. The 1st academic year is 900 clock hours for each program.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Hair Design	450, 900	scheduled hours
Master Cosmetology	450, 900, 1200	scheduled hours
Instructor	375, 750	scheduled hours
Master Cosmetology Instructor	375, 750	scheduled hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80%

cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Hair Design (Full time, 35 hrs/wk) - 1325 Hours	47.5 Weeks	1656.25
Master Cosmetology (Full time, 35 hrs/wk) - 1500 Hours	53 Weeks	1875
Instructor (Full time, 40 hrs/wk) - 750 Hours	33 Weeks	937.50
Master Cosmetology Instructor (Full time, 40 hrs/wk) - 750 Hours	33 Weeks	937.50

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be dismissed from the program.

ACADEMIC PROGRESS EVALUATIONS

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

97 - 100	EXCELLENT
89 - 96	ABOVE AVERAGE
80 - 89	AVERAGE
79 AND BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

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, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

LEAVE OF ABSENCE POLICY (LOA)

Authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period, approved by administration, during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during in LOA.

There is no monetary or absenteeism consequences as a result of an approved leave of absence when you return back to school. The school will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement addendum must be signed and dated by all parties.

Acceptable reasons for a Leave of Absence include maternity leave, medical necessity, homelessness and financial hardship. Student must provide supporting documentation as evidence as to why a Leave of Absence is necessary. A student should submit a request for the leaves of absence in advance in writing, include the reason for the student's request, and include the student's signature. The only exception to this would be documentation provided to administration proving that the student was physically incapable of contacting administration at or before the start of the LOA. If this is the case, a request would still be necessary from the student at a later date. The request should include the reason in writing, the date the LOA will start and the date the student will return to school. It should then be dated, signed and submitted to administration. The beginning date of the approved LOA would be determined by Keune Academy by 124 to be the first date the student was unable to attend the institution because of the unforeseen circumstance. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Once a request is submitted for LOA, if approved, a LOA form will be created by administration. The leave can be no less than seven (7) calendar days and no longer than ninety (90) calendar days in a 12-month period. There is only one (1) LOA allowed regardless of the length of LOA chosen by the student. See additional LOA procedures in the section for Disability Accommodation Policy.

*****In the event of a pandemic additional LOA's will be approved if the LOA is specifically related to the pandemic. The length of the pandemic related leave will be determined by the Director of Education and the Director of Student Services giving consideration to how much material will be missed and the students ability to resume in the class. It may be necessary to institute an 8 week LOA so the student may resume at the same point with the following group of students. All LOA's will not exceed a maximum of 110 days.**

If the leave is approved by administration, there must be reasonable expectation that the student will return from the leave. If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), and that as this institution is required to take attendance, the withdrawal date for the purpose of calculating a refund will be student's last day of attendance. When a student is a Title IV loan recipient, the disbursements will cease during the LOA. There may also be other consequences pertaining to the loan. A full explanation will be provided at time of request. The school will not assess the student any additional institutional charges as a result of the LOA.

WITHDRAWALS

Any student who withdraws from his/her contracted course, or fails to complete his/her training, will have a notice placed in his/her student file as to progress at the point of withdrawal. A student making Satisfactory Academic Progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making Satisfactory Academic Progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will return in the same satisfactory academic progress status at which they dropped from the program upon re-enrollment. The student will continue to be evaluated at scheduled evaluation periods upon re-enrollment.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the

designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

JOB PLACEMENT AND CAREER OPPORTUNITIES FOR HAIR DESIGN AND INSTURCTOR STUDENTS...SOC code 39-5012

The school's graduates have a superb opportunity to obtain a position in the field of cosmetology. Those students which are highly motivated, serious and are ready to work are always in demand by the salons. The school's administrative staff will assist in placement of a job for a student, but cannot guarantee employment. The hair design students will have an exit interview (during their senior phase) at which time they will be given a job interview questionnaire to prepare them on what information to ask at the interview. Resume procedures will be available to them to help with an impressive interview. A list of salons and/or jobs available in the Atlanta area is given to all hair design students.

The opportunities for this industry are more exciting than ever. Examples of opportunities are:

- ▯ Hair color specialist
- ▯ Salon stylist
- ▯ Retail Specialist
- ▯ Salon Owner
- ▯ Salon Manager
- ▯ Product Educator
- ▯ Session Stylist
- ▯ Stylist for TV, Movies or Theater
- ▯ Styles Director/Artistic Director
- ▯ Design Team Member
- ▯ Platform Artist
- ▯ Competition Champion
- ▯ Writer
- ▯ State Board Member
- ▯ Instructor

Earnings vary within this geographic location. Size of the town or city, experience and employer could have an effect on earnings. Some stylists may earn straight salary, and others may earn straight commission.

The outlook for job opportunities is very good, with the versatility of part time and full-time positions available in most salons. The exciting news is that the salon earning power keeps steadily improving!

Instructor earnings vary within the geographic location. Size of the town or city, experience and employer can all have an effect on earnings. Benefits like 401K, insurance, vacation, holidays, etc. add additional value and may also be offered.

STUDENT CONDUCT

Students are expected to conduct themselves in a professional, respectable, and courteous manner and observe the school rules at all times. If a student is dismissed from school because of conduct, they will not be allowed to re-enroll in school unless such request is approved by the General Manager.

GROUND S FOR STUDENT DISMISSAL

- Withdrawals for clock hour students are determined by the school through monitoring clock hour attendance every 14 days. Termination will occur if the student is absent for fourteen (14) consecutive days.
- Excessive tardiness and/or absence from theory or clinical services (80% attendance is required)
- Breaking the rules and regulations: Violations of major rules and regulations such as, but not limited to, drug/alcohol use, stealing, fighting will result in immediate dismissal. Violations of lesser rules and regulations, such as but not limited to, use of profanity, insubordination and dress code the following steps will be taken: 1) verbal warning 2) Three-day suspension with the possibility of dismissal
- Non-payment of tuition
- The use of drugs or alcohol on school premises or during school hours or at any school function. Random drug testing at the expense of the student can be done on an as needed basis deemed necessary by school administration
- Use of profanity or immoral conduct.
- Low GPA due to lack of effort
- Not returning from Leave of Absence (LOA, refer to pg. 13)

5 PHASES OF HAIR DESIGN

** Students will not be excused from scheduled classes to work on the clinic floor.

1325 Hours total for Hair Design

HD 101

Phase 1 FRESHMAN: (minimum of 8 weeks/280 hours)

Orientation in the field of Hair Design. Theory and practical classroom setting, working with mannequins and live models.

HD 102

Phase 2 SOPHOMORE: (minimum of 8 weeks/ 280 hours)

Expanding conceptual skills with theoretical and practical application in a classroom setting as well as clinic salon setting.

HD 103

Phase 3 JUNIOR: (minimum of 8 weeks/ 280 hours)

Continuation of theoretical and practical skills in class and school clinical salon setting with clients. Providing skills and knowledge for job placement.

HD 104

Phase 4 SENIOR: (minimum of 8 weeks/ 280 hours)

Advancing theoretical and practical skills in class and school clinical salon setting with clients. Providing skills and knowledge for job placement

HD 105

Phase 5 Designer/Super Senior (State Board): (minimum of 6 weeks/ 205 hours)

Mock State Board tests are given to prepare students for State Board Licensure Examination. Six weeks of comprehensive theoretical knowledge and practical skills perfected for employment.

Course: Hair Design

Brief Course Description: The 1325 clock-hour Hair Design course consists of five phases of theoretical and practical instruction offered 35 hours per week over a 38-week time period that is extended to approximately 42 weeks to allow for a 10% absence factor and inclement weather. If inclement weather is 3 or more days, end contract date will be adjusted. This course in Hair Design leads to a certificate of course completion in the study of Hair Design.

Pre-requisites: for the Hair Design Course include a high school degree or GED, and a minimum age of 17.

Academic year: The number of hours a full-time hair design student is expected to complete which consists of 900 clock hours and 26 weeks. Since our program is 1325 clock hours, there is a 2nd academic year (or period of time) consisting of 425 clock hours and 12 weeks. The number of hours a full-time instructor and Master cosmetology instructor student is expected to complete, which consists of 750 hours and 18 weeks.

Teaching Methods: The teaching methods associated with this course to promote learning are primarily interactive, learner-centered and student-directed. Examples of strategies used to deliver information include lecturing, questioning, audio visual presentations,

reviewing, summarizing, demonstrating, assigning projects, discussing, guided practice workshops, group activities, written and practical examinations. A combination of methods is often used with variances in methods being influenced by the number of students in a class, the complexity of the topic and the most influential factor; learner need.

Learning Objectives: The primary learning objective for attendees of this course is meeting Satisfactory Academic Progress, which when combined with the completion of 1325 clock hours of instruction and proof of final examination score of 80% or above in theoretical and practical skill, allows application to a licensing exam. Passing this examination enables entrance into the Hair Design profession. An attendee of this course will, after completion of the Hair Design Course, have the skills, knowledge, professionalism and business skills that are necessary to become successful in the Hair Design Industry.

Grading Procedures: Grading/assessment methods are used that allow students to offer proof or evidence of learning in a variety of ways. These include, but are not limited to short quizzes; formal, written chapter, unit and final exams; performance assessments on subjective elements of training; projects; homework or assignments; rubrics; and/or mock exams to simulate future licensure testing. Emphasis is placed on correct answers with feedback and remedial direction offered by teachers to sustain student effort.

The grading scale for this course is defined as follows:

100-97%	Excellent
96-89%	Above Average
88-80%	Average
79% or below	Unsatisfactory

Requirements:

1. Students are required to maintain Satisfactory Academic Progress in regard to attendance and grades.
2. Students must also meet the graduation requirements, which means successfully passing the school's final written, color theory and practical exam with a score of 80% or higher in order to graduate.
3. Students must complete all clock hour requirements on clinic floor in order to graduate.
4. Students must complete all theory requirements in order to graduate.
5. Students will not be allowed to leave theory or classroom to work on clinic floor.

Make-Up Policy: Any student who is absent will be provided with any handouts and/or power point presentations that they missed upon their return to school. It is the responsibility of the student to study the resources provided to them and ask their instructor any questions they may have about the material. Any student that fails to meet the minimum requirements to pass each phase will be scheduled to re-attend classes. Refer to "Hair Design Testing" section in student catalog for specific requirements for each phase and test.

Hair Design Testing

Each phase will have a practical final exam and at least one theory final exam over material covered. For testing information pertaining to a specific phase in the program, please refer to the syllabus provided on the first-class day of each phase

Chapter Tests

Tests over each chapter are taken in class using our online platform. Consequences of not completing tests are receiving a ZERO for that test grade with no opportunity for re-take. The only exception warranting a re-take would be extreme circumstances such as death in immediate family, documentation of doctor's care, or documentable roadside incident.

Exams: Hair Design

1. Freshman Phase

- a. All tests/exams will be administered in class
- b. Cosmetology Fundamentals Chapter Tests
- c. There will be a written midterm exam and final exam. This is a must pass exam with an 80% or higher. If a written test is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. If accumulative written tests scores create a failing grade, student must repeat the phase.
- d. The Practical Final will be performed on a mannequin. This is a must pass exam with an 80% or higher. If the practical final is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. The student will only re-take the failed part of the test. If the practical test is still failed after re-take, the student must repeat the phase.

2. Sophomore Phase

- a. All tests/exams will be administered in class
 - b. Cosmetology Fundamentals Chapter Tests
 - c. There will be a written color theory midterm and a written color formulation midterm. If a written test is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades.
 - d. There will be a written color theory final, a written color formulation final, and a written Salon Success final. This is a must pass exam with an 80% or higher. If a written test is failed, the student may re-take the test once within two days. Students will receive the higher of the two grades. If a written test is still failed after re-take, the student must repeat the phase.
 - e. The Practical Final will be performed on a mannequin. This is a must pass exam with an 80% or higher. If the practical final is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. The student will only re-take the failed part of the test. If the practical test is still failed after re-take, the student must repeat the phase.
3. **Junior Phase**
- a. All tests/exams will be administered in class
 - b. Cosmetology Fundamentals Chapter Tests
 - c. There will be a written color theory midterm and a written color formulation midterm. If a written test is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades.
 - d. There will be a written color theory final, a written color formulation final, and a written CF Final. This is a must pass exam with an 80% or higher. If a written test is failed, the student may re-take the test once within two days. Students will receive the higher of the two grades. If a written test is still failed after re-take, the student must repeat the phase.
 - e. The Practical Final will be performed on a mannequin. This is a must pass exam with an 80% or higher. If the practical final is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. The student will only re-take the failed part of the test. If the practical test is still failed after re-take, the student must repeat the phase.
4. **Senior Phase**
- a. All tests/exams will be administered in class.
 - b. Senior Test #1, #2
 - c. Senior Written Final
 - d. Senior Color Final
 - e. Three Senior Haircut Assessments
5. **Designer/Super Senior Phase (State Board)**
- a. All tests/exams will be administered in class.
 - b. State Board Written Final
 - c. State Board Practical Final
 - d. Weekly in class mock Georgia State Board tests

If any of the Senior or State Board tests are failed, student must re-take the test until passed, or until 125% of hours is reached, at which point the student will be dropped.

Absenteeism During Exams

Any student who is absent for any portion(s) of an original or scheduled midterm or final exam will receive a grade of 0 for the said portion(s) of the exam. In such case, contact the Director of Education, who along with your instructor, will evaluate the reasons and determine whether and how to allow you to compensate for the absence. Make-up exams cannot be given just to accommodate travel plans, scheduled appointments or other events unless previously submitted and approved!

In case of a medical emergency, you must submit a services receipt and a statement from a medical professional. While it is your right not to disclose any details, the medical professional's statement must indicate that you were medically incapable of taking the scheduled exam. If advance notice is possible and not given, your instructor may refuse your request.

In case of a transportation emergency, you must submit a service receipt dated the day of the incident. (i.e. AAA receipt, Towing Receipt, Traffic Citation (Officer card with case # will be accepted))

Repeating A Phase

If a student is required to repeat a phase due to a written final or practical final exam grade, he or she will be given the option to take Senior Phase and State Board Phase during the same eight-week period in order to catch back up with their original class.

When a student is required to repeat a phase due to failed exams, they are risking going over contract due to adding an extra eight weeks, per failed exam, to their required classes. A meeting with the Director of Education will be scheduled for any student in this situation. Each student's contract and the effect that his or her repeated classes will have on their contract will be discussed with the student. Students repeating any phase will be required to take **all** tests again and those scores will be the final grades. If a student fails more than 1 phase an evaluation of the student's attendance and ability to graduate will be conducted by the Director of Education and the Director of Student Services. It will be determined whether or not the student can complete the program in the allowed time.

Keune Academy by 124 Required Units of Instruction: Hair Design

Each student is required to obtain a minimum of 250 hours of training before he or she is allowed to perform clinical services.

The remaining 1075 hours are required for graduation. Clinic Service	Minimum Practical Services	Clock Hours
Clinic Theory	100	100
Reception Desk	50	50
Dispensary	50	50
Hairdressing, Shampoo & Comb-out	184	276
Haircutting & Shaping	167	124.5
Permanent Waving	50	150
Chemical Hair Relaxing Virgin	42	80
Chemical Hair Relaxing Retouch	38	57
Temporary Rinses/Semi-Permanent Color	12	9
Hair Bleaching & Lightening - Virgin	16	32
Hair Bleaching & Lightening - Retouch	10	20
Hair Bleaching & Lightening - Foiling	10	28
Color - Virgin	20	40
Color - Retouches	10	20
Predisposition Tests	3	3
Color Removal	3	3
Scalp & Hair Treatment	50	50
Brow & Lash Tint	5	2.5
Sanitation - Implements	2	1
Sanitation - Shampoo Bowls/Dryers etc.	4	2
Required Hours of Instruction Prior to Performing Services on a Client		
Theory = 50 clock hours		
Theory of Permanent Waving = 45 clock hours		
Theory of Hair Coloring = 45 clock hours		
Theory of Hair and Scalp Treatments and Conditioning = 20 clock hours		
Theory of Hair Cutting = 30 clock hours		
Theory of Shampooing = 15 clock hours		
Theory of Hairdressing = 45 clock hours		
Total Clock Hours = 250		

Alternate Education

Path:

In the event a student's attendance influences their ability to pass on to the next phase, the Director of Education will conduct an evaluation with input from the instructor. A decision will be made whether or not an alternate educational learning path is warranted if the student is theoretically and technically sound.

ALL COURSES ARE TAUGHT IN ENGLISH

5 PHASES OF MASTER COSMETOLOGY

** Students will not be excused from scheduled classes to work on the clinic floor.

1500 Hours total for Master Cosmetology

MC 101

Phase 1 FRESHMAN: (minimum of 8 weeks/280 hours)

Orientation in the field of Master Cosmetology. Theory and practical classroom setting, working with mannequins and live models.

MC 102

Phase 2 SOPHOMORE: (minimum of 8 weeks/ 280 hours)

Expanding conceptual skills with theoretical and practical application in a classroom setting as well as clinic salon setting.

MC 103

Phase 3 JUNIOR: (minimum of 8 weeks/ 280 hours)

Continuation of theoretical and practical skills in class and school clinical salon setting with clients. Providing skills and knowledge for job placement.

MC 104

Phase 4 SENIOR: (minimum of 8 weeks/ 280 hours)

Advancing theoretical and practical skills in class and school clinical salon setting with clients. Providing skills and knowledge for job placement

MC 105

Phase 5 DESIGNER/SUPER SENIOR: (minimum of 11 weeks/ 380 hours)

Mock State Board tests are given to prepare students for State Board Licensure Examination. Eleven weeks of comprehensive theoretical knowledge and practical skills perfected for employment.

Course: Master Cosmetology

Brief Course Description: The 1500 clock-hour Master Cosmetology course consists of five phases of theoretical and practical instruction offered 35 hours per week over a 43-week time period that is extended to approximately 47 weeks to allow for a 10% absence factor and inclement weather. If inclement weather is 3 or more days, end contract date will be adjusted. This course in Master Cosmetology leads to a certificate of course completion in the study of Master Cosmetology.

Pre-requisites: for the Master Cosmetology Course include a high school degree or GED, and a minimum age of 17.

Academic year: The number of hours a full-time student is expected to complete which consists of 900 clock hours and 26 weeks. Since our program is 1500 clock hours, there is a 2nd academic year (or period of time) consisting of 600 clock hours and 17 weeks.

Teaching Methods: The teaching methods associated with this course to promote learning are primarily interactive, learner-centered and student-directed. Examples of strategies used to deliver information include lecturing, questioning, audio visual presentations, reviewing, summarizing, demonstrating, assigning projects, discussing, guided practice workshops, group activities, written and practical examinations. A combination of methods is often used with variances in methods being influenced by the number of students in a class, the complexity of the topic and the most influential factor; learner need.

Learning Objectives: The primary learning objective for attendees of this course is meeting Satisfactory Academic Progress, which when combined with the completion of 1500 clock hours of instruction and proof of final examination score of 80% or above in theoretical and practical skill, allows application to a licensing exam. Passing this examination enables entrance into the Master Cosmetology profession. An attendee of this course will, after completion of the Master Cosmetology Course, have the skills, knowledge, professionalism and business skills that are necessary to become successful in the Master Cosmetology Industry.

Grading Procedures: Grading/assessment methods are used that allow students to offer proof or evidence of learning in a variety of ways. These include, but are not limited to short quizzes; formal, written chapter, unit and final exams; performance assessments on subjective elements of training; projects; homework or assignments; rubrics; and/or mock exams to simulate future licensure testing. Emphasis is placed on correct answers with feedback and remedial direction offered by teachers to sustain student effort.

The grading scale for this course is defined as follows:

100-97%	Excellent
96-89%	Above Average
88-80%	Average
79% or below	Unsatisfactory

Requirements:

1. Students are required to maintain Satisfactory Academic Progress in regard to attendance and grades.
2. Students must also meet the graduation requirements, which means successfully passing the school's final written, color theory and practical exam with a score of 80% or higher in order to graduate.
3. Students must complete all clock hour requirements on clinic floor in order to graduate.
4. Students must complete all theory requirements in order to graduate.
5. Students will not be allowed to leave theory or classroom to work on clinic floor.

Make-Up Policy: Any student who is absent will be provided with any handouts and/or power point presentations that they missed upon their return to school. It is the responsibility of the student to study the resources provided to them and ask their instructor any questions they may have about the material. Any student that fails to meet the minimum requirements to pass each phase will be scheduled to re-attend classes. Refer to "Master Cosmetology Testing" section in student catalog for specific requirements for each phase and test.

Master Cosmetology Testing

Each phase will have a practical final exam and at least one theory final exam over material covered. For testing information pertaining to a specific phase in the program, please refer to the syllabus provided on the first class day of each phase

Chapter Tests

Tests over each chapter are taken in class using our online platform. Consequences of not completing tests are receiving a ZERO for that test grade with no opportunity for re-take. The only exception warranting a re-take would be extreme circumstances such as death in immediate family, documentation of doctor's care, or documentable roadside incident.

Exams: Master Cosmetology**1. Freshman Phase**

- a. All tests/exams will be administered in class
- b. Cosmetology Fundamentals Chapter Tests. There will be a written midterm exam and final exam. This is a must pass exam with an 80% or higher. If a written test is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. If accumulative written tests scores create a failing grade, student must repeat the phase.
- c. The Practical Final will be performed on a mannequin. This is a must pass exam with an 80% or higher. If the practical final is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. The student will only re-take the failed part of the test. If the practical test is still failed after re-take, the student must repeat the phase.

2. Sophomore Phase

- a. All tests/exams will be administered in class
- b. Cosmetology Fundamentals Chapter Tests
- c. There will be a written color theory midterm and a written color formulation midterm. If a written test is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades.
- d. There will be a written color theory final, a written color formulation final, and a written Salon Success final. This is a must pass exam with an 80% or higher. If a written test is failed, the student may re-take the test once within two days. Students will receive the higher of the two grades. If a written test is still failed after re-take, the student must repeat the phase.
- e. The Practical Final will be performed on a mannequin. This is a must pass exam with an 80% or higher. If the practical final is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. The student will only re-take the failed part of the test. If the practical test is still failed after re-take, the student must repeat the phase.

3. Junior Phase

- a. All tests/exams will be administered in class
- b. Cosmetology Fundamentals Chapter Tests
- c. There will be a written color theory midterm and a written color formulation midterm. If a written test is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades.

- d. There will be a written color theory final, a written color formulation final, and a written CF Final. This is a must pass exam with an 80% or higher. If a written test is failed, the student may re-take the test once within two days. Students will receive the higher of the two grades. If a written test is still failed after re-take, the student must repeat the phase.
- e. The Practical Final will be performed on a mannequin. This is a must pass exam with an 80% or higher. If the practical final is failed, the student has the opportunity to re-take the test within two days. Students will receive the higher of the two grades. The student will only re-take the failed part of the test. If the practical test is still failed after re-take, the student must repeat the phase.

4. Senior Phase

- a. All tests/exams will be administered in class.
- b. Senior Test #1, #2
- c. Senior Written Final
- d. Senior Color Final
- e. Three Senior Haircut Assessments

5. Designer/Super Senior Phase (State Board)

- a. All tests/exams will be administered in class.
- b. State Board Written Final
- c. State Board Practical Final
- d. Weekly in class Mock State Board Tests
- e. Skin and Nail Test

If any of the Senior or State Board tests are failed, student must re-take the test until passed, or until 125% of hours is reached, at which point the student will be dropped.

If any of the Senior Haircut Assessments or Super Senior tests are failed, student must re-take the test until passed, or until 125% of hours is reached, at which point the student will be dropped. Any student missing any phase will be required to take **all** tests again and those scores will be the final grades.

Absenteeism During Exams

Any student who is absent for any portion(s) of an original or scheduled midterm or final exam will receive a grade of 0 for the said portion(s) of the exam.

In such case, contact the Director of Education, who along with your instructor, will evaluate the reasons and determine whether and how to allow you to compensate for the absence. Make-up exams cannot be given just to accommodate travel plans, scheduled appointments or other events unless previously submitted and approved!

In case of a medical emergency, you must submit a services receipt and a statement from a medical professional. While it is your right not to disclose any details, the medical professional's statement must indicate that you were medically incapable of taking the scheduled exam. If advance notice is possible and not given, your instructor may refuse your request.

Repeating A Phase

If a student is required to repeat a phase due to a written final or practical final exam grade, he or she will be given the option to take Senior Phase and State Board Phase during the same eight-week period in order to catch back up with their original class.

When a student is required to repeat a phase due to failed exams, they are risking going over contract due to adding an extra eight weeks, per failed exam, to their required classes. A meeting with the Director of Education will be scheduled for any student in this situation. Each student's contract and the effect that his or her repeated classes will have on their contract will be discussed with the student.

Keune Academy by 124 Required Units of Instruction: Master Cosmetology

Each student is required to obtain 250 hours of training before he or she is allowed to perform clinical services.

Required Hours of Instruction Prior to Performing Services on a Client
Theory = 40 clock hours
Theory of Permanent Waving = 45 clock hours
Theory of Hair Coloring = 45 clock hours
Theory of Hair and Scalp Treatments and Conditioning = 20 clock hours
Theory of Hair Cutting = 25 clock hours
Theory of Shampooing = 15 clock hours
Theory of Hairdressing = 35 clock hours
Theory of Nail Care and Skin Care = 25 clock hours
Total Clock Hours = 250

The remaining 1250 hours are required for graduation. Clinic Service	Minimum Practical Services	Clock Hours
Clinic Theory	100	100
Reception Desk	50	50
Dispensary	50	50
Hairdressing, Shampoo & Comb-out	170	255
Haircutting & Shaping	166	124.5
Permanent Waving	50	150
Chemical Hair Relaxing Virgin	42	82
Chemical Hair Relaxing Retouch	38	57
Temporary Rinses/Semi-Permanent Color	12	9
Hair Lightening - Virgin	16	32
Hair Lightening - Retouch	10	20
Hair Lightening - Foils	14	28
Color - Virgin	20	40
Color - Retouch	10	20
Predisposition Tests	3	3
Color Removal	3	3
Scalp & Hair Treatment	49	49
Facial Treatments	30	30
Make-Up Application	20	20
Brow & Lash Tint	5	2.5
Hair Removal: Lip, Chin, Face	20	10
Hair Removal: Brow Tweezing	20	10
Hair Removal: Brow Waxing	20	10
Manicures with Hand & Forearm Massage	25	25
Pedicures with Foot & Leg Massage	20	20
Nail Sculpting	15	45
Sanitation - Implements	2	1
Sanitation - Shampoo Bowls/Dryers etc.	4	1
Sanitation - Pedicure Bowls	2	1
Sanitation - Hair Removal / Waxing Station	2	1
Sanitation - Manicure Stations	2	1

Alternate Education Path:

In the event a student's attendance influences their ability to pass on to the next phase, the Director of Education will conduct an evaluation with input from the instructor. A decision will be made whether or not an alternate educational learning path is warranted if the student is theoretically and technically sound.

ALL COURSES ARE TAUGHT IN ENGLISH**Course: Instructor**

Brief Course Description: The 750-clock hour Instructor training course consists of theoretical and practical instruction. Students demonstrate their knowledge of all subject matter in theory and practical application, through the completion of required written and practical applications. The course primary purpose is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination as well as for competency in entry-level employment as an instructor or related career avenue.

Pre-requisites: for the Instructor Course include a high school diploma or GED, and a Hair Design license or Master Cosmetology license and proof of working in a salon. For effective implementation of course, the student, must be proficient in the art and practice of Hair Design.

Teaching Methods: The program consists of

1. Classroom sessions in the science of teaching
2. Teacher assistance and observation
3. Performance of demonstrations

4. Supervised practice teaching
5. Specialized theory and technical education
6. Learners will learn from audio-visual presentations, interactive education through the use of online delivery, lectures, demonstrations, practical hands-on experience, and written and practical testing.

Learning Objectives:

1. The objective of the instructor course is to prepare the licensed professional to become a knowledgeable and well-rounded teaching professional.
2. Learners in this course will learn a variety of techniques and principles that they will be able to rely on throughout their teaching career.
3. Learners in this course will also receive assistance in preparation for the state licensing examination

Grading Procedures: Students are assigned theory study and a minimum number of practical/teaching requirements. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and are counted toward course completion only when rated as satisfactory or better. Students must maintain a grade point average and attendance rate of 80% or higher and pass a final written and practical exam prior to graduation.

The grading scale for this course is defined as follows:

93-100	Excellent
93-87	Above Average
86-80	Average
79% or below	Unsatisfactory

Requirements:

1. Students must pass all midterm and final written theory and practical tests with a minimum passing score of 80% before.
2. Students are required to maintain Satisfactory Academic Progress in regard to attendance and grades.
3. They must also meet the graduation requirements, which means successfully passing the school's midterm and final written and practical exams with a score of 80% or higher in order to graduate.

Make up Policy: Any student who is absent will be provided with any handouts and/or power point presentations that they missed upon their return to school. It is the responsibility of the student to study the resources provided to them and ask their instructor questions they may have about the material. Any student that fails to meet the minimum requirements to pass each phase or misses a midterm or final exam will be required to take the test until they score a minimum of 80% on it.

Curriculum for Hair Designer Instructor Training.

- (1) Persons receiving instructor training in a hair design school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
- (2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
 - (a) Persons receiving instructor training shall be furnished an instructor training manual.
- (3) The curriculum in a school of hair design for an instructor training course shall be completed within one (1) year and 750 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Category	Credit/Clock Hours
General Education <ul style="list-style-type: none"> • Cosmetology laws and rules • Principles of teaching hair design 	225
Teaching Techniques <ul style="list-style-type: none"> • Curriculum development • Lesson plans and presentations • Classroom management and discipline • Demonstrations and theory lectures • Various methods of evaluation 	225
Practice Teaching <ul style="list-style-type: none"> • Student Instructors will instruct under direct supervision of a licensed instructor in the classroom as well as clinic areas. • Student Instructors will follow the Hair Design Course Outline as well as all lesson plans developed for the Hair Design Course. 	300

1. Students Instructors will instruct under direct supervision of a Licensed Instructor in the classroom as well as clinic areas.
2. Student Instructors will use all Pivot Point Fundamentals and Mindful Teaching Pro reference materials as well as all Audio-Visual Aids. Student Instructors will follow the Hair Design Course Outline as well as all Lesson Plans developed for the Instructor Course.

Total Instructor Hours: 750

Alternate Education Path

In the event a student's attendance influences their ability to pass on to the next phase, the Director of Education will conduct an evaluation with input from the instructor. A decision will be made whether or not an alternate educational learning path is warranted if the student is theoretically and technically sound.

ALL COURSES ARE TAUGHT IN ENGLISH

Course: Master Cosmetology Instructor

Brief Course Description: The 750 clock/credit hour Instructor training course consists of theoretical and practical instruction. Students demonstrate their knowledge of all subject matter in theory and practical application, through the completion of required written and practical applications. The course primary purpose is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination as well as for competency in entry-level employment as an instructor or related career avenue.

Pre-requisites: for the Master Cosmetology Instructor Course include a high school diploma or GED, and a Master Cosmetology license or Master Cosmetology license and proof of working in a salon. For effective implementation of course, the student, must be proficient in the art and practice of Master Cosmetology.

Teaching Methods: The teaching methods associated with this course to promote learning are primarily interactive, learner-centered and student-directed. The teacher role as a sage on the stage or a guide on the side is based on the topic and complexity of the material being uncovered. Examples of strategies used to deliver information include lecturing, questioning, reviewing, summarizing, and demonstrating, assigning projects, discussing, and guided practice workshops.

Learning Objectives:

Upon completion of the course requirements, the student will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform basic skills necessary for teaching, writing lesson plans, performing lectures and demonstrations, directing student projects,

using library resources and audiovisual aids, conducting theory class instruction, measuring student achievement, supervising clinic operations, and maintaining required student records.

5. Apply theory, technical information, and related matter to assure sound judgments, decisions and procedures.

Grading Procedures: Students are assigned theory study and a minimum number of practical/teaching requirements. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and are counted toward course completion only when rated as satisfactory or better. Students must maintain a grade point average and attendance rate of 80% or higher and pass a final written and practical exam prior to graduation.

The grading scale for this course is defined as follows:

93-100	Excellent
93-87	Above Average
86-80	Average
79% or below	Unsatisfactory

Requirements:

1. Students must pass all midterm and final written theory and practical tests with a minimum passing score of 80% before.
2. Students are required to maintain Satisfactory Academic Progress in regard to attendance and grades.
3. They must also meet the graduation requirements, which means successfully passing the school's midterm and final written and practical exams with a score of 80% or higher in order to graduate.

Make up Policy: Any student who is absent will be provided with any handouts and/or power point presentations that they missed upon their return to school. It is the responsibility of the student to study the resources provided to them and ask their instructor questions they may have about the material. Any student that fails to meet the minimum requirements to pass each phase or misses a midterm or final exam will be required to take the test until they score a minimum of 80% on it.

Curriculum for Master Cosmetology Instructor Training.

- (1) Persons receiving instructor training in a Master Cosmetology school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
- (2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
 - (a) Persons receiving instructor training shall be furnished an instructor training manual.
- (3) The curriculum in a school of Master Cosmetology for an instructor training course shall be completed within one (1) year and 750 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Category	Credit/Clock Hours
General Education <ul style="list-style-type: none"> • Cosmetology laws and rules • Principles of teaching master cosmetology • Principles of teaching nail care • Principles of teaching esthetics 	250
Teaching Techniques <ul style="list-style-type: none"> • Curriculum development • Lesson plans and presentations • Classroom management and discipline • Demonstrations and theory lectures • Various methods of evaluation 	225
Practice Teaching <ul style="list-style-type: none"> • Student Instructors will instruct under direct supervision of a licensed instructor in the classroom as well as clinic areas. • Student Instructors will follow the Master Cosmetology Course Outline as well as all lesson plans developed for the Master Cosmetology Course. 	275

1. Students Instructors will instruct under direct supervision of a Licensed Instructor in the classroom as well as clinic areas.
2. Student Instructors will use all Pivot Point Fundamentals and Mindful Teaching Pro reference materials as well as all Audio-Visual Aids. Student Instructors will follow the Master Cosmetology Course Outline as well as all Lesson Plans developed for the Master Cosmetology Instructor Course.

Total Master Cosmetology Instructor Training Hours: 750

Alternate Education Path

In the event a student's attendance influences their ability to pass on to the next phase, the Director of Education will conduct an evaluation with input from the instructor. A decision will be made whether or not an alternate educational learning path is warranted if the student is theoretically and technically sound.

ALL COURSES ARE TAUGHT IN ENGLISH

Reference Materials for All Programs:

Hair Design

Pivot Point Fundamentals

- Life Skills
- Science
- Business
- Client centered design
- Sculpture
- Men's sculpture
- Hair design
- Long hair
- Wigs and hair additions
- Color
- Perm and relax
- Skin

Master Cosmetology

Pivot Point Fundamentals

- Life Skills
- Science
- Business
- Client centered design
- Sculpture
- Men's sculpture
- Master cosmetology
- Long hair
- Wigs and hair additions
- Color
- Perm and relax
- Skin

Instructor and Master Cosmetology Instructor

Mindful Teaching Pro

- Answering the call Mindful teaching and you
- Brain basics and learning
- Preparing to teach
- Classroom management
- Instructional methods
- Accessing learner progress
- The art of teaching

Refund and Withdrawal Policy

- A. An applicant not accepted by the School is entitled to a full refund of all monies paid, \$500.00 down payment toward tuition; except the non-refundable application fee in the amount of \$50.00.
- B. Refunds apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.
- C. A student (or legal guardian) may cancel his/her agreement at no penalty by notifying the school in person or writing within three (3) business days after midnight on the day on which the agreement was signed. The cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than U.S. Mail. All monies paid, \$500.00 down payment toward tuition; except the application fee \$50.00, will be refunded to the student. This policy applies regardless of whether or not the student has actually started training.
- D. If a student cancels after the three (3) business days, but prior to entering classes, the student is entitled to a refund of all monies paid, \$500.00 down payment towards tuition; with the exception of the application fee, \$50.00 and registration fee \$100.00
- E. In the event of a cancellation after attendance has begun, but prior to fifty percent (50%) of the program being completed, the school shall abide by the following refund policy. **Unearned scholarship credits are forfeited at time of withdrawal.**
- F. In the case of termination by the School, the last physical day of attendance shall become the "withdrawal date". In the case of leave of absence, the withdrawal date will be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he or she will not be returning.
- G. In the case of expulsion, the student refund calculation will be based on the student's last date of attendance. The school will refund all monies due the student per this agreement within 45 days of the "withdrawal date"
- H. In type C, D, E, or F official cancellations or withdrawals, the date will be determined by the postmark on written notification, or the date the information was delivered to the school in person.

Percentage of scheduled hours to total time of the payment period	Percentage of total tuition due
.01 to 4.9%	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%

Enrollment time (the scheduled time required to be in classes) is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

- I. There will be no refund for kits, supplies or other materials issued and accepted by the student. There is a limited warranty on appliances (1 year provided directly with the manufacture, not by the school).
- J. When/if student withdraws or is dropped by school, transcripts cannot be issued until tuition is paid in full.
- K. Payment is due in full within 30 days of withdrawal/drop. If not paid within 30 days, 10% penalty will apply each month thereafter. Student will be turned over to collections when account is not paid.
- L. The school will determine the amount of Title IV aid to be returned in accordance with the Department of Education guidelines. Eligible Title IV recipients who fail to complete over 60% of a payment period are considered to have not earned all the federal aid that may have been previously awarded. A required Return to Title IV (R2T4) calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, the policy may also result in the student owing an overpayment to the Department of Education. The following is the distribution of unearned aid that must be returned. Stafford Direct Loans, FEDERAL PELL GRANT, AND THEN THE STUDENT.
- M. All refund calculations are based on scheduled hours.
- N. The school meets all state requirements concerning refunds.
- O. There will be a termination or withdrawal fee of one hundred dollars (\$100.00) in addition to the school retaining the application and registration fees. Amount shall be deducted from the amount of tuition refunded to the student. If a student wishes to terminate training and withdraw from the school, the student must notify the school administrator in writing.
- P. Withdrawals for clock hour students are determined by the school through monitoring clock hour attendance every 14 days. Termination will occur if the student is absent for fourteen (14) consecutive days.
- Q. The student's refund is calculated based on the student's last date of attendance. The school will refund all monies due the student per this agreement within 45 days of the "withdrawal date" whether officially or unofficially.
- R. In the case of illness, disabling accident, death in the immediate family or circumstances beyond the control of the student, the School will make a settlement which is fair and reasonable to all concerned parties.

- S. If the school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro rata refund of program.
- R. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide completion of the course and/or program.
- S. If the school cancels a course and/or program and ceases to offer instruction after students have 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 hours accepted by the receiving school; or
 - b) Provide completion of the course and/or program; or
 - c) Participate in a Teach – Out Agreement; or
 - d) Provide a full refund of all monies paid
- T. 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 at its option:
 - a. Provide a pro rata refund; or
 - b. Participate in a Teach-Out Agreement.
- U. Collection procedures shall reflect ethical business practices.
- V. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
- W. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

This school meets all state requirements concerning refunds.

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Grants must be disbursed within 45 days. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance, allowing the student at least 14 days to respond.

***The Policy for VA benefit recipients is as follows: The School will refund the unused portion of unused Tuition and Fees on a Pro-Rata Basis. Any amount in excess of \$10 for an enrollment or registration fee will also be pro-rated

The school is not responsible for items left in a locker. If student does not notify school of date of pick-up within five days of withdrawal, the items left behind will be discarded.

Re-enrollment Policy

Students wanting to re-enter school within 12 months of withdrawal can do so if:

- Student contacts Financial Aid Administrator concerning cost of re-entry. The cost will be determined by hours, classes and requirements remaining. The re-enrollment fee will be \$500.00. The entire amount of charges in the initial contract will be the starting basis for the cost, adding the \$100 withdrawal fee and \$500 re-enrollment fee, minus any dollars paid in the original contract. The additional hours needed to complete the program will then be figured into the new cost to student. Depending on the amount of time the student has been in the program at withdrawal, student could have been responsible for tuition in its entirety at the time of withdrawal. In that case, the additional hours needed will be subtracted from the initial scheduled hours plus the 10% absentee factor. Once the student has exceeded their initial scheduled hours and 10% absentee factor, the student will be charged at the over contract rate (\$15/hr.). These over contract charges will be payable at the time the student reaches the scheduled hours plus the 10% absentee factor. The Federal Aid Administrator can determine whether the student will have federal aid available to them for this additional amount of tuition.
- Student's re-enrolling will be enrolled in the same Satisfactory Academic Progress as when they withdrew and will continue to be evaluated at scheduled evaluation periods once re-enrolled.
- The Director of Education will make the decision of hour, classes and requirements needed by pulling an evaluation report in

“Freedom” to determine where in the program the student should re-enter.

- Any reenrollment will be evaluated by a Review Board, to determine if the student is eligible for reenrollment.
- Any student deciding to re-enter after the 12-month period will have to start the program and cost in its entirety.
- A student that dropped or was dismissed based on academic or attendance percentages has the right to re-enroll in the same course offered at the school once.

Transfer students in and Transfer Out

All transfer hours are considered on a one-by-one basis. Prospective students will not be considered for enrollment if you are currently enrolled at another school. To transfer out of our institution, you have to complete the withdrawal process and pay any amounts left on your student ledger. At time of full payment, or if you have contractual arrangements to pay amount in full, you will receive your transcripts. Our institution has no way of knowing if other institutions will accept your transcripts. Transfer hours are reviewed on a case-by-case basis. When a student has had previous education and training in an accredited cosmetology school and successfully completed 450 clock hours, he or she can be eligible for a scholarship of \$3000.00. In order to receive this scholarship, the academy must have a copy of the potential student's “official” or “unofficial” transcript from the previous school. Once transcripts have been evaluated, the student will be informed if he/she is eligible to receive the scholarship. Any transfer hours are determined solely at the discretion of Keune Academy by 124 management

Advisement of Students

Appointments can be scheduled on any normal school day, by the student with the administrative personnel who are in need of advisement in any area such as financial aid, academic, attendance, etc. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention.

Drug Abuse Prevention Policy

The School has Drug Abuse Prevention Program information available to all students. Our School does not accept and will not overlook drug abuse. You can find this information in the student break room. The administration will be available if a problem exists. All meetings will be kept confidential.

Internal Grievance Policy

Any student or staff complaint should be in writing, and will be directed to the General Manager. Please obtain one in the administrator's office in the student break room or on our website under Policies and Disclosures. The complaint will be reviewed by the administration within 10 days and resolved to benefit all parties involved.

Campus Security

Campus Security and safety are important issues in postsecondary education today. As required by the U.S. Department of Education Keune Academy by 124 is committed to ensure we are in compliance with the act known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or Clery Act. This act provides students and families, as higher education consumers, with the information they need to make informed decisions.

Statement of Non-Discrimination

The school does not discriminate in its' policies on the basis of race, religion, color, sex, ethnic origin, age, veteran status or sexual orientation in its admission to the school or treatment in its programs, activities, advertising, training, placement, or employment. The school does not allow or tolerate discrimination of any kind, bullying, harassment or hazing of any sort. If any special accommodations are needed, full disclosure should be given prior to enrollment. Any complaints will be addressed, by the General Manager. Complaints will be resolved, and a decision will be provided within seven business days, in writing, by the General Manager.

Chosen Name and Preferred Pronoun Policy

For the purposes of booking clients, students may have to choose another name to use as a “salon floor name” if their legal first name is already in use on the booking appointment software. This will happen during the first week of Freshman Phase. If your preferred name is used by a student who is graduating before the start of your Junior Phase, the floor name can be changed. Names chosen must be appropriate as to not offend or discriminate against a group of people.

Keune Academy by 124 recognizes that some students wish to identify themselves by a name other than their Legal Name (ie., the name stated on the student's birth certificate or primary form of government-issued identification). For this reason, students can select to identify a Chosen Name in addition to their Legal Name by notifying their Freshman Instructor during the first week of school. In addition to a student's Chosen Name, the student may identify their Preferred Pronouns, for others within the Keune Academy by 124 community to utilize when referring to the student. No documentation is necessary to select a Chosen Name or Preferred Pronouns.

Once selected, a Chosen Name and Preferred Pronouns can be utilized in the following administrative areas:

- Student Name Tag (as permitted by the state licensing entity)
- Student Station Tag
- Class Roster
- During Class
- School appointment booking software

Use of Legal Name is required in the following administrative areas (even if the student has chosen a different Chosen Name):

- Keune Academy by 124 Diploma issued upon graduation
- Transcripts
- Financial Aid
- Payment/Billing
- State Board Documentation
- Student Advisories
- Student Credit Sheets

Selecting a Chosen Name and Preferred Pronouns with Keune Academy by 124 will not change the student's Legal Name or pronouns referenced in any government records or on any government-issued identification. Students who do change their Legal Name and/or pronouns in any government records or on any government-issued identification can thereafter provide documentation evidencing the change(s) to the Director of Student Services, and then will update school records accordingly.

Keune Academy by 124 is not to be held liable for any misuse of the Chosen Name or Preferred Pronouns, by its management, staff, educators, clients, or other students.

Title IX Policy: Full Title IX Policy, procedures and resources are available on our website

The school will not tolerate sexual discrimination, sexual harassment, or sexual assault of any kind. If you feel you have been discriminated, harassed, or assaulted please contact one of our Title IX coordinators Alan VanHassel, General Manager or Melody Jaggar, Director of Education. Anyone accused of misconduct will be immediately questioned and disciplined based on the extent of the misconduct. The title IX coordinator will follow up with the complainant on multiple occasions to verify the misconduct has stopped. If the misconduct is of a severe nature, we request that the complainant file an internal grievance with the school so a formal investigation may proceed. Upon filing of the complaint, the respondent may be required to take an administrative leave of absence until the accusation has been completely investigated and the complainant no longer feels threatened or in danger.

The Director of Education is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Compliance Officers. Compliance officers must act equitably and promptly to resolve complaints and should provide a response within seven business days.

If you need to seek professional help after having been a **victim of a crime**, contact the following counseling center:

New Beginnings Counseling
1585 Old Norcross RD. Suite 203
Lawrenceville, GA 30046
770.831.1799

If you are seeking help and information regarding **alcohol and drug abuse**:

Drug Abuse Action Addiction Helpline: 678.320.0001

If you are seeking help and information regarding **domestic violence**:

National Domestic Violence Hotline: 1.800.799.7233

If you are seeking help and information regarding **sexual assault**:

National Sexual Assault Hotline: 1.800.656.4673

Disability Accommodation Policy

1. Statement of Non-Discrimination and Accommodation

- a. Keune Academy by 124 does not discriminate based on disability.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the school, consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") and their related statutes and regulations
- c. Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination based on disability. The applicable law and regulations may be discussed with the General Manager, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

2. Requests for Accommodation

- a. Individuals with disabilities wishing to enroll in a program of study and wishing to request a reasonable accommodation must disclose information to the Director of Admissions. The General Manager will then be notified to assist in the request
- b. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be completed by a qualified professional in the area of the student's disability
 - i. Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects of limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations.
 - ii. The General Manager has the discretion to determine the type of documentation necessary to establish the present level of the student's disability and its impact on the needs in the education setting.
 - iii. The school may request additional documentation as needed.
 - iv. Any costs associated with the initial documentation or future documentation will be the responsibility of the student or prospective student.
- c. A copy of the documentation will be retained in the student's Admissions file
- d. After the General Manager and Director of Education have reviewed the request, they will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- e. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity
- f. There are no pre-set accommodations for specific disabilities. Instead, the General Manager and student will discuss and determine what the student's limitations are, and how they can be accommodated.
 - i. Examples of Accommodations with proper documentation may include:
 1. The use of a cushioned floor mat, scheduled time to sit, etc.
 2. Extended time to take written tests in a location that has reduced distractions.
 3. One additional Leave of Absence
 4. Additional tardies per month up to 6 total
 5. Additional 5% absence factor for a total of 15% absence factor for the program
 - a. The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory progress is still applicable. Students who do not complete the course within the maximum time frame will be terminated from school.

3. Limitations

- a. The school is not required to adjust or provide aids or services that would result in an undue burden on the school.
- b. The school is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of the course or program.
- c. Decisions regarding accommodation or auxiliary aids and services may require consultation with the school's educators and/or staff to consider the fundamental nature of a course or academic program or whether the accommodation would impose an undue burden on the school.
- d. Accommodations are not retroactive.

4. Ineligibility

- a. Students who are not eligible for accommodations but still have an issue affecting their academic performance (including temporary illness) may seek assistance from the General Manager and/or Director of Education who will respond to requests in accordance with established school policies.
- b. Educators are not to provide accommodations to students without the prior approval of the General Manager and/or Director of Education.

5. Grievance Process

- a. Keune Academy by 124 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
- b. Any person who believes he/she has been subjected to discrimination based on disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The school will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
- c. Procedure
 - i. Grievances must be submitted to the Advisory Board within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
 - ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. Must be emailed to: advisoryboard@keuneacademyby124.edu
 - iii. The Advisory Board will investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint.
 - iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the Advisory Board Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the Coordinator to inquire as to the status of the investigation at reasonable intervals.
 - v. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination based on disability with the U.S. Department of Education's Office for Civil Rights and/or a similar state agency.
 - vi. Keune Academy by 124 will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

Keune Academy by 124 Facility

We are located at:

755 Lawrenceville Suwanee Road, Suite 1300
Lawrenceville, GA. 30043.

The facility consists of 9,500 sq. ft., which include offices, clinic floor, retail area, dispensary, three supply rooms, two break rooms (student and instructor) and classrooms. There is an area in the hallway of the student break room with lockers for each student. Our workshop-style classrooms are spacious and easily adapt to a lecture or workshop style classroom, contain the latest state-of-the-art audio/visual equipment, ample seating, sanitized work area, water facilities and storage cabinets. The student clinic area is very large with 57 work stations, well lighted and ventilated. There is a shampoo area with 10 bowls, a lab dispensary and large retail/reception area. The student break room is large with tables and chairs, microwaves, refrigerator, telephone, and vending machines.

Student Catalog and Student Rules and Regulations Changes:

The Student Catalog and Student Guide are updated on a regular basis. It is the responsibility of the student to keep themselves up to date on these changes. Up to date copies of the Student Catalog can be found on Keune Academy by 124 website – www.keuneacademyby124.edu. Up to date copies of the Student Guide can be found on Pivot Point LAB via a student login. Changes are effective immediately upon posting, not when the student has an opportunity to review them.

I have read and will comply with the rules in this catalog while attending Keune Academy by 124.

Student Name and Date