



Student Handbook

DON ROBERTS SCHOOL OF HAIR DESIGN

July 2021

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ACCREDITATION & LICENSURE

STATE LICENSED:

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

NATIONALLY ACCREDITED:

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

ACCREDITATION STATUS: ACCREDITED

ABSENCES

- Students are required to attend classes as defined in their enrollment contract.
- Students that miss more than the allowed 10% of their scheduled classes will be charged an hourly rate for the excessive absences 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 Absences
 - Students planning an absence are required to notify the office in writing prior to the absence. Approval is based on the students SAP.
- Unplanned Absences
 - Unplanned absences require that the student email the notice to the school no later than 30 minutes prior to the start of the class day.

RESCHEDULING OF CLASSWORK/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 the staff when attempting to make up missed classes.

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

- Students that withdraw and return to school within 3 months/90 consecutive calendar day are not subject to applicable new educational expenses at re-enrollment. Past educational credits apply to the new enrollment contract.
- Students that withdraw and return to class after 3 month/90 consecutive calendar days are subjected to any applicable educational expenses at re-enrollment. Past educational credits apply to the new enrollment contract.

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 qualitative and quantitative reviews. Grade changes are not applicable to incomplete grades.
- Upon rescheduling of the class, completion of assigned work and testing, the incomplete grade of zero/o 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 of state verification of home schooling/12th grade completion
 - Copy of driver's license/government issued identification
 - 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 institution does not admit ATB/Ability to Benefit Policy student
- Prior to enrollment students should:
 - View the school's website www.donrobertsschoolofhairdesign.edu; including, but not specific to the Student Handbook, School Catalog, and Orientation
 - 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.

ATTENDANCE

- Our scheduled class times serve as an outline to each educational program .
- All students are required to clock in and out daily.
- Cumulative attendance records are posted regularly
- Students are not allowed to clock in and out for another student.
- After clocking students are not allowed to leave campus without permission.
- 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 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 and based on the applicable course evaluation periods.
- The State of Indiana, as defined in the enrollment contract, require 90% attendance.
- SAP/Progress Evaluation Standard requires a minimum attendance of 67%
 - Students that attend less than 90% are subject to additional educational charges.
- No credit is given for unattended class time and timeclock errors.

BREAKS/LUNCHES/WORK EXPECTATIONS

- The lunch period is 30 minutes in length.
 - Students do not receive class credit hours for lunch periods.
 - Students attending more than five (5) hours must take a lunch.
- Students not in class or with a guest are expected to work on their manikin
- Student conversation between themselves is expected to be professional and limited.
- Conversations with a guest is expected to be professional and focused on the needs of the guest.
- Students are expected to be productive and prepared when verbally interacting with a staff member or guest.

CLASS SCHEDULE

CAMPUS HOURS

- 8:30 am to 3:30 pm/Monday thru Saturday

CLASSES SCHEDULE

- Monday thru Saturday 9:00 am to 3:30 pm
- Required days of attendance are program dependent and preannounced
- To assure student preparation for the day, all students are to check with an instructor prior to clocking in.
- Students are required to be in the building no later than 8:45 am.
 - Full time classes: not less than 24 hours per week/no more than 30 hours per week
 - Part time classes: not less than 18 hours per week/not more than 24 hours per week.
 - The school does not recognize an open attendance policy; attendance is taken daily
 - The school does not allow students to leave early unless independently demonstrated in the case of an emergency.

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, are expected to exceed C work/minimum requirement. TBD at time of scholarship offering.

CLINIC VERSUS CLASS

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

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

COMMUNICATION

This school encourages all students enrolled to check the website at www.donrobertsschoolofhairdesign.edu. The website 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 concerns with a client or 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 their locker or car.
- Students are not allowed to chew gum or eat/drink while clocked in.
- Students are not allowed to use their cell phones, ear Buds, headsets, iPad or Compute while on the clock, unless directed to in a classroom activity by their instructor.
- This school has a zero-tolerance policy for the use of drugs, alcohol, weapons, bullying, and/or nonprofessional behavior.

CONTINUING EDUCATION/CE

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

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

Periodic CE training is offered which is topic specific. Date are TBD.

COUNSELING

The school reserves the right to counsel students, including but, not limited to 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. All counseling is documented and becomes part of the students' permanent file.

COURSE CROSS CREDITS

For those graduates interested in multiple licenses, the school offers cross credits respective to the units of study applicable between programs. To determine competency, the school reserves the right to pre-test in the applicable cross over units of study. Testing requires a minimum score of 80% in each area of study.

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.

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 is found on the applicable course outlines.

DISCRIMINATION/RECRUITMENT

- This school does not discriminate based on 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 school does not offer distance education.

The school requires all homework to be done on line. No clock time is given for homework assignments.

DRESS CODE

- PMA/Positive Mental Attitude
- PBL/Professional Body Language
 - No wearing of tinted glasses or sunglasses
 - No hoodies
- Black scrubs/top and bottom/Black socks
 - Must be hemmed and free of tears and stains
 - Black tank top may be worn under the scrubs
- Black leather/leather like shoes
 - No open toe or open heeled shoes.
 - No Crocs/Must be leather or leather like

- No Boots or High Tops/No Canvas
- Hair ornamentation worn must be black and at a minimum
 - No head wraps, bands or scarves
- Neutral or black under clothing
- Hair/nails/makeup should be done daily and professional in manner.
 - Makeup/Foundation/Eye Color/Mascara and Lip Color
 - Nail/Well-manicured and maintained regularly
 - Hair/Clean and professionally presented
 - Longer hair should be worn up
- Jewelry should be kept to a minimum
 - No dangling jewelry or large hoops, rings or bracelets
 - Facial piercing jewelry; limited to a 3 mm stud
- ID badge/school issued/Must be worn on a school issued lanyard
 - No additional ornamentation allowed
- Cooler Weather Opportunities
 - Black nylon or cotton long sleeve t shirt/worn under the scrubs
 - No coats, sweaters, jackets, lab coats, open scrub tops or thermal underwear on the outside of the scrubs

EDUCATIONAL CHARGES/COMPUTER AND SUPPORTIVE REQUIRMENTS

Educational charges are detailed in all enrollment contracts.

The school provides free internet access while in attendance.

Unexpected miscellaneous will be announced and/or posted on the school bulletin board or website.

As all homework is done on line, students are required to have access to a working computer, reliable WIFI access and printer throughout their enrollment.

ADDITIONAL CHARGES

- Students are responsible for their own clothing, notebooks, procedure cards, pens, pencils, highlighters, computer, printer, software support/Microsoft specific to word, excel and power point, study materials, living expenses, meals and transportation. Miscellaneous charges are estimated at \$200.00/\$300.00.
- Students will be expected to immediately re-purchase miscellaneous, broken and/or misplaced items.
- 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/AKA Salesmanship Activities.
 - Students are required to build a self-generated network of models to the clinic area to practice and/or evaluate their technical skills. The amount of guests required is program specific.
 - All guests are charged for the performance of services. The student salon clinic menu is available at 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, electronic devices, assignments, and notes to class daily.
- Broken or misplaced equipment is to be immediately replaced by the student.
- There is no borrowing of materials, supplies and/or equipment.
- Sanitation and preparation of materials, equipment and supplies are the responsibility of the student.

- Students are required to:
 - Always keep their workstation clean and sanitary, as directed by the State of Indiana.
 - Pick up after themselves and re-sanitize their workstation throughout the day
 - Provide all state mandated precautions for sanitation and safety of themselves, fellow students, staff, and guests, throughout the day.
- Students are subject to the sanitation criteria as identified they 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 receives clock credit until the issue has been corrected.

EVALUATIONS

Evaluations will include, but not 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.

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.
- Students engaged in unlawful criminal activities on the school campus will be reported to appropriate authorities.
- Cell phones are allowed in the building, but are to be kept on silent.
 - 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.
 - When applicable to the class, the student may be asked to research a topic via an electron device.
- Proper conduct is always expected. Students causing a disturbance will be immediately dismissed for the day.
- Termination may result for the student that fails to always maintain a professional appearance and exemplary conduct and attitude.
- Food/drinks/gum is allowed in the lunchroom/during specified breaks/lunches.
- Sanitation duties, as required by the State of Indiana are performed throughout the day and at the end of the day.

FINANCIAL AID

- The accepts VA and Vocational Rehab sponsorship; though it is not recommended to be a sole means of financial support as it can be unpredictable and timely in nature.
- 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 www.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 to all federal aid; grants, student and/or parent loans.
- To receive financial aid today 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 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. Refer to FAW policy.
 - 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

High School Diploma Verification Policy

- It is the policy of this school to collect, copy and review all of the documents required for admissions. These documents become part of the enrolling student's permanent file. They are reviewed and acknowledged prior to acceptance of enrollment. These documents are retained for a period of time not less than required the State of Indiana and the US Department of Education/DOE.
- As required by the US DOE, if this school has reason to believe that a high school diploma and or GED document presented by an enrollee or their representative is not valid or obtained from an entity that provides secondary school education, this school will check/verify its validity with the applicable states Department of Education/DOE to determine eligibility.
- If identified as a diploma from a high school that is not accredited, this school will again attempt to verify with the applicable State attorney's office for verification. If either of these sources are not responsive this schools final attempt would be to verify through the applicable State Regulation of Private and Home Schools.
- Upon successful completion of this process, all supporting communication and documents received will become part of the student's permanent file. Successful completion of this verification will assure this school of the accuracy of the submitted document (s).

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/GRIEVANCE

In accordance with this school's 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 sources 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. Programs are offered on alternate days, specific to specific days of the

week. This is a variable yet TBD. Pre announcement for scheduling changes will not be less than 30 calendar days.

- All levels of training have specific assignments/evaluations that must be completed both on manikins and all guests.
- Salesmanship activities; program dependent are required by the State of Indiana
- Each student is required to create and maintain an updated procedure book and digital portfolio progressively throughout their enrollment. These will be reviewed at each evaluation period.

LANGUAGE

All courses are taught and tested in English. All published materials are in English.

LATE ARRIVALS

Each student is allowed one late per month. The school does not allow for an unannounced late arrival.

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

Late arrivals are excused only for the first 30 minutes after school begins. No one will be admitted after the 30 minutes.

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.gov/pla for current and updated material.

LEAVE OF ABSENCE

This school does not offer a Leave of Absence.

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 become 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 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 concern 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.
- Students 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. As mandated by the State of Indiana, the school reserves the right to approve this exceptional opportunity in a case-by-case basis.

PARKING

On campus student parking is available at no cost.

PLACEMENT/LICENSING EXAM

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 highly 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 consistent manner for all courses offered. Each practical assignment, task or exam is graded with the rubric's methodology.

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

Cosmetology	Barber	Esthetics	Manicure	Instructors
450 Hours / 100 Assignments	450 Hours / 100 Assignments	450Hours / 200 Assignments	300 Hours / 75 Assignments	450 Hours / 50 Assignments
900 Hours / 300 Assignments	900 Hours / 300 Assignments	900 Hours / 895 Assignments	600 Hours / 288 Assignments	900 Hours / 100 Assignments
1200 Hours / 600 Assignments	1200 Hours / 600 Assignments			1000 Hours 100 Assignments
1500 Hours / 1010 Assignments	1500 Hours / 1010 Assignments			

RECORD ACCESS

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

RETURNING STUDENTS

- If a student withdraws from a program and re-enrolls in the same program, the opportunity to re-enter in the same program is determined by the Indiana Professional Licensing Agency at the time of re-entry and the school.
 - The returning student will return 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.

RETURN OF TITLE IV FUNDS POLICY

As the State of Indiana does not have a state mandated refund policy, this school uses our Accrediting Agency policy/NACCAS., as well as the federal mandated Return of Unearned Title IV Funds policy.

It is the policy of this school to uniformly implement the appropriate refund calculation to all terminated and/or withdrawn students; either official or unofficial.

The institutional refund policy as per our enrollment agreements is the only policy this school uses, however for Title IV recipients, a calculation of how much federal aid was earned by the student is done before the standard tuition refund calculation is performed. Any unearned funds are returned and earned funds are applied/used as credits to the students account in the institutional refund calculation.

Return of Unearned Title IV Funds aka “R2T4” Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who: a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds, and b) who withdrew or were terminated from the institution during the first 60% of any payment period.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence.

This school does not offer a Leave of Absence/LOA. Those students absence for more than 14 consecutive calendar days may apply for re-enrollment within 179 consecutive calendar without experiencing additional educational charges, as defined in their most recent enrollment contract. Those students that choose to re-enroll after 180 consecutive calendar days are subject the same policies and charges of newly enrolled student in the same program of enrollment. This school reserves the right to issue academic credits and credits for previous earned clock hours at this institution, subject to the rules as defined by the Indiana Professional Licensing Agency, at time of re-enrollment.

Calculation Details

Eligible Title IV federal aid recipients whose last recorded date of attendance, per the institution's attendance records, is within the first 60% of a payment period is considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period rounded to the nearest 1/10 of one percent (Example: $33.333\% = 33.3\%$, $66.666\% = 66.7\%$).

If a student's last day of attendance is within the first 60% of the payment period, percentage of the payment period completed is determined by dividing the number of clock hours the student was scheduled to complete in the payment period, as of the student's last day of academic attendance, by the total number of clocked hours in the payment period. (Example: A student scheduled to have 100 clock hours in a payment period of 450 clock hours, the $100/450$ would result in 22% of the payment period earned and 78% of the Title IV money would be unearned).

Accordingly, a required calculation will be performed to determine if federal aid that has not been earned by the student has been disbursed, in which case the unearned portion must be returned to the U.S. Department of Education, or if federal aid that has been earned by the student has not yet been disbursed, in which case the student may be entitled to a post-withdrawal disbursement of earned federal aid.

This R2T4 calculation will be done before a tuition refund calculation is performed in accordance with this institution's refund policy and will result in a determination of the amount of unearned aid that must be returned to the USDE by the institution, as well as the amount to be returned by the student.

If the R2T4 calculation results in a credit balance it will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

The institution will notify the student upon completion of this calculation if the student has any responsibilities to repay any federal funds beyond the scope of the student's existing student loan repayment obligations. In many cases, any return of unearned Title IV funds will result in adverse financial consequences including the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid.

Unearned Title IV, HEA funds that must be returned to the U.S. Department of Education will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards.

Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, will be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post-withdrawal disbursement/PWD of such earned funds to the student in accordance with federal regulations and allowances.

- A PWD of grant funds will be disbursed as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew. These funds will be sent via US mail without request for confirmation of such.
- A PWD of loan funds will be offered to the student/parent within 30 days. The student/parent will have 14 consecutive calendar days to respond in writing.
 - In order for a PWD loan to be disbursed, a student/parent signature is required.
- All PWDs are applied to cover current outstanding allowable charges first.
 - If there is a credit balance remaining after the PWD is credited, the Title IV credit balances will be issued within 14 days of the disbursement

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.

REINSTATEMENT/RE-ENTRANCE POLICY

Students are making SAP during the initial evaluation period. Therefore, it is the policy of this school that students who return after a temporary interruption are re-instated under the same SAP status as they had prior to their departure.

STUDENT COST SALON AND SPA SERVICES

Students can receive clinic services. The cost for such services is predetermined, requires pre-payment and preapproval. 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.

This may include, but 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 daily.

This school considers all sanitation, disinfection, and sterilization protocols to be of utmost importance on a daily and routine basis. Students that do not adhere to there 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 online at donrobertsschoolofhairdesign.edu 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 are notified of their progress at scheduled SAP.
- 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 qualitative; academic measurement.
- An average of all qualitative and quantitative areas determines 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 making satisfactory academic progress/SAP until the next scheduled evaluation.
- SAP is determined by periodic academic 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 comply 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 rubric is used for evaluation
- Should a student change program, SAP criteria are applicable only to new program
- This school does not accept mitigating circumstances when evaluating SAP.

MEASUREMENTS

Both criteria; qualitative and quantitative measure must be making SAP.

SAP is applicable to each program offered.

QUALITATIVE

Qualitative measurement:

Includes, but is not limited to, academic exams, 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 RUBRIC

- 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 $393/450 = 87\%$
 - Students 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.
 - 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 the Department of Education 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 an 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 with draws; officially or unofficially, hours accrued within that applicable time frame are included/counted toward the maximum time frame allowable for the completion of the program.

Program Name	Maximum Time Frame Scheduled Hours
Cosmetology 1500 Hours	2250 Hours
Barber 1500 Hours	2250 Hours
Esthetics 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/o, 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 180 calendar days, the student re-entering will re-enter at the same progress level as when they left. The returning student will be pre-tested and may receive credit for hours and 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 calendar days has lapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain credit.

SAP OVERVIEW

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

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 the time of offering, the criteria is made available to all applicants within the applicable program(s).

STATE EXAMS AND LICENSING FEES

- Students that maintain a consecutive 95% GPA throughout their program are afforded the opportunity to sit for their licensing exam prior to graduation; 95% GPA is subjective to first time testing and no documented makeup work/hours.
- The graduate is responsible for all testing and licensing fees.
 - Students register online with the testing agency to facilitate their written exam/Cost and date determined by the Testing agency
 - Students register at school for their practical exam/Cost and date is determined by the school.
- Licensing fees are determined by the Indiana Professional Licensing Agency.

TERMINATION

- Those students that do not comply with the standards defined in the Student Handbook will be terminated.
- Students that make re-application for enrollment, after termination, 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 school's director
 - Taken and failed repetitive exams

TRANSCRIPTS

- The school reserves the right to withhold 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
- 4th of July Week
- Thanksgiving Week
- Christmas Week

This school reserves the right to close for emergencies, maintenance, repairs/planned or unexpected, pre-planned educational days, staff education, etc.

Students are not charged for the clock time accrued during school closures.

WAIVER / RELEASE

This school reserves the right to use photo/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
 - Student officially withdraws
 - Student fails to comply with the enrollment contract
- Unofficial/Absent for more than 14 consecutive calendar days