



# DON ROBERTS SCHOOL OF HAIR DESIGN

152 East US Route 30  
Schererville, Indiana 46375

School Catalog  
Published January 2020

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## Language

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All courses, publications, this catalog and printed documentation is written in the English language.

## Location

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Don Roberts School of Hair Design

152 East US Route 30

Schererville, Indiana 46375

Phone: 219-864-1600

Fax: 219-864-1623

Email: [drschoo@sbcglobal.net](mailto:drschoo@sbcglobal.net)

Web Site: [www.donrobertsspaschool.com](http://www.donrobertsspaschool.com)

152 East US Route 30 is our main unit; educational classes are also held in units 144 & 146 East US Route 30, Schererville, IN 46375, respectfully. Students are asked to attend classes in all three suites.

The campus is located 1 mile east of Route 41/Indianapolis Blvd. And US Route 30/Oak Ridge Center.

## Date of Publication

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Our student catalog was revised and published on July 2020.

## Mission Statement

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Our core mission, on an entry level, is to prepare graduates for exceptional careers in cosmetology arts and sciences/related or unrelated fields. We validate our success with our reoccurring 100% licensure rate.

# Programs Offered

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## Overview

Our campus outcome rate for licensing currently is and has been 100% for many years.

Our graduates demonstrate that their scores far exceed the minimum standard required to pass their licensing exam.

Those students that continually qualify for our **CHOICE Scholarship**, are eligible to sit for their licensing exam prior to graduation. Many of our graduates are employed prior to graduation.

It has been this schools experience that all programs offered provide the licensed professional with multiple opportunities in their field. Our graduates expand their client base with individual opportunities to network, as well as, working in an environment that affords flexible scheduling and continued opportunities to mentor and sharpen their skill sets.

Each academy or program offers a curriculum that will allow the graduate to sit for the licensing exam in Indiana. Currently, licensing endorsement from Indiana to Illinois is easily attained, without additional testing. Graduates may find that other states/jurisdictions may require additional training, examinations and/or fees.

This school offers off site educational opportunities, not to exceed 10% of the applicable program length, as allowed by the Indiana Professional Licensing Agency. All courses are taught in English. The State of Indiana provides testing in English, Spanish, and Vietnamese.

## Academies/Programs

### Cosmetology

[Click Here to View Course Outline](#)

1500 Hours

Cut/color, chemically restructure and hair designing

Facials, make – up, hair removal manicure and pedicure services.

The licensed cosmetologist will find employment in a full- service salon/spa, specialty salon/spa, mobile salon, booth rental/private employment, retail and merchandising, makeup/blow dry bar, demonstration work, beauty and fashion consultant, and/or health care facility.

### Barber

1500 Hours

[Click Here to View Course Outline](#)

Cut/color, chemically restructure and hair designing

Shampooing & scalp massage, men’s facials massage and treatments, wet shaving & facial hair design, men & women’s haircutting, men’s hair replacement.

The licensed barber will find employment in a full - service barber facility/full- service salon/spa, specialty barber salon/spa, mobile salon, booth rental/private employment, hair replacement facility, retail and merchandising.

### Esthetics

900 Hours

[Click Here to View Course Outline](#)

Massage of the face and body with the intent of beautification and relaxation.

Wide variety of facial services, not limited to spa facials, exfoliations, non-surgical face lifts, eye tabbing, make up, hair removal, micro-dermabrasion and chemical peels.

The licensed esthetician will find employment in a full - service salon/spa, specialty salon/spa, mobile salon, booth rental/private employment, retail and merchandising, makeup bar, demonstration work, medical facility, beauty and fashion consultant, and/or health care facility.

## Manicuring

600 Hours

[Click Here to View Course Outline](#)

Basic and Spa Manicure and Pedicures

Artificial Nails and Nail Enhancements

Hand and Foot Massage/Reflexology

The licensed manicurist will find employment in a private studio, full service salon/spa, mobile salon, and/or platform work.

## Instructor

1000 Hours

[Click Here to View Course Outline](#)

Curriculum Design and Lesson Planning

Student Teaching Experience

Principles of Teaching

The licensed instructor will find employment in a public or private school, manufacturer or research facility and/or within a publishing environment.

## Administrative Staff and Faculty

Admissions; Miss Becky, Miss Jan

Financial Aid Office; Miss Jan, Miss Jenn

Faculty; Miss Michelle, Miss Jenn, Miss Kae, Miss Val, and Miss Becky

## Enrollment Information

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### Admission Requirements

- Enrollment Requirements:
  - Completed and signed enrollment application
  - Copy of birth certificate or valid passport
  - Proof of GED/certification letter or high school completion/diploma/Sealed transcript or state verification of Home Schooling/12<sup>th</sup> Grade Completion
  - Copy of Driver's License/Government issued ID
  - Copy of Social Security Card
  - Copy of document(s) that verify any change of name
- All programs offered have the same admissions criteria
- The school reserves the right to review all applications on an individual basis.
- All documents must be in English.
  - Only government approved translations will be accepted.
- All documents must have the same name(s)
- This institute does not admit ATB/Ability to Benefit Policy students.
- Prior to Enrollment
  - View the schools web site [www.donrobertsspaschool.com](http://www.donrobertsspaschool.com); including, but not specific to the Student Handbook and Orientation tabs
  - Attend an orientation at the school campus.

### Re-Enrollment

- The school reserves the right to accept or refuse applications for re-enrollment.

### Transfer

- Transfer students are addressed on a case by case basis.

## School Calendar

- Classes begin multiple times per year/Program/Academy specific.
- Cosmetology and Barber: 2/5/20, 3/4/20, 5/6/20, 6/3/20, 8/5/20, 9/2/20, 11/4/20
- Esthetics and Manicure: 1/8/20, 5/6/20, 7/8/20, 10/7/20
- Instructor: TBA/Undergraduate License Specific

## Class Cancellation

In the event a scheduled class is cancelled, or postponed, new enrollees will be notified no later than 1 week prior to the anticipated class start.

## Facilities

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Our institution is 5300 sq. ft. The main unit is 3000 sq. ft. This unit includes a reception/retail area, student salon clinic, locker rooms, shampooing & chemical dispensary, and administrative/ financial aid office. Two additional units comprise the remaining 2300 sq. ft. They include academic classrooms, spa center, manicure and pedicure areas, and storage facilities.

Workstations throughout the campus are provided with individual electrical access. The entire facility is Wi-Fi accessible. All consumable supplies used during the training process are provided by the school.

All programs/academies offered are equipped with demonstration facilities, visual aids and equipment needed for student practice. The open dispensary provides a complete selection of the Farouk CHI product line, Aesthe professional skin care line and Gelish/Morgan Taylor nail products.

## Cost of Education

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The total cost of each program includes the application fee, tuition, and student ID, book and equipment expenses.

Miscellaneous charges are applicable throughout the program and are estimated to be \$200.00.

Broken or misplaced equipment is to be replaced immediately, at the expense of the student.

The school does charge for over completion date expenses.

Cosmetology	\$ 19,400
Barber	\$ 19,400
Esthetics	\$14,800
Manicure	\$ 9,500
Instructor	\$ 9,600

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## Scholarships

Choice Scholarships are offered periodically and are made available to those that qualify.

The school reserves the right to define the applicable criteria of all scholarships offered.

## Methods of Payment

**Payment** plans/Private Financing plans are also available.

The school accepts cash, check, Discover, Visa and MasterCard.

## Financial Aid

Federal Grants and Students Loans are available for those that qualify.

Financial Aid applications are filed at [www.studentaid.gov](http://www.studentaid.gov). School Code/013998.

Financial Aid packages available 48 hours after FASFA is filed. Contact the school directly 219-864-1600



## Non-Refundable Expenses

• Transcript Fee	\$ 10.00
• Replacement Lock for Locker	\$ 10.00
• ID Replacement	\$ 35.00
• Application Fee	\$100.00
• Clothing/Estimated	\$150.00
• Termination Fee	\$150.00
• Miscellaneous Expenses	\$200.00
• Licensing /Estimated	\$200.00
• Damaged/Misplaced Equipment and Books	Program Dependent
• Extra Educational Charges	\$15.00 per Hours/SAP Dependent
• Additional Manikins	\$50.00 Estimated Cost
• Tutor Fee	\$60.00 Per Hour
• Failed Class Fee/3 Attempts	\$75.00 per Subject
• Student Salon Clinic Service Fee	\$ TBD
• Distance Education/Online	\$ TBD

## Attendance

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### Conduct

All students are always expected to display exemplary conduct. Those students that do not adhere to the rules as defined in the Student Handbook, will be terminated from this school.

### Absences

Each program allows for a maximum of 10% absences. Students that exceed the 10% allowable absences will be charged additional educational charges and are subject to at the schools' discretion, counseling, termination and/or FAW.

### Tardiness/Unexcused and Excused Absences

Students are allowed one late per calendar month. Students arriving late must pre-notify the school, via phone or email, no later than 30 minutes prior to the start of their scheduled class.

### Make Up Work

Make up work is pre-scheduled. The school reserves the right to schedule prior to and or after school hours. Students receive class and clock credit for all makeup work.

# Grading System

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Honors Program	A	95%-100%
High Achievers	B	94%-90%
Acceptable	C	89%-80%
Non-Acceptable	F	0%-79%

## Graduation Requirements

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- The graduation requirements are the same for all programs offered.
- A diploma is issued at graduation for all programs completed based on the requirements.
  - Debt Accountability
  - Complete Course Applicable Hours and Assigned work, including but not limited to a digital portfolio
  - Pass written/practical exams/not less than 75% on either exam, with a cumulative score of not less than 80%
    - Cosmetology requires 1500 hours for graduation.
    - Barber requires 1500 hours for graduation.
    - Esthetics requires 900 hours for graduation.
    - Manicuring requires 600 hours for graduation.
    - Instructor requires 1000 hours for graduation.

## Employment

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### Assistance

The school does not guarantee employment. There is no charge for employment assistance, and it is available before and after graduation. Our school is very successful in helping many of our graduates to find employment and job placement.

### Early State Exams

Students that benefit from the CHOICE Scholarship, are eligible to sit for their licensing exam prior to graduation and have found it very easy to transition to immediate employment.

## Supportive Services

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### Counseling

The school reserves the right to counsel students throughout their enrollment.

Counseling may include, but not be limited to, individual achievements, personal grooming, social behavior, job placement, SAP, and interpersonal relationships. For those areas out of this school's expertise, referrals to outside agencies are made.

It is the responsibility of the campus director to identify any student that is habitually absent from and /or late to class, academically struggling and/or has limitations that could prohibit the successful completion of the program. The licensed staff will mentor the student when applicable.

### Housing

Our school does not offer housing. Referrals are made for those with housing needs.

## Satisfactory Academic Progress/SAP

All enrolled students are expected to maintain satisfactory progress/SAP during their enrollment. Those students not maintaining SAP will be notified and put on financial aid warning/FAW.

## Refund Policy

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### Withdrawal and Settlement Policy

This policy is written in English and intended to be easily understood.

- All refunds as based on scheduled hours.
- All refunds are based on scheduled hours.
- This schools academic year is 900 clock hours for all programs offered.
- The scheduled evaluations are every 450 clock hours or midpoint of the remaining academic year, whichever comes first.
- Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal
- Official cancellation or withdrawal shall occur on the earlier of the dates that:
  1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except the non-refundable application fee.
  2. A student {or legal guardian) cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee.
  3. A student cancels his/her enrollment after three business days of signing the contract, but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100
  4. A student notifies the institution of his/her withdrawal
  5. A student is on an approved leave of absence notifies the school that her or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning, Maternity LOA Only.
  6. A student is expelled by the school.
  7. In type 2, 3, 4, and 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.

Percent of Scheduled Time Total Enrolled To Payment Period/Scheduled Evaluation Period	Total Tuition School Shall Receive/Retain
0.01 % to 4.9 %	20%
5 % to 9.9 %	30%
10 % to 14.9 %	40%
15 % to 24.9 %	45%
25 % to 49 %	70%
50%and Over	100%

- Unofficial withdrawals are determined by the school though monitoring clock hour attendance at least every

thirty days (30).

- All refunds are calculated based on the student's last date of attendance
- Any monies due a student who withdraws from the school shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.
- The school reserves the right to determine mitigating circumstances that might be evident wherein the refund to a student may exceed the minimum tuition schedule as presented in this enrollment contract i.e. Death in the immediate family.
- All refunds are based costly on the cost of education, less the application fee of \$100.00.
- Other miscellaneous charges the student may have incurred at the institution (i.e. miscellaneous fees, materials, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement
- Students who withdraw or terminate prior to the course completion are charged a cancellation or administrative fee of \$150.00

#### **Collection Disclaimer**

- Collection shall reflect ethical business practices; correspondence regarding cancellation and settlement from this school, banks, collection agencies, lawyers, or any other third parties representing this school will clearly acknowledge the existence of the Withdrawal and Settlement Policy.
- This institution does not sell its debt or discount its debt to third party servicers.
- As required by the Indiana Professional Licensing Agency, this school will not release a transcript until the educational debt due the school has been paid in full.

#### **Course and Program Cancellation**

- If a course and/or program is canceled subsequent to a student's enrollment, and before instructions in the course and/or program has begun, the school shall at its option: Provide a full refund of all monies paid: or Provide completion of the course and/or program.
- If a 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: Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or program; or Participate in a Teach-Out Agreement; or Provide a full refund of all monies paid.
- If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must arrange for student. The school has at its option: Provide a pro rata refund; or Participate in a Teach-Out Agreement

## **Vacations**

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### **Calendar**

The school takes four weeks of vacation per year; Easter, 4th of July, Thanksgiving and Christmas.

The school is closed on major holidays, such as Memorial and Labor Day.

### **Unforeseen Closures**

This institution reserves the right to close due to inclement weather, unforeseen emergencies, maintenance, etc. Notifications of unforeseen closures will be posted on the schools' web site/text.

## **Disclaimers**

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### **Owner**

The school is a privately held corporation. Janet Stemmer is the owner and president.

## **Equality**

This school does not discriminate on the basis of sex, race, age, color, ethnic origin or religion.

## **Personal File Access**

Independent students/Dependent students/Parent or guardian of dependent student, have access to their school records, by appointment.

## **FERPA**

Any person/agency requesting information about a student must do so in writing. The student, parents, and/or guardians of dependent minors, must give written permission each time for the release of such information to third party request unless otherwise required by law and the Family Educational Rights & Privacy Act (FERPA). It is the policy of this school to maintain compliance with FERPA. The objective is to protect the privacy of student educational records.

## **FERPA Exclusions**

Our institution requires that an authorization release to be signed prior to any action being taken. The exceptions of this require include:

- School officials with legitimate educational interest
- Schools to which the student is transferring to
- Audit evaluation purposes
- Appropriate parties in connection to financial aid to the student
- Organizations conducting certain studies on behalf of the school
- Accrediting organizations/i.e. NACCAS
- Subpoena
- Appropriate officials in case of health or safety emergencies
- State and local within a juvenile system, pursuant to Indiana law.

## **Additional Information**

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### **Institutional Certifications**

This school is licensed by the State of Indiana and nationally accredited by NACCAS.

#### **State Licensed**

Indiana Professional Licensing Agency [www.PLA.in.gov](http://www.PLA.in.gov)  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204  
317-234-3031

#### **Nationally Accredited**

National Accrediting Commission of Career Arts and Sciences [www.naccas.org](http://www.naccas.org)  
3015 Colvin Street  
Alexandria, Virginia 22314  
703-600-7600

## Outcome Rates 2018 Rates Posted 2020

### School Outcome Rates

Completion	84%	Disclaimer: Eligible students successfully took their licensing exams prior to graduation
Licensure	100%	Disclaimer: All students that took the exam passed the test first time.
Placement	75%	Disclaimer: Our surveys indicated that the 25% not placed chose not to be employed in the industry at the time survey was completed.

### Academy/Program Outcome Rates

Program Breakdown	Completion	Licensure	Placement
Cosmetology	84%	100%	77%
Barbering	NA	NA	NA
Aesthetics	75%	100%	67%
Manicuring	91%	100%	78%
Instructors	100%	100%	100%

### VA/Veteran Administration

In accordance with Title 38 US Code 3679 subsection c, this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill@ (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

### School Responsibilities

The School will not:

- Prevent nor delay the students' enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, clinic floor, or other institutional facilities.

### Enrollee Responsibilities

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Product written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **Additional Information**

### **School Policies**

- Academic/SAP
- Attendance
- Externship/Off Site Education
- Distance Education
- Leave of Absence
- Practical Training and Evaluations
- Withdrawal, Termination and Incompletes

### **Administrative Protocols**

- Consumer Information and Orientation
- Enrollment Standards
- Graduation Criteria
- Licensing and Employment Opportunities

**www.donrobertsspaschool.com. @ Student Handbook. [Click Here.](#)**