

2023



DON ROBERTS  
SCHOOL OF HAIR DESIGN

[WWW.DONROBERTSSCHOOLOFHAIRDESIGN.COM](http://WWW.DONROBERTSSCHOOLOFHAIRDESIGN.COM)

## **LANGUAGE**

All courses and publications, including this catalog, are written and taught in the English language.

## **LOCATION**

Don Roberts School of Hair Design

152 East US Route 30

Schererville, IN 46375

Phone: 219-864-1600

Email: [drschoo1@sbcglobal.net](mailto:drschoo1@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 in 2023.

## **MISSION STATEMENT**

We are committed to providing a positive learning environment; at the student's level of learning, which advocates considerate, responsible, and emotionally healthy behaviors. Our school provides effective support for entrepreneurship and independently thinking professionals, which prepares our graduates for initial and continued employment.

We validate our success with our reoccurring 100% licensure rate, specific to first-time state testers within the cosmetology industry and its related fields.

## **CAMPUS OVERVIEW**

As a privately held corporation, we pride ourselves on small classes that allow us to teach at the level of the learner. Our many decades of experience have defined our exceptional hands-on curriculum, which is supported by updated academics. Choice scholarships are offered periodically, and early state exams are afforded to those students that qualify. For these graduates, employment is many times secured after state licensing and prior to graduation.

## **ADMISSION & ENROLLMENT REQUIREMENTS**

All programs have the same admissions requirements:

- Completed and signed enrollment application

- \$100 application fee

- Copy of birth certificate or valid passport

- Copy of High School Diploma/Original HS Transcript and/or sealed letter of graduation from HS/GED or certification of homeschooling; specific to 12th-grade completion as required by the state of issuance

- Copy of Driver's License/Government issued ID

- Copy of Social Security Card

- Copy of documents(s) that verify any change of name

## **OVERVIEW**

The school reserves the right to review all applications on an individual basis.

If there are additional charges involved in the verification of the admissions documents, it is the financial responsibility of the enrollee at the time of making the application.

The applicant will be notified via email with specific concerns and applicable charges.

Applications for enrollment may be delayed until identity verification is complete and the school is assured of its accuracy.

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 students.

## **Prior to enrollment**

This school requires the applicant to review orientation material online prior to attending a mandatory orientation:

View the school's website [www.donrobertsschoolofhairdesign.edu](http://www.donrobertsschoolofhairdesign.edu).

- Select the Orientation Information tab

- Review at a minimum

- School Catalog, Student Handbook, Applicable Course Outline

- Licensing and Employment Information

- Consumer Information/Disclosures

- Institutional and Programmatic Outcomes

## **Re-Enrollment**

The school reserves the right to accept or refuse applications for re-enrollment after a student withdraws and/or is terminated.

## **OUTSIDE TRAINING**

This school has a no-transfer policy. The school reserves the right to review transfer applications on a case-by-case basis.

## **PROGRAMS OFFERED**

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

This school does not offer Distance Education. All clock hours are done at the campus.

The Indiana Professional Licensing Agency does allow schools, at their discretion, to permit students to train off-site for not more than 10% of their applicable program. Offering and qualifications are TBD on an individual basis.

## **Overview**

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

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

Those students that 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 school's experience that all programs offered to provide the licensed professional with multiple opportunities in their field. Our graduates expand their client base with individual opportunities to network, as well as work 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 nearby states is easily attained without additional education and/or testing. Graduates may find that states/jurisdictions may require additional training, examinations, and/or fees.

All programs are taught in the English language. The State of Indiana provides on-site testing in English, Spanish, and Vietnamese.

## **Programs**

This school does not offer distance education. Online studies are specific to homework and on-campus synchronized education.

### **Cosmetology**

Cosmetology License

1500 Hours/ 24 hours per week/ 16 months completion

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 employment.

[Course Outline](#)

### **Barber**

Barber License

1500 Hours/ 24 hours per week/ 16 months completion

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, and 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.

[Course Outline](#)

### **Esthetics**

Esthetics License

900 hours/ 18 hours per week/ 12 months completion

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

Wide variety of facial services, not limited to spa facials, exfoliations, non-surgical face lifts, eye tabbing, make-up, hair removal, electrical modalities, and advanced studies.

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.

[Course Outline](#)

### **Manicuring**

Manicuring License

600 hours/ 24 hours per week/six months completion

Basic and spa manicures 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.

Course Outline

**Instructor**

Instructors License

1000 Hours/9 – 12-month completion/ hours and anticipated completion are undergraduate program dependent Curriculum design and lesson planning, principles of teaching, online and on-campus platforms of education, and student teaching experience. The licensed instructor will find employment in a public or private school, manufacturer, or research facility and/or within a publishing environment.

Course Outline

**FACILITIES**

**Campus/Unit 152**

Our campus is 3,000 sq. ft. in size. It is inclusive of a reception/retail area, three student salons, a locker room, a shampoo area & chemical dispensary, various classrooms, and a reception office.

Workstations/20 throughout the campus are provided with individual electrical access. The entire facility is Wi-Fi accessible. Wi-Fi access and all consumable supplies used during the training processes are provided by the school. All programs offered are equipped with demonstration facilities, multiple flat-screen educational centers/visual aids, and equipment needed for students’ practice. The open dispensary provides a complete selection of professional products. There is no charge for lockers and student parking located at the rear of the building.

**Administrative Office/Unit 126**

The office is used for administrative and financial aid operations, meetings, storage, and Discovery Days. This is not part of the school campus, and classes are not taught in this building.

**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:

- Debt accountability
- Pass written/practical exams/not less than 75% on either exam, with a cumulative score of not less than 80%
- Complete course applicable hours and assigned work, including but not limited to a digital portfolio.
- 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 hours for graduation

## DIPLOMA/LICENSURE/EMPLOYMENT

At graduation, the school issues a diploma for all programs offered.

Indiana licensure requires testing overseen by the Indiana Professional Licensing Agency, specific to both a practical and written exam. The practical is tested at our campus, and the written is administered by the State of Indiana at preidentified sites throughout the state.

Employment is obtained after licensure is obtained. TBD yearly costs for all testing and issuance of license (s). State of origin dependent; all licenses require periodic renewal subject to applicable fees.

## REFUND POLICY

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

The school's academic year is 900 clock hours for all programs offered.

Students are billed per evaluation period.

Fees, books, and sales tax are billed during the first evaluation period.

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar 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 a non-refundable application fee of \$100.

A student (or legal guardian) cancels their enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded except a non-refundable application fee of \$100, regardless of whether or not the student has actually started classes.

A student cancels their enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee/\$100, registration fee/\$100, lab fee/\$150, program applicable books/equipment, and sales tax.

A student notifies the institution of his/her withdrawal in writing.

A student on an approved leave of absence notifies the school that they will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. **This school does not offer a leave of absence. Any student absent for more than 14 consecutive calendar days will be terminated.**

A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

In type 2, 3, 4, or 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 administrator or owner 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. **All refunds are based on scheduled hours.**

The scheduled evaluations are every 450 clock hours or midpoint of the remaining academic year.

Percent of Scheduled Time Total to Payment Period/Scheduled Evaluation	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%

25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the course is canceled subsequent to a student's enrollment and before instruction in the course/program has begun, the school will either provide:

- a full refund of all monies paid OR
- completion of the course/program.

If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
- provide completion of the course OR
- participate in a Teach-Out Agreement OR
- provide a full refund of all monies paid

If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- a pro-rata refund of tuition to the student OR
- participate in a Teach-Out Agreement.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition. All fees, books, equipment, and sales tax are nonrefundable. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

## **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.

## **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.

## **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.

## **EMPLOYMENT ASSISTANCE**

The school does not guarantee employment. There is no charge for employment assistance, and it is available prior to and indefinitely after graduation. Our school is successful in helping many of our graduates to find employment and job placement. Those graduates that choose to be self-employed are encouraged to file for an Indiana mobile salon license, as this gives them multiple employment opportunities.

## **SCHOOL CALENDAR**

### **Classes**

Classes begin the third week of each calendar month, January thru November. Class starts are program dependent. The school reserves the right to limit the number of students per class and reschedule a class (s) when applicable.

### **Vacations**

The school takes four weeks of vacation per year. Easter, 4<sup>th</sup> of July, Thanksgiving, and Christmas. The school is closed on major holidays such as Memorial and Labor Day, calendar dependent.

### **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/[www.donrobertsschoolofhairdesign.edu](http://www.donrobertsschoolofhairdesign.edu).

## **DISCLAIMERS**

### **Equality**

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

### **Owner**

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

### **Personal File Access**

Independent students/ dependent students/parents or guardians of dependent students have access to their school records by appointment only. Requests are submitted via email/[drschoo@sbcglobal.net](mailto:drschoo@sbcglobal.net).

### **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 release documents are available in the administrative office.



## **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

## **Scholarships**

Institutional 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 and to limit their availability. When offered, they are offered to the same cohort group of students.

Scholarships made available are not offered as enrollment enticements but are offered to provide an educational opportunity that is in the best interest and benefit of the student. Students that benefit from the CHOICE SCHOLARSHIP make positive choices, they stay focused, work consistently hard, and are eligible to sit for their licensing exam prior to graduation. The vast majority of the graduates that receive the CHOICE SCHOLARSHIP find employment and are working prior to graduation.

## **Supportive Services**

The school reserves the right to counsel students throughout their enrollment. Counseling may include, but may not be 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 mentor the student when applicable.

## **Housing**

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

## **INSTITUTIONAL CERTIFICATIONS**

This school is licensed by the State of Indiana State of Illinois/specific to CE training and Certification and 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](http://www.pla.in.gov)

## **State Licensed/Continuing Education Provider**

Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation  
555 West Monroe Street, 5th Floor  
Chicago, Illinois 60661  
888-473-4858  
[www.idfpr.illinois.gov](http://www.idfpr.illinois.gov)

## **Nationally Accredited**

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)  
Licensing Status: Current since 1961  
Accreditation Status: Accredited since 1977

## **SCHOOL POLICIES**

This institution maintains policies to include but not limited to:

- Academic/SAP
- Attendance
- Externship/Off-Site Education
- Consecutive Absences/Planned Absences
- Practical Training and Evaluations
- Withdrawal, Termination, and Incompletes
- Administrative Protocols
- Consumer Information and Orientation
- Enrollment Standards
- Graduation Criteria
- Licensing and Employment Opportunities

For more detailed information, see our Student Handbook available on our website at [www.donrobertsschoolofharidesign.edu](http://www.donrobertsschoolofharidesign.edu)

## **TARDINESS/PLANNED AND UNEXCUSED ABSENCES**

All late arrivals, excused, or unexcused absences require email communication. All late arrivals, time clock errors, absences/planned or unplanned are included in the 10% allowance.

## **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. The school will determine the modality used for makeup work.

## CONDUCT

All Students are always expected to display exemplary conduct. Personal accountability is key to success.

## TERMINATION

Those students who fail to comply with the rules as identified in the Student Handbook and/or school policies are subject to termination.

## ABSENCES/ADDITIONAL EDUCATIONAL CHARGES

As required by the State of Indiana, students are required to attend not less than 90% of their scheduled class. Students that do not comply with their enrollment contract, will experience additional educational expenses.

## EARLY STATE EXAMS

Students that benefit from Institutional Scholarships are eligible to sit for their licensing exam prior to graduation and have found it easy to transition to immediate employment.

## SATISFACTORY ACADEMIC PROCESS (SAP)

All enrolled students are expected to maintain satisfactory progress/SAP during their enrollment. Attendance is taken daily; academic scores are reviewed weekly and practical assignments are determined and evaluated daily. Scheduled evaluations are done every 450 clock hours or midpoint of the academic year, whichever comes first. All students are mentored with each SAP evaluation, and those students receiving financial aid and are not maintaining SAP will be put on financial aid warning/FAW.

## ADMINISTRATIVE STAFF AND FACULTY

Admissions: Ms. Michelle and Mr. Michael

Financial Aid Office: Miss Jan

Faculty: Ms. Michelle, Miss Becky, Miss Kae, and Miss Jan

## COST OF EDUCATION

### The 2023 Calendar Year

The total cost of each program includes the enrollment fee; \$100/registration fee; \$100/lab fee; \$150 tuition, e-books, and equipment. E-books and equipment are subject to Indiana sales tax. Those students that do not comply with the attendance requirement of their enrollment contract will be charged additional educational charges that are not supported by financial aid. Cash payments for failure to complete within the terms of an enrollment contract are determined, billed, and paid on a weekly basis.

Miscellaneous charges are applicable throughout the program and are estimated to be \$300.00. Additional education charges apply beyond the 10% allowable absences.

Cosmetology	\$22,900
Barber	\$22,900
Esthetics	\$18,700
Manicure	\$13,500
Instructor	\$15,750

## Public Disclosures for Cost of Attendance/COA

### **METHODS OF PAYMENT**

Payment plans/private financing plans are also available. The school accepts cash, check, Discover, Visa, and MasterCard. As per Indiana law, the educational charges to the school must be paid in full prior to graduation.

### **FINANCIAL AID**

Federal Grants and Student Loans are available to those that qualify. Financial Aid applications are filed at [www.studentaid.gov](http://www.studentaid.gov). The **School Code to be entered on the FASFA is 013998**. Those applicants interested in financial aid should contact the school directly. 219-864-1600.

### **EXPENSES**

#### **Non-Refundable Expenses**

Nonrefundable Expenses include the application fee/\$100, registration fee/\$100, lab fee/\$150, e-books, and equipment fee, including sales tax.

When applicable, there is a transcript fee/\$10, replacement lock for locker/\$20, ID replacement/\$35, over contract charges/\$15 per hour in 2023, and miscellaneous expenses estimated at \$300.

#### **Miscellaneous Expenses**

The enrolling student provides their own laptop computer, housing, and transportation. Meals, notebooks, and writing and highlighting tools. The license testing cost and issuance of a four-year license are determined by the State of Indiana. They are estimated to be under \$300.00, TBD yearly.

### **INSTITUTIONAL STATISTICS**

#### **Outcome Rates 2021**

Completion	95.00%	Disclaimer: Eligible Students successfully took their licensing exams prior to graduation
Licensure	100.00%	Disclaimer: All students that took the exam passed the test first time.
Placement	86.47%	Disclaimer: Our surveys indicated that the 14% not placed chose not to be employed in the industry at the time survey was conducted and/or were COVID related.

#### **Default Rates**

2019	YTBD
2018	2.7%
2017	7.6%

