

GLENWOOD BEAUTY ACADEMY

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GENERAL CATALOG 2017

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**APPROVED AND REGULATED
BY**
THE COLORADO DEPARTMENT OF HIGHER EDUCATION
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS
PRIVATE OCCUPATIONAL SCHOOL BOARD

ACCREDITED BY
THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

Owned and Operated by
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ACADEMIC CALENDAR

2017

COSMETOLOGY/FULL TIME

| Start Date | Graduation Date |
|---------------------|--------------------|
| January 10, 2017 | April 13, 2018 |
| January 24, 2017 | April 27, 2018 |
| February 14, 2017 | May 18, 2018 |
| March 28, 2017 | June 29, 2018 |
| 2018 April 11, 2017 | July 13, 2018 |
| | September 31, 2018 |
| May 2, 2017 | August 3, 2018 |
| June 13, 2017 | September 14, 2018 |
| June 27, 2017 | September 28, 2018 |
| 2018 | |
| July 18, 2017 | October 19, 2018 |
| August 29, 2017 | November 30, 2018 |
| September 12, 2017 | December 30, 2018 |
| October 3, 2017 | January 15, 2019 |
| November 14, 2017 | March 1, 2019 |
| November 28, 2017 | March 15, 2019 |
| December 19, 2017 | April 5, 2019 |

HAIR STYLING/FULL TIME

| | |
|-------------------|-------------------|
| February 14, 2017 | November 24, 2017 |
| May 2, 2017 | February 16, 2018 |
| July 18, 2017 | May 4, 2018 |
| October 3, 2017 | July 20, 2018 |
| December 19, 2017 | October 5, 2018 |
| 2018 | |

ESTHETICS//FULL TIME

| | |
|--------------------|-------------------|
| January 24, 2017 | June 16, 2017 |
| April 11, 2017 | September 1, 2017 |
| June 27, 2017 | November 17, 2017 |
| September 12, 2017 | February 9, 2018 |
| November 28, 2017 | April 20, 2018 |

MANICURING/FULL TIME

| | |
|-------------------|--------------------|
| January 10, 2017 | June 2, 2017 |
| March 28, 2017 | August 18, 2017 |
| 2017 | |
| June 13, 2017 | November 3, 2017 |
| 2015 | |
| August 29, 2017 | January 26, 201 86 |
| November 14, 2017 | April 13, 2018 |

COSMETOLOGY/PART TIME

| Start Date | Graduation Date |
|--------------------|------------------|
| January 10, 2017 | July 6, 2018 |
| January 24, 2017 | July 02, 2018 |
| February 14, 2017 | August 10, 2018 |
| March 28, 2017 | September 10, |
| | April 11, 2017 7 |
| May 2, 2017 | October 26, 2018 |
| June 13, 2017 | December7, 2018 |
| June 27, 2017 | December 21, |
| | |
| July 18, 2017 | January 25. 2019 |
| August 29, 2017 | March 8, 2019 |
| September 12, 2017 | March 22, 2019 |
| October 3, 2017 | April 12, 2019 |
| November 14, 20175 | May 24, 2019 |
| November 28, 2017 | June 7, 2019 |
| December 19, 2017 | June 28, 2019 |

HAIR STYLING/PART TIME

| | |
|-------------------|-------------------|
| February 14, 2017 | February 16, 2018 |
| May 2, 2017 | May 4, 2018 |
| July 18, 2017 | July 20, 2018 |
| October 3, 2017 | October 2, 2018 |
| December 19, 2017 | December 21, |

ESTHETICS/ PART TIME

| | |
|--------------------|------------------|
| January 24, 2017 | July 25, 2017 |
| April 11, 2017 | October 13, 2017 |
| June 27, 2017 | January 5, 2018 |
| September 12, 2017 | March 23, 2018 |
| November 28, 2017 | June 8, 2018 |

MANICURING/PART TIME

| | |
|-------------------|---------------|
| January 10, 2017 | July 14, 2017 |
| March 28, 2017 | September 29, |
| | |
| June 13, 2017 | December 15, |
| | |
| August 29, 2017 | March 9, 2018 |
| November 14, 2017 | May 25, 2018 |

HOLIDAYS/VACATIONS

| | |
|--------------------|--|
| Strawberry Days | Friday, June 16, 2017 & Saturday, June 17, 2017 |
| Independence Day | Tuesday, July 4, 2017 |
| Thanksgiving Break | Thursday, November 23, 2017 through Monday, November 27 2017 |
| Holiday Break | Saturday, December 23, 2017 through Monday, January 1, 2017 |

LETTER FROM THE PRESIDENT

Welcome to Glenwood Beauty Academy. At Glenwood Beauty Academy we are proud of our history of offering the very best in beauty career training to Western Slope residents. Our staff and faculty are dedicated to your success and will do everything possible to ensure you reach your career goals.

Glenwood Beauty Academy has been offering beauty training to area residents for over 35 years. Our programs are designed to provide both the specific theory requirements and hands-on experience to prepare graduates for Colorado licensure as a Cosmetologist, Hair Stylist, Esthetician or Manicurist. Our curriculum meets all Colorado requirements for such licensure.

Your education is an investment in your future. Once gained, you will possess knowledge and skills that can never be taken away from you. You will enjoy the benefits of your education for years to come. Your beauty training will set you on the path to achieve all of your individual dreams. I salute you for investing in your future.

This catalog is certified true and correct as to content and policy. I truly believe you are to be congratulated for taking the first step to your new and exciting career in the ever growing beauty industry.

Welcome to our student body.

Karen Fiolkoski
President

GENERAL INFORMATION

HISTORY

The Glenwood Beauty Academy (GBA) was founded in Glenwood Springs, Colorado in 1982 as a school of Cosmetology by Mr. Charles Dunham and has been in continuous operation since its opening 35 years ago. Mrs. Winnifred and Mr. Myles Rovig purchased the School in 1990 and successfully operated Glenwood Beauty Academy for the next 17 years. The Rovigs sold the School to Ms. Karen Fiolkoski on January 1, 2007.

Glenwood Beauty Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for cosmetology, hairstyling, manicuring, barber and esthetics training. The school is approved and regulated by the Private Occupational School Board, Colorado Division of Occupational Schools, Colorado Department of Higher Education.

MISSION STATEMENT

Glenwood Beauty Academy is dedicated to providing quality vocational education in cosmetology, hairstyling, manicuring, and esthetics to students who have the ability to benefit from the training offered. Glenwood Beauty Academy is committed to academic excellence that prepares graduates to pass the required licensing examinations to begin a career in the beauty industry.

SCHOOL PHILOSOPHY

Glenwood Beauty Academy believes in quality training and has created an environment that enhances the educational experience, student work habits and attitudes. The School strives to instill a sense of professionalism in each student and to prepare them to be successful in their chosen field of study. Glenwood Beauty Academy recognizes the worth and dignity of all people and is sensitive to the diversity of cultural and ethnic backgrounds represented within the school's population. Glenwood Beauty Academy

will tolerate no discrimination based on age, race, color, creed, religion, sex or ethnic origin.

OUR FACILITIES

The Academy occupies space in the West Glenwood Plaza, Glenwood Springs, Colorado, with approximately 3,600 square feet of floor space, including a classroom, dispensary, clinic, an office, facial rooms, a laundry room and locker room.

Glenwood Beauty Academy is designed to meet the unique needs of beauty instruction. Classroom equipment consists of visual aids such as charts, films, a library, a TV, a VCR and DVD player and a white board to aid students in learning the theories of cosmetology, hairstyling, manicuring, and esthetics. The student clinic is furnished with work stations for the students to practice the techniques of their chosen field on both their mannequins and actual clients. All work performed on clinic clients is closely supervised by licensed and credentialed instructors. The facility is accessible to and can accommodate people with disabilities.

ACCREDITATION

Glenwood Beauty Academy is accredited by The National Accrediting Commission of Career Arts and Science, an accrediting agency regulated by the U.S. Department of Education. Their offices are located at:

4401 Ford Avenue, Suite 1300
Arlington, VA 22302
(703) 600-7600
Naccas@naccas.org

STATE APPROVALS

Glenwood Beauty Academy is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board located at 1560 Broadway, Suite 1600, Denver, CO 80202. They may be contacted at 303 862-3001 or on line at <http://higherred.colorado.gov/dpos>. The Board has approved Glenwood Beauty Academy

to grant Diplomas in beauty culture. The following curriculum has been approved by the Board for Glenwood Beauty Academy:
COSMETOLOGY – 1800 Clock Hours

HAIR STYLING - 1200 Clock Hours
MANICURING – 600 Clock Hours
ESTHETICS – 600 Clock Hours

ADMISSIONS

ENROLLMENT PROCEDURE

Glenwood Beauty Academy classes start continuously throughout the year. Please see the Academic Calendar in the front of this publication for program start dates.

A personal interview with a member of the staff for advice and consultation is required before entry. Prospective students may schedule the interview by calling the office for an appointment during regular business hours. A staff member will answer questions, explain the programs of study, provide a tour of the school, arrange for any needed testing and assist in the completion of required admissions paperwork.

ADMISSION REQUIREMENTS

Glenwood Beauty Academy admits only high school graduates or those with a certificate of high school equivalency.

Applicants must have the physical ability and the level of health required to perform the requisite tasks assigned and maintain acceptable attendance throughout the program. If a student has a physical or intellectual disability, he/she must provide a statement from his/her primary physician stating that his/her disability will not prevent him/her from performing tasks required to perform the job for which they are training. The school will provide reasonable accommodations for the students disability if such a statement is presented to the school before the commencement of classes.

Applicants must read, write, speak and understand the English language. Students may not converse with each other at anytime in any foreign language on school premises. The only time a student may speak in a foreign language is to service a clinic client who does not speak English.

Applicants, through the act of applying for admissions, agree to abide by all policies, rules and regulations of the school.

RE-ENTRY STUDENTS

Students who wish to re-enter Glenwood Beauty Academy must contact the Administration to

make application. Students may be accepted for re-entry twice without approval by the President. Students who were not making satisfactory progress when they left school must be able to attain satisfactory progress by the end of the first grading period after re-entry. If a student was expelled or terminated for conduct, they are not eligible to apply for re-entry for 90 days.

FULL TIME STUDENTS

Students must be enrolled in a minimum of 30 clock hours per 15-week period to be considered full-time students.

PART TIME STUDENTS

Students who are scheduled to take longer than 15 weeks to complete 450 clock hours are considered to be part-time students.

ACCEPTANCE OF PRIOR CREDIT

Glenwood Beauty Academy may grant credit to students who have successfully completed the same or substantially the same courses from a school qualified to award such credit. Students who have completed applicable training at another institution must submit a "Request for Transfer Credit" form and an official, sealed transcript or record of completion from the previous school. Their transcript will be evaluated and applicable credit granted.

The school maintains a written record of applicable previous training and clearly indicates in the student record what credit has been given to the student. All documents submitted will become part of the student's permanent record and are protected by the Federal Family Education Rights and Privacy Act of 1974, as revised.

Students must understand that transfer credits will not be calculated into their cumulative grade

average. Credit will be granted based on content comparison and demonstrated practical skills. All transfer credits will be granted on an individual basis. Maximum credits granted for each program is as follows:

- Cosmetology: 900 clock hours
- Hair Styling: 600 clock hours
- Esthetics: 300 clock hours
- Manicuring: 300 clock hours

Transfer credit does not financially impact the refund policy of the School.

Students who have successfully completed all hours at another institution, but are not licensed may enroll in the school's Senior w course. The course consists of 24 clock hours. Financial aid does not apply to an individual course. Tuition for this course is published in the catalog addendum #1.

No application for admission will be accepted from a student currently enrolled in another post-secondary institution offering a similar program of study.

CREDIT TRANSFER TO OTHER SCHOOLS

Glenwood Beauty Academy does not guarantee the transferability of its credits to other post-secondary educational institutions. Transfer credit awards are granted only by the receiving institution based on state regulation and school policy.

STUDENT OBLIGATIONS, HOLD OF RECORDS, AND SUSPENSIONS

Each student enrolling at Glenwood Beauty Academy assumes an obligation to obey all rules and regulations made by properly constituted authorities of Glenwood Beauty Academy. The School will not release academic transcripts, for students who have financial or other obligations to the school.

Students may be suspended from classes if their tuition account is not current, or if they violate school policy, the institution's rules and regulations, the academic progress policy or the attendance policy. The President must approve and authorize a hold on academic transcripts or the suspension of student.

TUITION

The current tuition rates and textbook, uniform, equipment, and supply costs are contained in an addendum to this catalog. The admissions

department will quote the current tuition rate upon request

POSTPONEMENT OF CLASS START

Postponement of a class start date, whether by the school or the student, requires a written agreement signed by the student and the school.

The agreement must set forth:

- A. Whether the postponement is for the convenience of the school or the student, and;
- B. A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the new start date set forth in the agreement, determined in accordance with the schools refund policy and all applicable laws and rules concerning the Colorado Private Occupational Education Act of 1981.

FINANCIAL INFORMATION

Subsidized Stafford Loans

PURPOSE OF FINANCIAL AID

The financial aid program at Glenwood Beauty Academy is designed to serve students who would not be able to pursue post-secondary education without financial assistance. The amount of assistance a student may receive to attend school is determined by his or her financial need. It is the basic foundation of all need based financial aid programs that the principal responsibility lays with the student and /or his/her family.

Glenwood Beauty Academy appreciates that each student's family situation is distinctive. The School Administrator is well trained to insure that each financial aid package is designed to meet each student's individual circumstances and that complete confidentiality is afforded regarding all financial records provided to the Financial Aid Office. The Administrators are well trained and available to assist prospective and continuing students to understand all financial assistance sources and the application process. Sources of financial assistance to students include the following programs.

FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant Program is an award to help undergraduate students pay for post-secondary education. The maximum annual award is \$5,815 for the 2016-2017 award year and \$5920.00 for the 2017-2018 award year. The minimum award is \$400.00. Federal Pell Grants provide a "foundation" of financial aid to which aid from other programs may be added. Federal Pell Grants are need based, and the grants do not have to be paid back. The amount of the students award is determined by the student's EFC (Expected Family Contribution). The student's EFC is based on the financial information that the student/parent provided on the FAFSA.

FEDERAL STAFFORD LOAN PROGRAM

The Federal Stafford Loan Program is a low interest loan made to the student directly from the Federal Government. The Federal Government guarantees the loan. Stafford loan interest rate is currently 3.86%.

Subsidized Stafford Loans are need-based; therefore a student must show that he or she has financial need to qualify for this loan program. The loan maximum is \$3500.00 for the first academic year of study and \$4500.00 for the second academic year of study. The loan minimum is \$200.00. Loans for the second academic year will be prorated based on the number of clock hours the student is scheduled to complete during this period to meet all requirements of his or her chosen program of study. Repayment is made to the lender. Repayment begins six months after the student ceases to be enrolled at least halftime. The Federal Government pays the interest on this loan for the student from the time of disbursement until the student completes his/her program. Interest becomes the responsibility of the student upon graduation from his/her program of study. The current interest rate on a subsidized loan is 3.76%

Unsubsidized Stafford Loans

Unsubsidized Stafford Loans are available to independent students who need to supplement other financial aid sources or may not qualify for need-based programs. The loan maximum for Unsubsidized Stafford Loans is \$6000.00 per academic year for independent students. The loan maximum for dependent students is \$2000.00 per academic year. Again, loans for the student's second academic year will be prorated. Students are charged interest from the time the loan is disbursed until the loan is paid in full. A student may pay the interest while he or she is in school or choose to allow the interest to accumulate. If the student chooses accumulation, the interest will be capitalized, that is, added to the principal amount of the loan before repayment commences. Repayment begins six months after the student ceases to be enrolled at least halftime. The current interest rate on an Unsub loan is 3.76%

FEDERAL PLUS LOAN PROGRAM

Federal PLUS (Parent Loans for Undergraduate Students) Loans are for parents of dependent students to provide additional funds to families for educational expenses. PLUS loans are made directly by the Federal Government. Parents with

good credit histories may borrow up to the student's cost of education minus estimated

financial aid received. Repayment begins within 60 days after the first disbursement of funds. The current interest rate on a Federal PLUS loan is 6.31%

Deferment and forbearance options are available throughout the repayment period of any type of loan.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS(FSEOG)

FSEOG is for undergraduate students with exceptional financial need who also have an EFC (expected family contribution) of \$0 and receive a maximum Pell grant. FSEOG does not have to be paid back. Award amounts are from \$250.00 to \$750.00 per academic year.

The amount of FSEOG fund available each year for Glenwood Beauty Academy students is determined at the beginning of each award year. The funds are awarded to each student with a zero EFC who start classes after the commencement of the new award year until the funds are depleted.

The award amount is determined based on the length of the student’s program. Cosmetologists, if eligible and funds are available, are awarded \$750.00, Hairstylists \$500.00 and Manicurists and Estheticians \$250.00.

MASTER PROMISSORY NOT PROCESSING

Glenwood Beauty Academy participates in the Federal Direct Loan Program and uses a Master Loan Application and Promissory Note. The Master Promissory note must be completed on line the day the student begins school. This note is valid for multiple loans and academic years. Student borrowers will be notified by award letter at the time of second academic year financing and each new loan made. Students who wish to modify or cancel a loan need to contact the Financial Aid office.

Students and/or parents of students who accept a Title IV loan need to be aware that the loan will be submitted to the National Student Loan Data

Base and accessible by authorized agencies, lenders and institutions.

LOAN REPAYMENT

Student loans are borrowed money that must be repaid, with interest. You cannot have these loans canceled because you did not like the education you received, didn’t get a job in your field of study or because you are having financial difficulty. Loans are legal obligations that you will have to repay.

There are four repayment plans available to you when you enter repayment. They are standard, graduated, income contingent and income based. More information regarding each of these plans is available in the financial aid office.

Sample repayment schedules are as follows:

| | <u>Standard</u> | |
|-------------|-----------------|----------------|
| Loan Amount | Per Month | Total Payments |
| \$10,000 | \$115.00 | \$13,809.00 |

| | <u>Graduated</u> | |
|-------------|------------------|----------------|
| Loan Amount | Per Month | Total Payments |
| \$10,000 | \$79.00 | \$14,550.00 |

| | <u>Income Contingent</u> | |
|-------------|--------------------------|----------------|
| | <u>Income = \$25,000</u> | |
| Loan Amount | Per Month | Total Payments |
| \$10,000 | \$75.00 | \$16,169.00 |

| | <u>Income Based</u> | |
|-------------|--------------------------|----------------|
| | <u>Income = \$25,000</u> | |
| Loan Amount | Per Month | Total Payments |
| \$10,000 | \$110.00 | \$13,672.00 |

Entrance Counseling will be provided each student at the time of enrollment. This counseling is designed to make students aware of their rights and responsibilities as a student borrower.

Exit Counseling is required before you graduate, withdraw or drop below half time. Exit counseling is designed to reinforce your understanding of your rights and responsibilities as a student loan borrower and provides useful tips and information to help you manage your loans.

INSTITUTIONAL SCHOLARSHIPS

The institution may choose to offer scholarships when funds are available. The guidelines and criteria for these scholarships for qualification will be published at the time such scholarships are offered.

TO APPLY FOR FEDERAL FINANCIAL AID

To apply for federal financial aid the prospective student must complete a FASFA. This may be completed in our office at the time of enrollment or completed on line at www.fafsa.ed.gov.

To be eligible for financial aid a student must be a US citizen or an eligible noncitizen, a high school graduate, have received a GED, completed high school in a home school setting approved under state law, have a valid social security number, if male, comply with Selective Service registration, sign a statement that states you will only use financial aid funds for educational purposes, not be in default on any previous federal student loans and agree to provide the school with all financial documentation required to complete the financial aid process.

If you have been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid, you will be ineligible to receive Federal Financial Aid or a period of time based on the type and number of convictions.

To retain your eligibility throughout your program of study, you must meet Satisfactory Academic Progress standards in all programs as outlined in this publication.

LOAN CONSOLIDATION

There are provisions within Title IV (federal financial aid programs) that allow students to consolidate all of their Direct Student Loans after leaving school. Students need to see the Financial Aid Office for more information.

MONTHLY CASH PAYMENT

All students are eligible to make monthly or quarterly, interest free cash payments that may extend over the length of their program. Students who choose this option are required to make prompt payments. Because this is an interest free program, all payments must be made within 10

days from the due date or the student will be subject to suspension from school until payment is made.

There is no interest charged to the student as long as payments are made as stipulated in this agreement. Should the student default on this agreement an interest rate of 15% will be applied to the unpaid balance of the student's account.

OTHER STATE AND FEDERAL PROGRAMS

Financial assistance may be available through such government programs as the Bureau of Indian Affairs (for documented American Indians), Colorado Vocational Rehabilitation (for the physically or mentally impaired), and the Work Investment Act (operated through the Garfield County Job Service).

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory progress in academics and progression towards completion to receive Title IV Federal Financial Aid throughout their period of enrollment. This policy is the same for all students within the same program of study and in compliance with all regulations applicable to the school. Satisfactory progress will be measured in two categories: grade point average and progression towards completion. Students are evaluated on both theory and practical learning. The grading scale is as follows:

- 100%-95% = A - Excellent attainment of course objectives
- 94%-91% = B - Highly satisfactory attainment of course objectives
- 89%-85% = C - Satisfactory attainment of course objectives
- Below 85% = F - Unsatisfactory attainment of course objectives

The school offers no non-credit remedial training. As a clock hour non-term school there are no grades of incomplete or course repetitions.

A student will be considered to be making satisfactory progress at the time of enrollment. A student's successful course completion percentage is based on the number of successfully completed clock hours divided by the number of scheduled clock hours. Students

who meet the minimum requirement for academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

Satisfactory progress will be monitored at the end of each grading period. Grading periods are as follows:

Cosmetology & Hair Styling:

Full time – 15 weeks

Part time – 20 weeks

Esthetics & Manicuring;

Full time - 10 weeks

Part time - 14 weeks

To be judged to be maintaining satisfactory progress a student must meet the minimum standard of 85% cumulative grade average and 70% cumulative attendance percentage.

Satisfactory Progress will be reviewed with the student monthly so he/she is aware of his/her standing.

Financial Aid Warning

Students not maintaining the required minimums will be placed on financial aid warning for the next grading period. Students on warning status may continue to receive financial aid for one grading period. If the minimum requirements are not established by the end of the grading period the student will become ineligible to receive financial aid and become a cash student.

If a student feels mitigating circumstances have caused the loss of eligibility he/she may appeal in writing to the Financial Aid Office. Mitigating circumstances to be considered in an appeal are events such as a death in the family, a serious illness, child care issues, transportation problems, employment related issues, etc. Such events must be documented to be considered. The appeal must explain why he/she failed to maintain satisfactory progress and what has changed to enable him/her to make satisfactory progress by the next evaluation point. If the administration grants the appeal, a student will be placed on probation and an academic plan that, when followed will ensure that he/she will meet the standards by a specific time. Students who fail to meet satisfactory progress at the end of their probation will lose financial aid and become a cash student. In these unusual circumstances the decision of the Financial Aid

Office is final and will be fully documented in the student's file.

Financial aid eligibility will be reinstated when a student who has lost financial aid due to unsatisfactory progress achieves the minimum standards of satisfactory progress.

Progression towards completion – a student must complete his/her program of study within 1.5 times the length of the program. A student must complete, with a passing grade, 67% of all credits attempted within the prescribed time frame that in which the hours are scheduled. Only those students who meet this standard will be deemed to be making satisfactory progress until the next scheduled evaluation. This requirement applies to all students in all programs of study.

The maximum time frame for program completion is as follows:

Cosmetology (full time) – 90 weeks

Cosmetology (part time) – 120 weeks

Hairstyling (full time) – 60 weeks

Hairstyling (part time) – 81 weeks

Esthetics/Manicuring

(full time) – 30 weeks

(part time) – 41 weeks

All transfer credit are counted as attempted and completed for the purpose of determining maximum time frame.

A leave of absence will extend the student's program and maximum time frame by the number of days in the leave of absence. A leave will only be granted to students who undergo events such as a death in the family, a serious illness, child care issues, transportation problems, employment related issues, etc. Such events must be documented to be considered in the approval of a leave of absence. Should a student take a leave of absence, he/she will be, upon return, to be considered to be maintaining the same satisfactory progress standing as at the beginning of the leave of absence.

Students who withdraw and later re-enter will re-enter school at the same progress status held when withdrawn.

OVERTIME POLICY

Students scheduled for the required hours to complete their program in a specific time frame. **If a student goes past their scheduled graduation date they will be charged overtime for each scheduled day past their scheduled graduation date at the tuition rate at the time of their enrollment. Financial aid is not available for overtime therefore, the student must pay all overtime before they will be issued a record of completion.**

SATURDAY POLICY

Saturday attendance is mandatory. A

student will be allowed to miss Saturdays as follows per program with no penalty:

Cosmetology-6 days; Hairstyling-5 days; Manicuring and Esthetics-3days.

If a student uses all his/her allowed Saturdays, he/she will be charged a penalty of \$100.00 for each additional Saturday missed. Financial aid is not available for Saturday charges therefore, the student must pay all charges before they will be issued a record of completion.

If a student provides (i.e. a work schedule, doctor's note) documentation that substantiates a Saturday absence, the Administration may grant an additional excused Saturday absence with no penalty..

VERIFICATION

Students selected by the Department of Education for verification are often required to submit additional financial and household information to the Financial Aid Office. The verification procedures are as follows:

1. The student must submit the necessary documentation (official tax returns, pay stubs, etc) to the financial aid office within ten days from the date the student is notified that he or she has been selected for verification.
2. If the student does not provide the required documentation within the required time period the student will be considered a cash-paying student until

the documentation is received and the student's financial aid eligibility is established. If a student is not able to pay cash, he/she will be terminated from school.

3. The financial aid office reserves the right to make exceptions to the policy stated above on a case-by-case basis due to specific circumstances.
4. The financial aid office will notify the student if the verification process necessitated corrections to the data submitted to the United States Department of Education. If the student's financial aid award changes after the corrected data are submitted, the school will adjust the student's financial aid award as required by Federal regulation and notify the student within 15 days.

CANCELLATION/REFUND POLICY

CANCELLATION POLICY

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment, within three (3) business days of signing the enrollment agreement or has not visited the institution prior to the commencement of class and cancels his/her enrollment within three (3) scheduled days of attendance , a full refund of all monies collected by the school shall be refunded. This provision applies whether or not the student has commenced training. The cancellation must be in writing. The cancellation date will be determined by the date of the postmark if mailed, the date an email is received or the date the cancellation is delivered in person to the school administrator.
3. If a student's training does not begin as provided in this agreement a full refund of all monies collected by the school will be refunded.
4. All refunds due a student who has not commenced training will be made within 30 days.
5. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convince of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will be postponed.

| | |
|------------------|----------------------------------|
| 1st day thru 10% | 10% of the total tuition + \$100 |
| 11% thru 25% | 25% of the total tuition + \$100 |
| 26% thru 50% | 50% of the total tuition + \$100 |
| 51% thru 75% | 75% of the total tuition + \$100 |
| After 75% | 100% of the total tuition |

If the program does not start, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the new start date set forth in the enrollment agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Colorado Private Occupational Education Act of 1981.

REFUND POLICY

The school refund policy provides that charges earned by the school be computed based on percentage of the program that the student has been scheduled and the contract price of the program. The registration fee is non-refundable upon the student signing the enrollment agreement and the cost of the student kit and supplies are nonrefundable upon issue. Lab fees are earned at the commencement of each level of training. The percentage of completion is based on the number of days the student was scheduled to attend at the time of withdrawal or termination divided by the total number of scheduled days in the student's program. The official withdrawal/termination date is to the day the student notified the institution of his/her intention to withdraw, the day the student was terminated from school, or 14 days from his/her last day of attendance.. No student shall be continued beyond 14 days of his/her last date of attendance without a written request for a Leave of Absence.

Refunds will be calculated from the official withdrawal/termination date. Refunds will be made to sponsoring agencies as required by statute before any funds are returned to the student. The State of Colorado refund policy (Colorado Statutes Article 69 Private Occupational Schools/12-59-114) provides that the school will have earned and retain funds based on the following schedule:

| | |
|-------------------|--------------------------|
| <u>Percentage</u> | <u>Percentage</u> |
| <u>of</u> | <u>of</u> |
| <u>Program</u> | <u>Tuition the</u> |
| <u>Completion</u> | <u>School Will</u> |
| | <u>Receive or Retain</u> |

1. All refunds will be made within 30 days of the official withdrawal/termination date. The official date is the student's last date of attendance. The granting of credit for previous training shall not impact the refund policy.
2. If a student does not return to school as scheduled after an approved Leave of Absence, the student will be withdrawn from school effective his/her last day of attendance. The date of determination for refund calculations will be the day after the day which the student was scheduled to return to school
3. A full refund of all tuition and fees paid will be in the event that the school discontinues a program of study during the period of time in which a student could have reasonably completed the same, except that this provision shall not apply in the event that the school ceases operation. Should the school close it will continue to teach all currently attending students to the completion of their program, arrange to have students transferred to a school in the same geographic area to complete his/her program, or refund all unearned tuition and fees to the student.
4. Students and the School agree that any dispute relative to this agreement or the education and training received by the student shall be resolved through binding arbitration. The parties shall attempt to agree to an impartial arbitrator or arbitrators. If they cannot agree, the same shall be selected by the Garfield (Colorado) District Court.
5. Should a student feel that they have a valid grievance against the school such grievance may be filed with the Colorado Division of Private Occupational Schools within two (2) years of the students last day of attendance. The grievance may be filed online at <http://highered.colorado.gov/dpos> or by phone at (303) 862-3001.

6. The Glenwood Beauty Academy enrollment agreement is a contract between the school and the student. Any holder of this agreement is subject to all claims and defenses that the debtor could assert the seller of goods and services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

SUSPENSION OR TERMINATION

Students agree to abide by all rules, regulations, policies and procedures set forth by the school. Students who fail to comply may be subject to suspension or termination. Attendance, academics and behavior are regularly evaluated. Students may be suspended or dismissed for unsatisfactory academic progress or attendance; violations of school policy, behavior that disrupts the learning environment, or failure to comply with any school rules, regulations, policies or procedures.

REFUND ATTRIBUTION POLICY

The following Refund Attribution Policy will be

applied to all students who receive Title IV funds and withdraw with a Title IV refund due. The amount refunded must not exceed the amount awarded from the fund. When a refund is made to a loan fund the student or parent will receive simultaneous notice of the refund.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal PELL Grant
5. FSEOC
6. Other Title IV Programs
7. Other private or independent sources
8. The student

DISBURSEMENTS OF FUNDS

Financial aid funds will be disbursed at the commencement of each payment period. Funds are received electronically from the Department of Education. Funds will be applied to the students tuition account. Should a disbursement of Title IV HEA funds create a credit balance on the students account, the amount of the credit balance will be delivered to the student by check within 14 days of the disbursement.

FEDERAL RETURN OF TITLE IV FUNDS (Title IV recipients only)

The law specifies how the school must determine the amount of Title IV program assistance that the student earns if the student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, and Federal supplemental Educational

Opportunity Grants (FSEOG's).

When a student withdraws during the payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent receives on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student receives more assistance than the student earned, the excess funds must be returned by the school and/or the student. The amount of assistance that the student has earned is determined on a pro rate basis. For example, if the student completed 30% of the students payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that the student was scheduled to receive for that period.

If the student did not receive all of the funds that were earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the students permission before it can disburse them. The student may choose to

decline some or all of the loan funds so that the student doesn't incur additional debt. The school may automatically use all or a portion of the students Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the students permission (some schools ask for this when you enroll), the student will be offered the funds. However, it may be in the students best interest to allow the school to keep the funds to reduce the students debt at the school.

There are some Title IV funds that were scheduled to be received that cannot be disbursed to the student once the student withdrew because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and the student has not completed the first 30 days of the students program before the student withdraws, the student will not receive any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receives (or the school or parent receive on the students behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The students institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the students Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that the student must return, the student (or the student's parents for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. The student must make arrangements with the school or the Department of education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any refund policy that the students school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know what the school's refund policy is, the student can ask the school for a copy. The school can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about the students Title IV program funds, the student can call the Federal Student Information Center at (1-800-433-3243). Information is also available on Student Aid on the web at www.studentaid.ed.gov.

MORE FINANCIAL ASSISTANCE INFORMATION

More detailed information pertaining to financial aid eligibility and sources available may be obtained in the administrative office. You are invited to schedule an appointment to discuss all sources with a member of the administration at any time.

STUDENT SERVICES

NEW STUDENT ORIENTATION

New student orientation is designed to provide the student with an introduction to Glenwood Beauty Academy and its policies. New students will meet each other and the staff, review financial aid requirements, rights and responsibilities, and be introduced to school rules, policies and regulations. During this session, students will receive advice to help them manage and understand their student funding. It is mandatory for all entering students to attend New Student Orientation.

CAREER SERVICES

Glenwood Beauty Academy offers placement assistance to all graduates at no additional cost. This is not a guarantee of employment or of a minimum starting salary. No one is authorized by the school to make such guarantees. Graduates should be aware that they, themselves, have a part in locating entry-level employment in the field for which they have been trained. The school does not have control over local employment conditions

Glenwood Beauty Academy maintains a bulletin board, which displays all current employment opportunities listed with the School. It is the student's responsibility to monitor the job opportunity board and follow-up posted openings that coincide with individual career goals.

STUDENT ADVISING

The school offers individual advice and guidance by the faculty and staff. Advising services are designed to help students accomplish their goals, achieve proper in school direction, and understand themselves and the School environment.

The following is a guide to help students seek the right person for help in any given area.

Admissions

The administrative office guides students through the enrollment process. Questions from prospective students will be answered to help them make informed decisions about their career choice.

Financial Services and Funding

The Administrative office provides financial aid advising to all incoming and continuing students. Throughout their period of enrollment, the office will answer students' questions about their financial aid awards, disbursements, rights and responsibilities.

Instructor

The Instructors are available to advise and assist students within their areas of responsibility. If students have a concern about their progress within a certain class, they should consult the individual instructor.

Director

Students should contact the Director concerning absences from school and any other matters pertaining to student records. The director is available to advise students about their overall progress and any academic issue that will interfere with attendance or the completion of their training. Students should see the Director if they wish to make-up time, need time adjustments to their clocked hours or to check their progress toward completion.

President

The President is available to advise students concerning any issues that relate their training at Glenwood Beauty Academy and other unanswered questions and concerns that cannot be addressed by another staff member.. Students are encouraged to see the President when other services or individuals seem to have failed to resolve their questions or concerns. Complete confidentiality is assured to the student.

HEALTH SERVICES

Glenwood Beauty Academy maintains first aid kit supplies for minor injuries that may occur while the student is on campus. Students should have their own medical insurance to protect them financially in the event of accidental injury resulting from their own negligence or failure to comply with school safety procedures.

Students who have a medical history of illness requiring special attention must notify the Administration upon enrollment.

COMMUNITY SERVICES

If at any time, a faculty or staff member believes a student or co-worker has a drug or alcohol

abuse problem, the following list will be provided to the suspected abuser.

Aspen Counseling Center (24 hours)
(970) 920-5555
Colorado West Mental Health
Glenwood Springs (970) 945-2583
Rifle (970) 625-3582
Alcoholics Anonymous (970) 928-0499
Valley Partnership (970) 925-5188
Response Help for Victims of Domestic &
Sexual Abuse (970) 925-7233
WIC (for babies & toddlers)
Glenwood Springs (970) 945-1377
Rifle (970) 625-5200
Valley View Hospital (970) 945-6535

CAMPUS SECURITY

The school makes every effort to provide a safe and secure learning environment for students. Federal regulations require all students to be advised upon enrollment of the drug and alcohol policy and campus security report of the school. Such information is provided each student upon enrollment and annually on or before September 30th to all current students and staff members..

All students and staff are required to adhere to all civic laws and school policies in order to maintain a safe and secure educational environment.

TIME CARDS

All students are issued time cards on the first day of class. Students are required to clock in upon arrival and clock out upon dismissal for the day. Students must clock in themselves. Should they have another student do it for them; both students will be subject to suspension or termination.

If a student forgets to clock in upon commencement of class or clock out at the completion of class, the student needs to see the Director for a correction to his/her attendance record no later than Saturday of the week the error occurred. Time cards are the property of GBA and must be kept in the designated area. The cost for replacement cards is \$10.00.

LOST AND FOUND

Students should immediately report all losses to their Instructor and turn in any found items to the front desk. The school is not responsible for lost items. Any unclaimed items turned in to the school will be kept by the school for 30 days.

STUDENT IDENTIFICATION CARD

Students will be issued a student Identification card within their first grading period. This card may be used for student discounts at beauty supply stores.

STUDENT PARKING

Student parking is available. Students are required to park in designated student parking areas. The obstruction of fire lanes and parking in reserved handicapped spaces or assigned parking is not allowed.

GRADUATION & PERSISTENCE RATES

Graduation and Persistence rates are provided at the time of enrollment in the Consumer Information Booklet.

UNIFORMS, TEXTBOOKS, AND SUPPLIES

Students are furnished with their uniforms, textbooks, equipment and supplies in the student kit issued for their chosen program of study. Students are responsible to replace any items broken, lost or stolen.

Students are expected to come to school prepared for class each day. This means they must be dressed in uniform, arrive with their hair done and make-up on, and bring their text materials, lab supplies and equipment to school every day. If a student comes to school unprepared he/she will be sent home for the day. If such behavior becomes repetitive, the student will be subject to suspension or, in extreme cases, termination.

PERSONAL CALLS AND CELLULAR PHONES

A public phone is provided for student use. Students may not receive incoming calls on the School's business line other than in the case of emergency. Every effort will be made to locate the student if an emergency call is received.

Cellular phones must be turned off at all times as they are distracting to the student making or receiving calls, his or her classmates and our clients who are receiving services. Violation of this policy will result in the confiscation of the

offenders' cellular phone for the remainder of the day. Continual violation may result in suspension from school.

SMOKING

Glenwood Beauty Academy is a smoke free facility. Smoking on campus is a privilege and is permitted only outside in the designated area. A receptacle is provided in the smoking area for cigarette disposal. Students are responsible for using such receptacles to dispose of cigarette butts in an appropriate manner. Trash is not to be placed in the smoking receptacle at any time

CODE OF CONDUCT

The act of enrollment is considered a pledge on the part of the student to abide by the rules and regulations set forth by the school administration. The following rules of conduct apply to all students at all times while on the Glenwood Beauty Academy campus. The school retains the right to place a student on disciplinary probation, suspend or expel any student who violates the following policies:

1. Civil Law -All students are expected to conform to all local, State and Federal laws.
2. Personal Behavior - Glenwood Beauty Academy expects the highest level of academic integrity from its students. Students are expected to conduct themselves as if they were in a professional environment. Cheating, stealing, plagiarism, or classroom disruption will not be tolerated.
3. Disorderly Conduct - Students must show respect to all instructors, staff and fellow students at all times. Use of profanity, noisy behavior, unruly conduct, sleeping in class, gambling, dishonesty or refusal to submit to authority will not be tolerated. It is forbidden that any student or group of students gather in such a manner as to:
 - Do violence to any person (including hazing)
 - Damage property
 - Disrupt the functioning of Glenwood Beauty Academy
 - Interfere with its faculty or staff in the performance of their duties
4. Alcoholic Beverages or Illegal Narcotics - The consumption or possession of alcoholic beverages or illegal narcotics on the campus, or at

- any school-sponsored event, is prohibited.
5. Falsification of Records - Falsification of any official school record is subject to disciplinary action.
 6. Firearms - Firearms and the discharge of firearms or explosives on campus are prohibited. Violation will result in suspension from school and may result in criminal charges.
 7. Children - Children are not allowed in the classrooms or unattended on the premises at any time or for any reason.
 8. Food - Food is prohibited in the student clinic.
 9. Safety - In case of fire, or any other emergency, students are to proceed to the nearest exit in a quiet and orderly manner and leave the building.
 10. Dismissal for the Day - Should a student be asked to leave the school due to a rule violation, the student must do so quietly and not cause a disruption either in class or in the student clinic. **If the student feels the request to leave school was unfair, he/she must follow the student grievance policy as outlined in this publication.**
 11. Payment of Accounts - Students shall make satisfactory arrangements for the settling of their monetary accounts promptly. Failure on the part of the student to make satisfactory arrangements for the settlement of an account by the due date will result in either an interruption of training or the placing of a "hold" on the student's records. The student may not receive a diploma, degree or certificate, nor obtain a transcript until they have: (1) settled the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the record.

DRESS CODE

Glenwood Beauty Academy students are expected to adhere to a professional dress code that complies with health and safety standards. We also believe that professional smocks or aprons enhance and facilitate the learning process. Students that enroll in Glenwood Beauty Academy are committing to a precise dress code designed to foster professionalism. Glenwood Beauty

Academy recognizes that clients tend to judge the competency of a beauty professional based upon appearance within the first few minutes of meeting. Therefore students are expected to act and dress in a manner that fosters client confidence and trust.

The following guidelines have been designed to heighten client confidence through professional presence:

- a. All shoes must be closed toe. Students must wear solid color tops and black dress pants or skirts (no mini-skirts) every day. No sleeveless, low cut or cut out shirts please!
- b. Once smocks and aprons have been issued students must wear them each day. Students who do not have their smock will be sent home to get it.
- c. If the student's attire is deemed inappropriate by the administration the student will be required to button their smock or sent home, depending on the infraction.

Hair and nails must always be neat and clean. In certain classes where safety and infection control issues must be considered, additional requirements regarding hair, nails and jewelry may be imposed at the discretion of the instructor.

CUSTOMER SERVICE

Good customer service and good manners are expected from all students at all times. Because client sensitivity is an important issue in the beauty industry, it is absolutely essential that courtesy, integrity and honesty with classmates, clients, staff and faculty be maintained in all communication at all times. Profanity is prohibited and any form of gossip is highly discouraged.

SCHOOL CLOSURE

The school reserves the right to close during a weather emergency or other “acts of nature. Tuition adjustments will not be made when the school closes for such emergencies.

The inclement weather closure policy is as follows;

1. The school will close when the Roaring Fork District 1 public schools close. Please call (970) 384-6000 to check for such closures.
2. Should a weather emergency occur when the public schools are not in session or should the administration deem that conditions are hazardous school staff will contact each student by phone, text or Facebook. Please be sure that the school always has a current number where you can be reached.

ACADEMICS

STATE BOARD EXAMS

All cosmetologists, hair stylists, estheticians and manicurists must be licensed to practice their craft in the State of Colorado. After completion of training, graduates are required to take the state examination required by the Colorado Office of Barber and Cosmetology Licensing for licensure. The official testing service for Colorado is PSI.

This examination consists of a practical skills assessment and a written theory test.

The practical skills portion of the test must be passed before the written portion of the test will be administered to the graduate. Applicants must provide their own equipment and supplies for use during the practical skills examination. Graduates are eligible to schedule their written examination five (5) days after they have passed the practical skills portion of the examination. Upon passing the written portion of the

examination, students will be issued their license.

The fee for the examination varies and is adjusted annually by the Colorado Office of Barber and Cosmetologist Licensing. The fee, along with the graduate’s application to test, must be submitted by mail directly to the PSI testing service, the testing agency for the Office of Barber and Cosmetologist Licensing. Fees must be paid by money order or cashier’s check.

BOARD REVIEW CLASS

Board review classes (senior review) are held during your final grading period. These classes are part of each course scheduled during the student’s last level of study, the program of study is not completed until:

1. All required client services are completed, evaluated by a teacher and passed.

2. All required tests for the student's final level are passed at 90% or better.
3. All board review requirements are met.

Only during **actual** board review class will any student be exempt from client services. For the balance of each week all students are required to attend all of their scheduled days and continue to perform client services **until the completion of their program of study.** If Board Review classes are not completed during the student's final level the student will be subject to the school's overtime policy.

ACADEMIC YEAR

An academic year is defined as a minimum of 30 weeks of instruction during which a full-time student is expected to successfully complete at least 450 clock hours of study.

UNIT OF CREDIT

Students are given credit for each clock hour of attendance.

ACADMIC SESSION

The Academic Session for full-time cosmetology or hairstyling students is based on a 15 week grading period. The Academic Session for part-time cosmetology or hairstyling students is based on a 20 week grading period. The Academic Session for Manicuring or esthetics students is based on a 10 week grading period. The Academic Session for part time manicuring or esthetics students is based on a 10 week grading period. The Academic Session for a part time manicuring or esthetics program is based on a 14 week grading period.

GRADE REPORT/CHANGES

Grades are earned at the completion of each grading period. Students will be graded on the bases of attainment of individual course objectives in both theoretical knowledge and practical skills demonstrated. Students will be provided a course syllabus, which details these objectives and the basis on which both theory and practical grades, are determined. A minimum GPA of 85% is required for graduation.

A student who has failure must continue to repeat the material until a passing grade is attained. A student is allowed to continue training as long as he or she makes satisfactory

academic progress toward graduation. Grade Definitions are as follows: 100%-95% = A - Excellent attain

ment of course objectives

94%-91% = B - Highly satisfactory attainment of course objectives

89%-85% = C - Satisfactory attainment of course objectives

Below 85% = F - Unsatisfactory attainment of course objectives

CURRICULUM DEVELOPMENT

Glenwood Beauty Academy prepares its students for employment in the beauty community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Accordingly, the school reserves the right to add or deleted material from courses, alter program content, change faculty, adjust tuition rates, and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also, included is the right to cancel a course if there is insufficient enrollment.

SYLLABI

Students receive a syllabus for the program at new student orientation. A syllabus is an outline of each course of study, which outlines the course material, the grading criteria, and the attendance policy.

ATTENDANCE POLICY

Good attendance is imperative for the successful completion of all programs offered by Glenwood Beauty Academy. Therefore, good attendance is mandated by Glenwood Beauty Academy.

Attendance is checked at the end of each grading period. Attendance is reported to the student on the progress report provided at the end of each month.

A student must maintain a minimum attendance of 70%. Students not maintaining the required minimums will be place on attendance probation for the 30 days. If the minimum requirements are not established by the end of the probationary period the student's attendance will again be reviewed. The student may then be subject to termination or, with documentation of mitigating circumstances, probation may be extended.

The time clock, the student's Instructor and the Director monitor attendance. All students are

required to clock in upon arrival for class, and clock out when they leave. Attendance is maintained throughout each student's period of enrollment.

Students are required to attend class during their scheduled class time. The Administration must approve any deviation from the student's scheduled hours in advance.

Glenwood Beauty Academy understands that there may be instances such as personal illness, death in the family or an emergency, which may cause a student to miss class. If a student is absent from scheduled class for any reason he or she is required to call the Administration before his or her scheduled class time to report the absence. The Administration will note the student's file with the reason for the absence and notify the student's instructor that he or she will not be attending class that day. In those cases, students may come in on their day off and make up the days of absences. If a student is absent for 14 calendar days of class without notification to the School, he or she will be subject to termination from the program.

THEORY

Theory class is an integral part of each program. Good attendance is imperative in all areas of study.

Irregular attendance to theory class is considered a policy violation and may result in suspension or, in acute cases, termination.

All days of class missed while suspended will be calculated into the student's attendance percentage as absences for the program.

STUDENT-CLINIC

Clinic services are a vital part of each student's training. Students are in student clinic, performing client services from the time they complete their classroom studies until they complete their program of study.

Classroom study requires the completion of the following for each program:

COSMETOLOGY: 360 clock hours

HAIRSTYLING: 240 clock hours

ESTHETICS & MANICURING: 120 clock hours

Students in all specialties are in clinic throughout their training.

Each course requires a **minimum** number of client services to be completed. Some client services that are assigned to the student by the floor instructor may be in excess of the minimum number of client services required for the student's current grading period. **However, students are required to accept all client services that are assigned to them by the receptionist or floor instructor EVEN IF THE MINIMUM REQUIREMENT IN THE ASSIGNED AREA IS COMPLETED.** Refusal to do so will result in suspension for the rest of the day.

MAKE UP POLICY

Students may miss up to 10% of their scheduled days of attendance without penalty. **Students are required to make-up all days in excess of their required days of attendance. Tuesday is make-up. If a student's attendance falls below 90%, he/she is required to be in school every Tuesday until the percentage exceeds 90%. A student who does not attend the mandatory Tuesday will be subject to suspension or may become a cash student if attendance requirements are not met and the school is unable to disburse his/her financial aid in a timely manner.**

It is to the student's advantage to make up any time missed during clinic when the course includes student clinic requirements. Each hour a student spends in student clinic gives him/her the opportunity for more practical experience. The practical experience gained in the student clinic is priceless when the student takes the state licensure exam and begins the first job.

TARDY POLICY

Arriving for class on time is an important component of good attendance. A late entrance to class is distracting to the Instructor and to other students. A student also misses valuable, required material. A student is considered tardy at 15 minutes past the scheduled class start time. Therefore, Glenwood Beauty Academy has established the following policy to regulate tardiness:

- Four (4) tardies will be counted as one day absent and will affect the student's overall attendance percentage. Excessive tardiness may lead to suspension or termination.

Tardiness may be excused, on a case by case basis by the administration.

LEAVE OF ABSENCE POLICY

Any student requesting a leave of absence from Glenwood Beauty Academy must submit in writing a Request for Leave of Absence to the Administration. The request must be signed and dated by the student and must contain the dates the student expects to return from the leave of absence. The Administration must approve all leaves of absence requests.

In the event the student needs an extension of a leave of absence, the student must notify the school in writing. The student must explain the reason for the extension and provide a new date of return.

Federal regulations allow an approved leave of absence not to exceed 180 days in a 12-month period. There are no exceptions. A student on a leave of absence will incur no additional charges by the school. Any student failing to return to school the day after the expiration of a leave of absence will be withdrawn from school and the date the student fails to return will be used as the date of determination and the last date of attendance will be used for refund calculation purposes. Refunds will be made within 45 days of the date of determination. When a student takes a leave of absence the school will adjust the original graduation date and/or a schedule that fits his/her needs.

If a student is a Title IV, HEA loan recipient, the institution will explain to the student prior to granting the leave of absence, the effect the leave

may have on the student's graduation date and grace period. **WARNING:** If a student fails to return from LOA on his/her scheduled return date the grace period for loan payments will start retroactively from the student's last day of attendance. Repayment will begin sooner than expected. A copy of the leave of absence request will be maintained in the student's academic file.

STUDENT RECORDS

The school maintains three student record files for each student. These files are:

- Academic file
- Financial file
- Test and Task file

The Colorado Private Educational Act of 1981, Rules and Regulations, requires that all proprietary schools located within the State of Colorado maintain complete student records for a minimum of six (6) years from the date the student discontinued training. Therefore, Glenwood Beauty Academy maintains completed student records for six years from the date the student discontinued training.

The Family Educational Rights and Privacy Act of 1974 (FERPA), Federal Law 93-380, protects student records. Students have the right to access their cumulative records at any time. Proper supervision and interpretation of student records will be provided when they are being reviewed. To review files, the student must request an appointment two days in advance with the Administrator. Student record information will be released to other parties only upon written release from the student.

Students have the right to request amendments to their records. If their request is denied, students have the right to request a hearing with the Administration to challenge the contents of their records on the grounds that the records are inaccurate, misleading or in any way violate the rights of the student.

In general, parties other than authorized School officials may not access a student's records without the student's written consent. However, representatives of a government agency or the school's accrediting agency may review a student's record without written consent while performing compliance audits under the authority of their respective agencies. When such occurs, the reviewing authority will document the review in the student's file.

GRADUATION REQUIREMENTS

Upon completion of the required program of study, each student is awarded a diploma certifying that Glenwood Beauty Academy's graduation requirements have been met. To meet requirements students must complete their chosen program with a cumulative grade average of 85% or better and recorded attendance of 70% or better.

The senior/board review course is mandatory in all programs of study. In this class, students are thoroughly tested both in the practical skills and theoretical knowledge required to pass the state examination to become licensed in their chosen field of study.

To be eligible for graduation, students must complete the senior review portion of each course with a grade of 90% or better on both the final written examination and practical demonstration. Required written tests and practical requirements for each course must be complete for senior review eligibility.

If a student fails to attain a 90% or better grade in the senior review portion of the course he or she will be required to repeat the entire course to be eligible for graduation. Additional tuition will be charged at the tuition rate in effect at the time of the retake. All students anticipating graduation must complete the following steps:

1. Attend a scheduled financial aid/administrative/ exit interview
2. Complete all requisites of the program.

STUDENT GRIEVANCES OR COMPLAINTS

Glenwood Beauty Academy provides grievance procedure to be followed by all students who seek resolution of a grievance, complain or concern related to their training.

The procedure is as follows:

1. The student should attempt to resolve the grievance at the staff level nearest the source or cause of the concern; most concerns can be resolved there.
2. If the issue cannot be resolved at the source, the student is encouraged to

present the concern to the Administration.

3. If the issue cannot be resolved with the Administration, the student is encouraged to present the concern in writing to the President.
4. After a timely review (10 days), the President will give a report to the student of their decision on the concern or conflict. The President has the authority to confirm or reverse the Director's decision.
5. When further appeal is desired, the student may pursue the matter with the Colorado Department of Education, Division of Private Occupational Schools, or the National Accrediting Commissions of Colleges Arts and Sciences. Proper addresses for each of these agencies are published on page 5 of this publication.
6. In the event the dispute cannot be satisfactorily resolved by the foregoing actions, then the dispute between the student and the School shall be resolved through binding arbitration. The parties shall attempt to agree to an impartial arbitrator or arbitrators.
7. Colorado law provides that any person claiming loss of tuition or fees must file a grievance with the Colorado Division of Private Occupational Schools within two years from the date the student discontinues training. All complaints must be filed in writing either by mail or online. The Division's website is higher.ed.colorado.gov/dpos.

CLASS SCHEDULES

Both full time and part time students are scheduled 4 days per week on Tuesday, Wednesday, Thursday and Friday during their beginning classroom studies..

Upon entry to the student clinic full time classes are scheduled from 9:00 AM to 5:00 PM four (4) days per week between Tuesday and Saturday. And part time students will be scheduled 9:00 AM to 5:00 PM on Thursday and Saturday and may choose their 3rd day between Wednesday or Friday.

CHANGE IN PROGRAM OR SCHEDULE

After completion of the classroom portion of

training a student may change their schedule by meeting with the Registrar. There is no charge for a schedule change.

A student may exercise one program change with no charge, however there will be a program change fee of \$500.00 for any program changes beyond one. The fee will be shown on the newly executed enrollment agreement.

WITHDRAWAL FROM SCHOOL

A student may request withdrawal from the school any time. Such a request should be made in writing, include the reasons for the request and include the effective date. Each student withdrawing from the Institute is required to see

the President prior to submitting their request to withdraw. Any student having withdrawn from the school for any reason may only be readmitted to the school with the approval of the President.

REQUESTS FOR TRANSCRIPTS

Students who have attended Glenwood Beauty Academy may request an official copy of their transcript. Requests for transcripts must be made in writing, should be addressed to the name and social security number use by the student while attending Glenwood Beauty Academy, the dates of attendance, and the name and address where the official transcript copy should be sent. The student's tuition account must be satisfactorily resolved before any transcripts will be released.

PROGRAMS OF STUDY

All training is conducted on campus.-

COSMETOLOGY

Educational Objective: To provide training in cosmetology practical skills, theoretical knowledge and safety practices; develop the skills and knowledge necessary to gain licensure; to obtain and retain employment as a professional Cosmetologist. Other career opportunities for a licensed cosmetologist are master stylist, master colorist, professional hair and make-up artist for photo and video shoots, a platform artist in competitions or a salon owner.

Credential Awarded: Diploma

Clock Hours: 1800

Program Length: Full Time – 60 weeks/14 months
Part Time/Days – 76 weeks/19 months

| SUBJECT AREA | THEORY HOURS | LAB HOURS | TOTAL HOURS |
|--|--------------|-------------|-------------|
| Shampooing, Rinsing & Conditioning | 12 | 48 | 60 |
| Haircoloring | 48 | 192 | 240 |
| Haircutting | 48 | 192 | 240 |
| Hairstyling | 42 | 168 | 210 |
| Chemical Texture Service | 24 | 96 | 120 |
| Manicuring & Pedicuring | 42 | 168 | 210 |
| Application of Artificial Nails | 30 | 120 | 150 |
| Facials & Skin Care | 42 | 168 | 210 |
| Facial Makeup | 6 | 24 | 30 |
| Hair Removal | 18 | 72 | 90 |
| Laws, Rules & Regulations | 30 | 0 | 30 |
| Management, Ethics, Interpersonal Skills & Salesmanship | 30 | 0 | 30 |
| Disinfection, Cleaning & Safe Work practices | <u>36</u> | <u>144</u> | <u>180</u> |
| TOTAL HOURS | 408 | 1392 | 1800 |

HAIR STYLING

Educational Objective: To provide training in hairstyling practical skills, theoretical knowledge and safety practices; develop the skills and knowledge necessary to gain licensure; to obtain and retain employment as a professional Hairstylist. Other career opportunities for a licensed hairstylist are master stylist, master colorist, professional hair artist for photo and video shoots, a platform artist in competitions or a salon owner.

Credential Awarded: Diploma

Clock Hours: 1200

Program Length: Full Time – 40 weeks/10 months
Part Time/Days – 54 weeks/13 months

| SUBJECT AREA | THEORY HOURS | LAB HOURS | TOTAL HOURS |
|--|--------------|------------|-------------|
| Shampooing, Rinsing & Conditioning | 12 | 48 | 60 |
| Haircoloring | 48 | 192 | 240 |
| Haircutting | 48 | 192 | 240 |
| Hairstyling | 42 | 168 | 210 |
| Chemical Texture Service | 24 | 96 | 120 |
| Laws, Rules & Regulations | 30 | 0 | 30 |
| Management, Ethics, Interpersonal Skills & Salesmanship | 30 | 0 | 30 |
| Disinfection, Cleaning & Safe Work practices | <u>36</u> | <u>234</u> | <u>270</u> |

senior review sections are completed. Therefore, it is extremely important that students attend all of these courses as scheduled. Attendance to senior review has a direct impact on successful course completion. The requirements to complete the senior review section of the program are completion of senior review orientation, five consecutive practical examinations and passing all final written exams and with a grade of 90% or better. Should the student fail to complete the senior review section of the program as scheduled, the student will be required to retake senior review at the prevailing tuition rate.

COURSE DESCRIPTIONS

Shampooing, Rinsing & Conditioning

60 Clock Hours

This course is designed to teach students to analyze the client's hair and scalp, to identify the different hair types and understand the chemistry of shampoos, conditioners and scalp treatments. Students will learn how to drape the client and the proper procedure and technique of scalp care and massage, hair brushing, shampooing and conditioning.

Haircoloring

240 Clock Hours

This course is designed to teach students the principles of color theory in relation to haircolor, the definition of color level and tone, and their role in formulating haircolor and lighteners. Students will learn the four basic categories of hair color, their application, their chemical effect on hair and how to choose the appropriate procedure for the client through demonstration and

practice. Students will be taught the special effects and challenges of haircoloring, how to do corrective hair coloring and how to practice haircoloring safety precautions at all times.

Haircutting

240 Clock Hours

This course is designed to teach students the basic principles of haircutting for women, men and children, utilizing shears, razors and clippers. Students will learn elevation and design as it relates to hair texture and style. They will develop proficiency in the delivery of blunt, graduated, uniform layered and long layered haircuts. They will study the methodology to analyze the hair to determine the best tools to use for each client's hair. They will be taught to utilize safety procedures for all haircuts.

Hair Styling

210 Clock Hours

This course is designed to teach students the elements and principles of hair design. Students will study and practice the techniques of basic wet hairstyling, finger-waving, the pin curl,

roller setting, hair wrapping, blow dry styling, thermal styling, wig care and styling, hairpiece care and attachment, hair extension care and methods of attachment, formal styling and the artistry of hairstyling.

Chemical Texture Service

120 Clock Hours

This course is designed to teach students the theoretical knowledge and technical skills of permanent waving and chemical relaxing and the fundamentals of hair analysis as it relates to chemical treatments of the hair. Students will learn hair structure, basic chemistry, chemical products to be used on hair, product safety techniques and the equipment required to safely deliver chemical services to clients.

Manicuring & Pedicuring

7 Credit Hours/210 Contact Hours

This course is designed to teach students the principles and techniques of manicuring, pedicuring, extremity massage and hair removal, nail disorders and their treatment, and the anatomy and chemistry for nail, hand and foot care. Students will be taught the proper usage of nail technology tools and disinfection chemicals. Students will be introduced to aromatherapy, paraffin treatments and nail art.

Artificial Nails

5 Credit Hours/150 Contact Hours

This course is designed to teach students the application and refill of acrylic, silk, and gel artificial nails. Students will learn the application of both tips and wraps. They will be taught the proper procedure for the usage of monomer liquid and acrylic powder, silk wraps and UVGels.

Facials & Skin Care

7 Credit Hours/210 Contact Hours

This course is designed to teach students the principles of skin care and treatment. They will learn the theory and techniques of facials, facial

massage, electricity treatments, chemical treatments, high frequency and galvanic treatments and specialty esthetics services. Students will study the physiology of the skin, cosmetic chemistry and nutrition as they relate to skin care. Students will be trained and certified in the delivery of both chemical peels and microdermabrasion treatment.

Facial Make-up

1 Credit Hour/30 Contact Hours

This course is designed to teach students the chemistry and application of facial make-up.

Students will learn make-up color therapy, professional make-up application, special occasion make-up, corrective make-up and artificial eyelashes.

Hair Removal

90 Clock Hours

This course is designed to teach students all techniques of hair removal. They will learn tweezing, strip waxing and no strip waxing. They will become proficient in eyebrow tweezing and shaping and eyebrow, lip, face, back, arm, leg and bikini waxing. They will be introduced to Brazil waxing, however GBA does not offer this as a client service.

Laws, Rules & Regulations

1 Credit Hour/30 Contact Hours

This course is designed to teach students the laws governing the practice of cosmetology, hairstyling, esthetics and manicuring in the state of Colorado and the supporting rules and regulations established by the Colorado Office of Cosmetology and Barber Licensing, the state regulatory agency for cosmetology, hairstyling, esthetics and manicuring. Students will also study occupational safety and health as it relates to the beauty industry.

Management, Ethics, Interpersonal Skills and Sales

1 Credit Hour/30 Contact Hours

This course is designed to teach students the fundamentals of salon management, the ethical standards of the profession, the basic principles of product and service sales in the salon and how to develop the interpersonal communication skills and professional attitude required for success in the beauty industry. Students will learn the premise of dressing for success, proven methods of workplace stress reduction and the principles of sound nutrition and exercise.

Disinfection, Sanitation & Safety

6 Credit Hours/180 Contact Hours

This course is designed to teach students the procedures of disinfection, sanitation and industry safety standards. They will learn the two basic methods of decontamination in a salon setting. Students will study the difference in and the appropriate use of sanitation & sterilization. They will be taught the use of universal precautions to ensure safety from blood born pathogens. Students will be required to exhibit the proper procedures and techniques for the delivery of beauty services in a clean, safe environment and to show that they are prepared to implement the measures necessary to prevent the spread of infectious disease. Upon completion of this course students will know that salon services must be delivered in a clean, safe environment and be completely competent of such delivery.

NOTICE TO STUDENTS AND INTERESTED PARTIES

Failure to read this catalog does not excuse students from adherence to the requirements and policies published by the School. The School reserves the right to suspend or terminate a student who fails to comply with the policies, rules, and regulations as outlined in this publication. The policies and procedures outlined in this catalog may be altered or amended on an individual basis by Glenwood Beauty Academy when appropriate extenuating circumstances are properly documented in the student's academic file.

This catalog is incomplete without the current tuition and personnel addendum.

Admission to, employment by and promotion at Glenwood Beauty Academy are based solely on merit. Discrimination based on race, color, creed, religion, age, sex or national origin will not be tolerated under any circumstances. Glenwood Beauty Academy complies with the Americans with Disabilities Act and the Family Educational Rights and Privacy Act. The facility is accessible and can accommodate the handicapped.

Glenwood Beauty Academy reserves the right to change tuition, fees, scheduling, graduation requirements, curriculum, policies or related matters. Changes will not be arbitrary and will be dictated in changes in industry needs or regulatory agency requirements.

The following individuals are available for information dissemination and may be contacted in the Administrative Office:

Ms. Brittany Thompson, Registrar/Clinic Manager
Ms. Karen Fiolkoski, President