



School Catalog

DON ROBERTS SCHOOL OF HAIR DESIGN

July 2021

LANGUAGE

All courses, publications, to include this catalog are written in the English language.

LOCATION

Don Roberts School of Hair Design

152 East US Route 30

Schererville, IN 46375

Phone: 219-864-1600

Email: drschoo@sbcglobal.net

Our campus is in the Oak Ridge Center on US Route 30; 1 mile east of US Route 41/Indianapolis Blvd.

DATE OF PUBLICATION

Our student catalog was revised and published December 2021.

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.

PROGRAMS OFFERED

Cosmetology, Barbering, Esthetics, Manicure, Instructor, and individual continuing education /CE credit hours.

Overview

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

Our graduates demonstrate that their scores fare 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 set.

Each program offers a curriculum that will allow the graduates to sit for their licensing exam in the State of Indiana. Currently licensing endorsement from Indiana to Illinois is easily attained, without additional education and/or 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 programs are taught in the English language. The State of Indiana provides testing in English, Spanish, and Vietnamese.

PROGRAMS

Cosmetology

1500 Hours/ 24 hours per week/ 16 months completion

Course Outline

Cut, color, chemically restructure and hair designing, facial makeup, 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 bars, demonstration work, beauty, and fashion consultant, and/or health care facility.

Barber

1500 Hours/ 24 hours per week/ 16 months completion

Course Outline

Cut, color, chemically restructure and hair designing, shampoo and scalp massage, men's facials massage and treatments, wet shaving and facial hair design, men's and 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/ 18 hours per week/ 13 months completion

Course Outline

Massage 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, microdermabrasion, and chemical peels.

The licensed esthetician will find employment in a full-service salon/spa, specialty salon/spa, mobile spa, 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/ 18 hours per week/ 9 months completion

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/ hours and anticipated completion are undergraduate program dependent

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 Michelle

Financial Aid Office: Miss Jan

Faculty: Miss Michelle, Miss Becky, Miss Jan, Miss Moe

ENROLLMENT INFORMATION

Admission Requirements

Enrollment requirements

- Completed and signed enrollment application, copy of birth certificate or valid passport
- Proof of GED/certification letter of high school completion/diploma/sealed transcript or state verification of home schooling/12th 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 student

Prior to enrollment

View the school's website www.donrobertsschoolofhairdesign.edu.

This web site, under Student Resources, includes, but is not limited to; School Catalog, Student Handbook, Course Outlines, Licensing Information and Employment Guidelines
Attend an orientation.

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

All programs are offered multiple times per year. All class start dates are program dependent, January through November of each calendar year. The school reserves the right to limit the number of students per class and/or cancel a class.

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

Our institution is 3,000 sq. ft. in size. This includes a reception/retail area, three student salons, locker room, shampooing & chemical dispensary, various classrooms, and office.

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

All programs offered are equipped with demonstration facilities, visual aids and equipment needed for students' practice. The open dispensary provides a complete selection of professional products.

Cost of Educations

The total cost of each program includes the tuition, books and equipment, locker use and student ID expense. Indiana sales tax is applicable to the retail items, equipment, and books. Miscellaneous charges are applicable throughout the program and are estimated to be \$300.00. Broken or misplaced equipment is to be replaced immediately, at the expense of the student. The school charges for education needs beyond the completion date as identified on the enrollment agreement.

Cosmetology	\$21, 800
Barber	\$21, 800
Esthetics	\$17, 600
Manicure	\$12, 400
Instructor	\$14, 500

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 Student Loans are available to those that qualify. Financial Aid applications are filed at www.studentaid.gov. The School Code to be entered on the FASFA is 013998. The FASFA is available to our school in not more than 48 hours after submission by the applicant. Applicant should contact the school directly to schedule an appointment to review their financial aid package. 219-864-1600

EXPENSES

Non Refundable Expenses

Nonrefundable Expenses include the application fee/\$100, administrative fee/\$150, Indiana State practical exam fee/\$150, and when applicable an early withdraw or termination fee/\$150.

Miscellaneous Expenses

Miscellaneous expenses, when applicable may include transcript fee/\$10, Replacement lock for locker/\$15, ID Replacement/\$35, over contract charges/\$15 per clock hour, and miscellaneous expenses estimated at \$300.

The enrolling student provides their own housing, transportation and meals. The licensing expenses are determined by the State of Indiana are paid by the student upon exam. They are estimated to be under \$200.00

ATTENDANCE

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

Students are required to attend not less than 90% of their scheduled classes. 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 have allowed one late per calendar month. Students arriving late must pre-notify the school, via email, no later than 30 minutes prior to the start of their scheduled class. This is an excused tardy. Excused absences are preplanned. Students are allowed on planned absence per evaluation period. Absences that are not pre-planned are noted in the students file. All absences and tardie's are included in the 10% allowance. Students that are absent more than 10% will be counseled.

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

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

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
- Manicure requires 600 hours for graduation
- Instructor requires 1000 hour for graduation

EMPLOYMENT ASSISTANCE

The school does not guarantee employment. There is no charge for employment assistance, and it is available before and indefinitely after graduation. Our school is 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 easy to transition to immediate employment.

SUPPORTIVE SERVICES

The school reserves the right to counsel students throughout their enrollment. Counseling may include, but not limited to, individual achievements, personal grooming, social behavior, job placement, SAP, and interpersonal relationships. For those areas out of the 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 mento the student when applicable.

HOUSING

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

SATISFACTORY ACADEMIC PROCESS (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

Withdrawal and Settlement Policy

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

- 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 student shall be refunded within 45 days of official cancellation or withdrawal.
- Official cancellation or withdrawal shall occur on the earlier of the dates that:
- 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.
- 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 started training. All monies collected by the school are refunded except a non-refundable application fee.
- 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 entitling to a refund of all monies paid to the school less the application fee.

- A student notifies the institution of his/her withdrawal
- A student is on an approved leave of absences notifies the school that he/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.
- A student is expelled by the school.
- 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	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%
35% to 49%	70%
50% to 100%	100%

- Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
- All refunds are calculated based on the students last date of attendance.
- Any monies due to 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 the 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 cancellation or administrative fee of \$150.00

Collections 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 after 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 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

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 schools' website/text.

DISCLAIMERS

Owner

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

Equality

This school does not discriminate based on sex, age, color, ethnic origin or religion.

Personal File Access

Independent students/ dependent students/parents or guardians of dependent students have access to their school records, by appointment only.

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 requests 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 authorized 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

Institutional Certifications

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

State Licensed

Indiana Professional Licensing Agency
 402 West Washington Street, Room W072
 Indianapolis, IN 46204
 317-234-3031
www.pla.in.gov

Nationally Accredited

National Accrediting Commission of Career Arts and Sciences
 3015 Colvin Street
 Alexandria, Virginia 22314
 703-600-7600
www.naccas.org

Accreditation Status: Accredited

Outcome Rates

Outcome Rates 2019

Completion	65.63%	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	70%	Disclaimer: Our surveys indicated that the 30% not placed chose not to be employed in the industry at the time survey was conducted.

Program Outcome Rates

Program Breakdown	Completion	Licensure	Placement
Cosmetology	53%	100%	75w2%
Barbering	NA	NA	NA
Esthetics	80%	100%	50%
Manicure	80%	100%	100%
Instructor's	NA	NA	NA

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 Veterans Affairs (VA) Post 9/11 G.I. Bill (CH.33) or Vocational Rehabilitation and Employment (CH. 31) benefits, while payment to the institutions is pending from the VA.

School Responsibilities

This 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.

School Policies

This institution requires and maintains policies to include but not limited to:

- 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

For more information, please see our Student Handbook available on our website at www.donrobertsschoolofharidesign.edu