



# DON ROBERTS SCHOOL OF HAIR DESIGN

152 East US Route 30  
Schererville, Indiana 46375

School Catalog  
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## **ACCREDITATION/LICENSURE**

### **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

This school will accept applications from those applicants that qualify with the VA/Veterans Administration and Indiana Vocational Rehabilitation.

## **ABSENCES**

- Students are required to attend classes as defined in their enrolment contract.
- Students that miss more than 10% of their scheduled classes will be charged an hourly rate per hour to complete the hours and/or work required to complete their program.
  - As per the US Department of Education, financial aid does not cover the additional educational charges when a student does not complete within the terms of their enrollment contract.
- Planned
  - Students planning an absence are required to notify the office in writing prior to the absence. Approval is based on the students SAP.
- Unplanned
  - Unplanned absences require that a student email the notice to the school no later than 30 minutes prior to the start of class day.

### **Rescheduling of Class Work/Units**

- Courses/units that have been missed/failed must be repeated.
- Passing grades are required and become applicable at the time they are repeated.
- The school reserves the right to address the missed course/units in any methodology that is most beneficial to the students' education/timely completion of the program.
- One regularly scheduled class day, or more of an applicable course/unit missed, requires the student to make up both the quantitative and qualitative measurement required to pass.
- Students are required to seek immediate guidance from staff when attempting to make up missed classes.

Students who are absent from class for more than 14 calendar days, will be terminated.

- If withdrawn student returns to school within 3 months/90 consecutive calendar days; not subject to applicable new educational expenses at re-enrollment.
- If withdrawn student returns to class after 3 month/90 consecutive calendar days; subject to applicable new educational expenses at re-enrollment.

## **ACADEMIC INCOMPLETES**

- This school does not include incomplete grades/due to lack of attendance in the scheduled academic progress review/SAP. This is inclusive of both quantitative and qualitative. Grade changes are not applicable to incomplete grades.
- Upon rescheduling of the class, completion of assigned work and testing, the incomplete grade of zero/0 will be removed and the tested grade will be posted and used in the next SAP.

## **ACADEMIC PROGRESS**

- All students are required to maintain satisfactory academic progress/SAP.
- Courses are divided into evaluation periods, the length of which are course dependent.
  - The minimum acceptable level is 80%.
  - The school reserves the right, without notice to
    - Evaluate students independently
    - Schedule make up work/assignments as needed

## **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.
  - 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.

## **ATTENDANCE**

- All students are required to clock in and out on a daily basis.
- Students are not allowed to clock in and out for another student.
- Students, once clocked in, are not allowed to leave the campus without permission.
- Our scheduled class times serve as an outline to each educational program we provide.
- All staff supervised/approved educational time accrued outside of regularly scheduled program dependent classes is permitted and will be applied to students' regular attendance requirement.
  - This includes but, is not limited to:
    - Class/clinic preparation and sanitation
    - Testing,
    - Late dismissals (including late client services)
    - Make-up activities
    - Off-site discretionary activity
- Attendance is evaluated based on the course evaluation periods.
- The State of Indiana, as defined in the enrollment contract, require a 90% attendance.
- Sap/Progress Evaluation Standard requires a minimum attendance of 67%
  - Students that attend less than 90% may be subject to termination and/or additional educational charges.
- No credit is given for unattended class time and time clock errors.

## **BREAKS/LUNCHES/WORK EXPECTATIONS**

- The lunch period is 30 minutes in length.
  - Students do not receive class credit hours for lunch periods.
  - Lunch breaks are applicable for those students in attendance for five clock hours per day or more.
- Students not in class or with a guest are expected to work on their manikin.
- Students are expected to be productive while in attendance.
- Student conversation between themselves is expected to be professional and limited.
- Conversation with a guest is expected to be professional and focused on the needs of the guest.

## **CLASS SCHEDULE**

- All students are expected to attend class as defined in their enrollment contract.
  - All schedule adjustments; temporary or permanent must be pre-approved.
- The school does not recognize an open attendance policy; attendance is taken daily.
- Cumulative attendance records are maintained by the school and posted periodically.
- Replaced ID badges are provided to the student at a cost of \$35.00.
- Students are required to be on campus no later than 15 minutes prior to class start
  - This time is used to prepare for the day.
- This school does not allow for an early release.
- Students are allowed one late per month.
  - Students arriving late must notify the school prior to the scheduled class start.
  - Late arrivals must be in class no later than 30 minutes after the class begins.

## **CLIENT BASE**

- Using professional; social media skills, people skills and/or social interaction, students are required to build and maintain a client base while in school.
- Any advertisement that the student does to promote their client base, must identify the school as an educational facility, where all work done is supervised by instructors.
- The State of Indiana determines the minimum number of assignments required. This school uses the state standard as a minimum require/C/average work.
- Student seeking scholarships, must exceed the minimum requirement, as identified by the State of Indiana.

## **CLINIC VERSES CLASS**

Students are not allowed to leave a class to provide a clinic service.

To provide a clinic service students must have completed a class and been successfully evaluated by an instructor.

## **COMMUNICATION**

This school encourages all students enrolled to download the app REMIND.COM. This app will allow the student to access school announcements, unforeseen closures, emergency information and/or class information.

## **CONDUCT**

This school requires all students to conduct themselves in an exemplary manner.

Failure to do so and/or failure to follow the rules of this school shall result in termination.

- Every student is to follow the rules of professional ethics/language.
- If you have any problems with a client or fellow classmate, quietly excuse yourself, and inform your instructor.
- Required classes/classwork must be completed to receive full credit for the class.
- Students that refuse classroom work/clinic assignments will be excused for the day.
- Students are to maintain a clean and sanitary work area.
- Personal items, materials and tools not required for class are to be left in the locker.
- Students are not allowed to chew gum or eat/drink while clocked in.
- This school has a zero tolerance policy for the use of drugs, alcohol, weapons, bullying, and/or nonprofessional behavior.

## **CONTINUING EDUCATION**

The State of Indiana does not mandate CE/continuing education for license renewal.

This school is a licensed CE provider by the State of Illinois.

CE training offered at the campus is topic specific.



## **COUNSELING**

The school reserves the right to counsel students, including but not limited to SPA at either scheduled or nonscheduled evaluation periods. During this process, the student will be advised of various methods of improvement, not limited to outside referrals, calendar of events and how failure to maintain SAP may negatively affect their progress and/or financial aid.

For those counseling or advising needs that the school is not qualified to counsel/advise, the school will make outside referrals.

## **COURSE CROSS CREDITS**

For those graduates that have completed a program and hold a valid license, the school permits a cross-credit of units of study/hours that are applicable between two or more programs. Cross Credit study offers the student multiple studies, licensing and/or job opportunities, with shorter program lengths. Educational charges are prorated proportionately. These applicants are required to provide an sealed academic transcript and are subject to pre testing.

## **COURSE INCOMPLETES AND REPETITIONS**

- The school does not offer course “incompletes” and accordingly, these have no impact on SAP.
  - Incomplete courses/units must be repeated.
  - Passing grades are required and become applicable.
- If a student withdraws from a program and re-enrolls in the same program, the student re-entering will re-enter in the same progress as when they left. To receive course credit, the period of time allowed during the withdrawal and re-enrollment dates are pre-determined by the State of Indiana.
  - The student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received financial funding, before being eligible for additional finding.
  - A student who returns to the program after more than 180 days have lapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain credit.
- Students should schedule an appointment to meet with the schools’ director to discuss the conditions that are applicable and may be awarded for repeated courses.

## **COURSES OFFERED/RATIONALE FOR EXTENDED LENGTH**

- Short courses; esthetics and manicure, offered exceed the minimum hourly requirement by the State of Indiana.
- The rationale for the extended program lengths are found on the applicable course outlines.

## **DISCRIMINATION/RECRUITMENT**

- This school does not discriminate on the basis of sex, race, age, color, ethnic origin, denomination or religion.
- This school does not recruit students already attending or admitted to another school offering similar programs of study.

## **DISTANCE LEARNING/DISCRETIONARY STUDIES**

- The State of Indiana recognizing distance learning.
- This school adheres to the regulations set for by the State of Indiana.

- Currently it has been implemented under emergency action and in accordance with federal regulations, may recognize up to 50% of a program length off site. Detail TBD
- The school reserves the right to pre determine the length and to assign distance education and/or off site training; discretionary studies for those students that qualify.

### **DRESS CODE**

- Black Hemmed Scrubs; top and bottom/Black Leather like Shoes/No tennis shoes, Boots, Open toe, Open Healed
- Neutral or Black Underwear and Socks
- Hair/Nail/Makeup Presented Professionally
- Jewelry should be kept to a minimum/Facial piercing jewelry/limited to a 3 mm stud
- Ear jewelry is to be kept small and to a minimum.
- ID Badge/School Issued

### **EDUCATIONAL CHARGES**

All educational charges are detailed in the enrollment contract.

- Orientation occurs prior to enrollment
- Enrollment occurs prior to the first day of class.
  - Students that exceed the terms of their enrollment contract are billed an hourly rate per hour/Financial aid does not cover over contract expenses,

### **ADDITIONAL CHARGES**

- Students are responsible for their own clothing, notebooks, study materials, living expenses, meals, and transportation.
- Graduates are responsible for their own testing and licensing fees; estimated at \$200.00/State of Indiana.
- Students will be expected to purchase miscellaneous, broken and/or misplaced items immediately.
- There is no charge for consumable supplies used while in class.
  - Students will be charged for consumable supplies removed from the campus.
- As required by the State of Indiana and as part of the learning experience, all students are required to perform clinic services on paying guests of the school.
  - Students are required to bring a guest(s)/model to the clinic area to practice and/or evaluate their technical skills.
  - All guests are charged for the performance of services. The student salon clinic menu is available on line and the registration desk,
  - The school reserves the right to adjust the cost of such services, offer special promotions etc.

### **EQUIPMENT**

- The stealing of equipment or personal items is grounds for immediate dismissal.
- Every student is to bring all equipment, books, assignments, and notes to class daily.
- Broken or misplaced equipment is to be immediately replaced by the student.
- Sanitation and preparation of materials, equipment and supplies are the responsibility of the student.
- Students are required to:
  - Keep their work station clean and sanitary at all times, as directed by the State of Indiana.

- Pick up after themselves and re-sanitize their work station throughout the day
- Provide all state mandated precautions for sanitation and safety of themselves, fellow students, staff and guest, throughout the day.
- Student are subject to the sanitation criteria as identified by the State of Indiana.
  - The school and the State of Indiana reserve the right to inspect the students' equipment, materials and tools, without prior notification.
  - Students that do not maintain their tools and equipment in a sanitary manner will not receive clock credit until the issue has been corrected.

## **EVALUATIONS**

Evaluations will include, but not be limited to accrued/scheduled hours, academic GPA, assigned work completed, client retention and professional assessment.

Written notice is given to the students not making satisfactory academic progress/SAP.

### **SCHEDULED EVALUATIONS:**

Students are evaluated every 450 hours or at the midpoint of the course or academic year, whichever comes first.

### **UNSCHEDULED EVALUATIONS:**

The school reserves the right to evaluate all students as needed.

## **FACILITIES/EXPECTATIONS**

- The school is a non-smoking and drug/weapon free facility. The school has a zero tolerance policy for drugs, alcohol, weapons and/or explosives of any kind, cheating, stealing, bullying and/or harassment.
- Student's engaged in unlawful criminal activities on the school campus will be reported to the appropriate authorities.
- Cell phones are allowed in the buildings, but are to be kept on silent and not used while the student is clocked in.
  - The school reserves the right to eliminate the use of cell phones when this expectation is not met.
  - Texting during class hours is reserved for emergency situations only.
  - Students that need to make or receive a text or phone call must ask for permission and will be asked to clock out for the duration of the text (S) or phone call.
- Proper conduct is expected at all times. Students causing a disturbance will be immediately dismissed for the day.
- Termination may result for the student that fails to maintain a professional and exemplary conduct and attitude at all times.
- Food/Drinks/Gum is allowed in the lunchroom/during specified breaks/lunches.
- Sanitation duties, as required by the State of Indiana are pre-assigned and performed throughout the day and at the end of the day.

## **FINANCIAL AID**

- The school offers financial aid to those that qualify.
  - To receive financial aid the student must be making satisfactory academic progress/SAP
- The school participates in Title IV Funding
  - Pell and SEOG Grants, Direct Student Loans and Parent Plus Loans
  - Free applications are found at:
    - FASFA/Grants and Loans/<https://studentaid.gov>
      - School Code 013998
- The school offers
  - Private financing to those that qualify
  - Periodic private scholarships

## **FINANCIAL AID WARNING/FAW**

- Students not making Satisfactory Academic Progress will be placed on FAW.
- During the FAW the student will continue to receive financial aid until the next scheduled SAP.
- If a student is not making SAP at the end of the next regularly scheduled evaluation period, all financial support will be withdrawn until the next scheduled SAP in which the student is making SAP
- This school does not provide a probationary period and/or appeal process

## **FINANCIAL AID MADE SIMPLE**

- Financial Aid is inclusive all federal aid; grants, student and/or parent loans.
- To receive financial aid a student must be making Satisfactory Academic Progress/SAP.
  - This school
    - Uses a 900 academic year for all programs offered.
    - Uses accrued/actual hours, not scheduled when determining SAP.
    - Students making SAP at each scheduled evaluation period are considered to be making SAP until the next scheduled evaluation period. This student will continue to receive financial aid.
    - When a student is not making SAP, they are placed on FAW/Financial Aid Warning. This student will continue to receive financial aid until the next scheduled evaluation period.
    - Students on FAW that do not maintain SAP at the next scheduled evaluation will lose their financial aid until the next scheduled SAP in which they are making SAP.
    - The students that lose financial aid must make alternative financial arrangements with the school and/or withdraw from their program.
- For financial aid, when not making SAP, this school
  - Does not use a probationary period
  - Does not allow students to make an appeal

## **GRADUATION REQUIREMENTS**

- 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.

## **ILLNESS**

- Students will not be admitted to class if they are contagious, under the influence of drugs, medications, and/or alcohol.
- Students will not be admitted to class if they are in some way limited with their physical activity/i.e. orthopedic apparatus.
  - Written medical clearance is required prior to returning to class.

## **INTERNAL COMPLAINT/GREIVANCE**

In accordance with this schools mission statement, this school will make every effort to resolve a student complaint that is not frivolous or without merit.

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated or harassed in any way. Academic grievances relate to a complaint that is specific about a course, program of study or evaluation.

Grievance Protocol:

- Written outline of allegation or nature of the complaint by the student/Form available in the administration office.
- Meeting either by the staff and/or person(s) involved/within 10 business days.
  - Resolution (s) when applicable, will be presented by the school no later than 10 business days from the most recent meeting.
  - The school reserves the right to either re-meet with the complainant and/or mail the results of the grievance directly to the complainant via US mail.
  - All decisions of the school are considered final.
- Refer to outside source as needed with supporting documentation from all viable sources.

## **LAB/STUDENT SALON**

- Students that have satisfactorily completed their first academy/entry level studies will advance to the second academy/intermediate level of studies.
- All levels of training have specific assignments/evaluations that must be completed both on manikins and guests.
- Salesmanship activities are required by the State of Indiana.
- Each student is required to build a client base that will support their transition to a professional salon/spa/medical facility.
- Students are required to create and maintain an updated procedure book and digital portfolio throughout their enrollment.

## **LANGUAGE**

All courses are taught and tested in English. All published material is done in English.

## **LATE ARRIVALS**

Each student is allowed one late per month.

The student must contact the school no later than 30 minutes before their school day begins.

Late arrivals are excused only for the first hour after school begins. No one will be admitted after the first hour.

## **LAW**

The State of Indiana requires that the student have access to the cosmetology laws, rules and regulations. It is the responsibility of the student to monitor the Indiana Professional Licensing Agency web site/[www.in.pla.gov](http://www.in.pla.gov) for current and updated material.

## **LEAVE OF ABSENCE**

This school does not offer a Leave of Absences;

- This school recognizes an exception to this policy/medically documented pregnancy (MDP).
  - The student that utilizes this LOA opportunity must be back in class no later than the end of the 8<sup>th</sup> week from their last day of class.
    - There are no additional charges when a student returns from a MDA;
    - It will have no negative effect on SAP
    - Returning students will re-enter in the same progress status as when they began the MDP/LOA; including but not limited to an extension of their enrollment contract, which will match the numbers of days absence while on the MDP/LOA.

## **LOCKERS**

A student locker is provided at no charge.

- The school is not responsible for lost, misplaced, borrowed or stolen items.
- Students are not allowed to keep food, drinks, drugs, alcohol and/or weapons of any kind in their locker.
- After 14 days consecutive absences the material/equipment in a locker becomes the property of the school.

## **MISSED CLASSES**

Missed or failed classes will require that the student repeat the class. The school reserves the right to offer missed/failed classes as needed.

## **MISSION STATEMENT**

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.

## **NON-CREDIT/REMEDIAL COURSES**

This school does not offer remedial school courses/units nor does it give credit for remedial education.

The school does however, recognize Individual Educational Plans (IEPs) and will adhere to the needs described in the plan. The State of Indiana does accommodate documented IEPs with applicable testing provisions.

## **NON-DISCRIMINATION POLICY**

This institution prohibits discrimination against and harassment of any employee, student or any applicant because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

All personnel who are responsible for the development and implementation of school programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

## **NO TOLERANCE POLICY**

The school has a zero tolerance policy for smoking, drugs, alcohol, weapons and/or bombs of any kind, cheating, stealing, bullying and/or harassment.

- The school is a non-smoking and drug free facility.
- Student's engaged in unlawful criminal activities on the school campus will be reported to the appropriate authorities.

## **OFF CAMPUS STUDY**

The State of Indiana allows students to not exceed 10% of their program length in professional studies off campus. The school reserves the right to approve this exceptional opportunity on a case by case basis.

## **PARKING**

On campus student parking is available at no cost.

## **PLACEMENT**

The school offers free lifetime job placement. Those students that qualify may sit for their licensing exam prior to graduation. This can provide immediate employment after graduation.

This school has been very successful in the placement of its graduates and finds them to be in demand.

**PRACTICAL PROGRESS**

Practical work will be evaluated in a uniform and a consistent manner for all courses offered. Each practical assignment, task or exam is graded with the Rubrics Methodology.

The Rubrics criteria for practical work includes set up, safety, sanitation, preparation, consultation, staff interaction, execution, time frame, communication/recommendation and over view/self-assessment. The minimum acceptance standard is 80%.

<b>Cosmetology</b>	<b>Esthetics</b>	<b>Manicure</b>	<b>Massage</b>	<b>Instructors</b>
450 Hours/100 Assignments	450 Hours/200 Assignments	300 Hours/75 Assignments	375 Hours/300 Assignments	450 Hours/50 Assignments
900 Hours/300 Assignments	900 Hours/895 Assignments	600 Hours/288 Assignments	750 Hours/600 Assignments	900 Hours/100 Assignments
1200 Hours/600 Assignments				1000 Hours/100 Assignments
1500 Hours/1010 Assignments				

**RECORD ACCESS**

All records will be maintained by the school for a period of not less than 5 years.

**REFUND POLICY**

The schools refund policy can be found in the school catalog and the individual students' enrollment contract. Each enrolling student will receive a copy of their enrollment agreement.

**REINSTATEMENT OF FEDERAL FINANCIAL AID**

Students not making SAP are placed on Financial Aid Warning/FAW until the next scheduled SAP. During this FAW period the students will continue to receive Federal Financial Assistance.

**REINSTATEMENTS/RE-ENTRANCE POLICY**

Students are considered to be making SAP during the initial evaluation period.

Therefore, it is the policy of this school that students who return after a temporary interruption are reinstated under the same SAP status as they had prior to their departure.

Students that re-enter from an approved maternity LOA re-enter under an amended enrollment contract. The returning student will receive a new term to end date/completion date, which will include applicable allowable absences accrued and projected.

There are no additional charges for a student that returns from an approved LOA/MDP.



## **STUDENT COST SALON AND SPA SERVICES**

Students are allowed to receive clinic services. The cost for such services are predetermined, require pre-payment and pre-approval.

No clock credit is awarded for this activity unless the student is used as a demonstration model.

## **SANITATION/PERSONAL HYGIENE**

Students are expected to practice and perform daily duties of sanitation and personal hygiene while in attendance; these duties are required by the Indiana Professional Licensing Agency as part of future job descriptions.

Students are expected to attend, prepare and test on the areas of sterilization/ decontamination and applicable Indiana law, as defined and required by the State of Indiana.

This may include, but are not limited to; a clean and sanitary work area, equipment and tool safety, preparation and decontamination, sweeping of the floor, garbage and waste removal, safe and sanitary use of chemicals, client protections, and safety measures.

It is estimated that each enrolled student will do no less than 30 minutes of sanitation on a daily basis.

This school considers all sanitation, disinfection and sterilization protocols to be of utmost importance on a daily and routine basis. Exceptions will not be tolerated. Students that do not adhere to these requirements will be asked to go off the clock until the required conditions have been met.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

This policy applies to every student enrolled in a NACCAS approved program and all students, in each program regardless of the terms of their enrollment.

- The Student Handbook, specific to Satisfactory Academic Progress is provided to applicants prior to enrollment. It is made available on line at donrobertsspaschool.com or a copy may be located in the main office.
- This school uses a 900 hour academic year.
- Evaluation periods are based on accrued/actual hours, not scheduled hours.
- Periodic posting of hours and SAP can be located on the student bulletin board.
- Students not making SAP will be notified.
- SAP is applied to all students enrolled in a specific program and scheduled for a particular category of attendance both full time and part time.
- SAP is measured in cumulative reviews of both quantitative; hours accrued vs. hours scheduled and assigned work and qualitative; academic measurement.
- An average of all qualitative and quantitative areas determine SAP. The minimum acceptable level is 80%
- To be making SAP a student must meet BOTH criteria, qualitative and quantitative.
- Students who meet the attendance and academic standards described in this policy will be considered to be making satisfactory academic progress/SAP until the next scheduled evaluation.
- SAP is determined by periodic assessment every 450 clock hours or mid- point of the program, whichever comes first.
- If the course length exceeds 900 clock hours the evaluations are scheduled midpoint of the last academic year.

- Students are required to maintain SAP throughout their training to be in compliance and to remain eligible for Title IV funds
- If a student is not eligible for Title IV Aid and/or has loss eligibility for Title IV Aid periods of attendance are counted towards the maximum timeframe.
- Programs offered are clock hour based, not term based, therefore a summer term is not offered.
- All clock hour programs are offered throughout the calendar year.
- Practical work is graded each time a task or assignment is completed. The practical criteria work is consistent for all assigned work, as a consistent rubrics is used for evaluation.
- Should a student change programs, SAP criteria are applicable only to the new program.

### **MITGATING CIRCUMSTANCES**

- Students that have been determined to not be making Satisfactory Academic Progress/SAP, may appeal the determination based on mitigating circumstance.
- The appeal must be in writing and submitted to the schools director, no later than 10 days after the determination of unsatisfactory SAP.
- The appeal must document the mitigating circumstances that caused the student to fail to meet the institution's standards.
- The appeal must provide detailed information regarding what conditions have changed that would demonstrate that the student making the appeal could regain SAP during the next evaluation period.
- The student will not be considered to be making SAP during the mitigating circumstances appeal process.
- The institution will review the students appeal and related documentation. Its resulting decision will be final.

### **MEASUREMENTS**

Both criteria; qualitative and quantitative measures must be met to be making SAP.  
Sap is applicable to each program offered.

### **QUALITATIVE**

Qualitative measurement:

Includes, but is not limited to, academic exams, assigned work and activities, rubric evaluations, professionalism, job readiness and client development.

Each student is expected to maintain an 80% qualitative measurement to be making SAP.

- Practical work is graded each time a task or assignment is completed.
  - The practical criteria work is consistent for all assigned work.
  - Periodic rubrics are applicable to each program and become part of the qualitative Sap measurement.
- Academic work is tested periodically.
  - Multiple choice testing is used as it is a representation of the Indiana licensing exam.
  - Failed exams are expected to be retested within 30 calendar days.

## Qualitative/Practical Work Rubrics

- Set Up
- Safety
- Sanitation
- Preparation
- Consultation
- Staff Interaction
- Execution of Task
- Time Frame Commitment
- Communication
- Completion

## QUANTITATIVE

Quantitative measurement:

- Accrued hours in relation to Scheduled hours.
- Each student is expected to maintain a minimum of 67% attendance quantitative measurement to be making SAP.
  - Example: Accrued 393 hours/Scheduled 450 hours  $393/450 = 87\%$
  - Student is making SAP.
- Each student is expected to maintain a 90% attendance quantitative measurement to be within the terms of their enrollment agreement.
  - Example: Accrued 393 hours/Scheduled 450 hours  $393/450 = 87\%$
  - Student is making SAP, financial aid will continue.
  - Student is NOT within the terms of their enrollment agreement and will be billed for additional educational charges/\$15.00 per clock hour.
  - As per DEO regulations, financial aid does not cover excessive absences over 10% absences, as defined in the enrollment contract.

Cosmetology and Barber/1500 Hours	150 Allowable Absences/45/45/30/30 per SAP
Esthetics/900 Hours	90 Allowable Absences/45 per SAP
Manicure/600 Hours	60 Allowable Absences/30 per SAP
Instructor/1000 Hours	100 Allowable Absences/45/45/10 per SAP

## FINANCIAL AID WARNING/FAW

- Students NOT meeting either of the criteria will be placed on Financial Aid Warning (FAW).
- During the FAW period the student is eligible to receive financial aid until the next scheduled SAP.
- If the student is not making SAP at the end of the FAW period, all Title IV funds will be **suspended until the next scheduled SAP in which the student is making SAP.**
- Financial aid eligibility will be re-instated when the student is making SAP. This school does not provide a SAP probationary period(s) and/or an appeal process.

- If a student does not meet SAP the student will be notified in writing. This notification will detail any negative impacts to financial aid and applicable eligibility.

**MAXIMUM TIME FRAME**

- This school measures time frames in clock hours.
- Students that exceed the maximum time frame will be terminated for their program.
- Maximum time frame is the maximum amount of time an enrolled student may stay in school.
- If a student is not making SAP and as a result, does not receive Title IV Aid and/or withdraws; officially or unofficially, hours accrued within that applicable time frame are included/counted toward the maximum timeframe allowable for the completion of the program.

<b>Course Name</b>	<b>Maximum Time Frame Scheduled Hours</b>
Cosmetology 1500 Hours	2250 Hours
Barber 1500 Hours	2250 Hours
Esthetic 900 Hours	1350 Hours
Manicure 600 Hours	900 Hours
Instructor 1000 Hours	1500 Hours

**GRADING SCALE**

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

**SAP INCOMPLETES**

- NA/Incompletes are recognized by a complete lack of attendance for the course/unit of study.
- This school does not offer course “incompletes” and accordingly, these have no impact on SAP.
- This school does not include incomplete grades/0, due to lack of attendance in the scheduled academic progress review/SAP.
- This is inclusive of both quantitative and/or qualitative evaluations. Grade changes are not applicable to incomplete grades, therefore incompletes are not recognized and have no effect on SAP.

## **SAP/PROGRAM REPEATS**

- If a student withdraws from a program and re-enrolls in the same program, within a time frame that is acceptable with the State of Indiana, the student re-entering will re-enter at the same progress level as when they left. The returning student will receive credit for all hours and assigned work completed.
- The returning student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received financial funding, before being eligible for additional finding.
- A student who returns to the program after more than 180 days have lapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain credit. Students should schedule an appointment to meet with the schools' director to discuss the conditions that are applicable and may be awarded for repeated courses. Repeated Courses/Units of Study

## **SAP OVERVIEW**

Students that have withdrawn officially or unofficially are considered to be passing or failing based on their SAP at time of withdrawal.

This school recognizes two types of withdrawals.

- Official
  - Student formally withdraws from the program
  - Student that is withdrawn from the school for failure to comply with the enrollment contract
- Unofficial
  - Student fails to return to class and is absent for more than 14 consecutive calendar days.

## **NON-CREDIT/REMEDIAL CLASSES**

NA/This school does not offer remedial school courses/units nor does it give credit/credit value for non-remedial course work.

The school does however, recognize Individual Educational Plans (IEPs) and will adhere to the needs described in the plan. The state of Indiana does accommodate documented IEPs with applicable testing provisions.

## **SCHOLARSHIP**

The school offers periodic scholarships. At time of offering, applicable criteria is made available to all applicants

## **STATE EXAMS AND LICENSING FEES**

- State exam expenses and licensing fees are determined by the applicable state.
- Students are responsible for all state exam charges and licensing fees.
- Students will register on line with the testing agency to facilitate their licensing exam.

## **TERMINATION**

- This school requires all students to follow the standards defined in the Student Handbook.

- Students that make application for re-enrollment must convince the school that approval of such will result in a positive and productive outcome for both the terminated student and the campus.

## **TESTING**

- All testing/written and practical require a minimum score of 80%.
  - Written and practical exams are pre-announced.
  - Students must complete assigned homework prior to test.
  - There is no charge for testing/retesting prior to graduation.
  - Failed exams must be taken within 30 days of the initial failure.
  - Students are allowed three attempts per exam; school reserves the right to determine independent work and/or retaking of the class.
  - Missed classes; school reserves the right to reschedule and/or assign independent learning activities.

## **TIME OUT**

- The school reserves the right to offer an educational time out/excused absences to those students that do not meet the academic standard.
- As needed, the school will offer/refer remedial educational opportunities to the student.
- Criteria
  - Attends class within the terms of their enrollment contract
  - Completed counseling with the schools director
  - Taken and failed repetitive exams

## **TRANSCRIPTS**

- The school reserves the right to hold a transcript when the educational debt to the school and/or the federal government has not been met or satisfied with applicable payment arrangements.
- A transcript requires a prepayment of \$10.00 and a written request.

## **TRANSFER POLICY**

The transfer policy of this school is determined on a case by case basis.

## **VACATIONS**

This school observes four weeks per calendar year for regularly scheduled vacations

- Easter Week
- 4<sup>th</sup> of July Week
- Thanksgiving Week
- Christmas Week

## **WAIVER/RELEASE**

This school reserves the right to use photos/videos taken of students/work in class/on the school campus; to include, but not limited to promotional material via social media and/or printed material.

**WITHDRAWAL**

This school recognizes two types of withdrawals.

- Official/Failure to comply with the schools polices
- Unofficial/Absent for more than 14 consecutive calendar days